



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

BOARD OF COMMISSIONERS Regular Board Meeting Agenda

Tuesday, August 19, 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 - July 31st, 2025 & August 5th, 2025	
4.2	Hire Eligibility Worker - Idania Montanez	
4.3	Resignation - Eligibility Worker Cindy Wardien 08/15/2025	
4.4	Accept Resignation of Connie Spanswick, FT Jailer 08/09/2025	
5	County Auditor-Treasurer	9:05
5.1	Commissioner Warrants	
5.2	Health & Human Services Commissioner Warrants	
5.3	Health & Human Services SSIS Warrants	
6	Public Works	9:07
6.1	Final Payment Authorization - 2025 Dust Control Contract	
6.2	Cooperative Construction Agreement for Bridge R0405 Replacement Project	
7	Facilities	9:10
7.1	Excavation of Annex 2 Sewer	
8	Ditch/Ag Inspector	9:15
8.1	County Agricultural Inspector Grant Request for Proposals - 2026	
9	Initiative Foundation	9:20
9.1	Initiative Foundation Update	
10	Great River Regional Library	9:30
10.1	2026 Budget Presentation	
11	County Sheriff	9:40
11.1	Purchase radio systems from Motorola	
12	Planning & Zoning	9:45
12.1	Smieja & Wiener request for rezoning	
12.2	Pheasants Forever Cooperative Agreement	
12.3	Vowles Request for CUP	
12.4	Marohn Request for CUP	
12.5	Great River Energy Request for CUP	
12.6	Danielson Request for CUP	
12.7	Yoder Request for CUP	
12.8	McCall Request for CUP	
12.9	Hershberger Request for CUP	
13	Health & Human Services	9:55
13.1	Administrative Assistant II - Bilingual Job Description	
13.2	Revise Health & Human Services Organizational Structure, Administrative Assistant II Position	over

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

1 of 134

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



BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Standing Reports

County Auditor-Treasurer Report

County Attorney Report

County Coordinator's Report

County Commissioners' Report

Adjourn



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	20250819-01
Agenda Topic Title for Publication:		Meeting Minutes Approval - July 31st, 2025 & August 5th, 2025
Date of Meeting: August 19 th , 2025	Agenda Time Requested:	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Minutes for the following meetings are attached: July 31 st , 2025 & August 5 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 July 31 st , 2025 and August 5 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



*Minutes of the Special Board Meeting of the Todd County Board of Commissioners held on
July 31st, 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 31st day of July, 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 with Commissioner Denny absent.

Agenda

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

Bureau of Mediation Services – Union Negotiations

Chair Byers closed the meeting at 10:03 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.

On motion by Noska and second by Neumann, the following motion was introduced and adopted by unanimous vote: To reopen the meeting at 3:34 p.m.

Adjourn

On motion by Becker and second by Neumann, the meeting was adjourned by unanimous vote at 3:35 p.m.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

*Minutes of the Meeting of the Todd County Board of Commissioners held on
August 5th, 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 5th day of August, 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 with Commissioner Denny and Commissioner Noska absent.

Approval of Agenda

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented.

Consent Agenda

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

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

GAMBLING PERMIT – EAGLE BEND AREA COMMUNITY DEVELOPMENT CORPORATION (EBFD AUXILIARY)

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Eagle Bend Area Community Development Corporation (EBFD Auxiliary) through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Eagle Bend Area Community Development Corporation (EBFD Auxiliary) to hold a bingo & raffle event at the Clarissa Ballroom in Eagle Valley Township at the address 19281 Kotter Road, Clarissa, MN on September 28th, 2025.

GAMBLING PERMIT – MIDWEST OUTDOORS UNLIMITED – PRAIRIE PARTNERS CHAPTER

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Midwest Outdoors Unlimited – Prairie Partners Chapter through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Midwest Outdoors Unlimited – Prairie Partners Chapter to hold a bingo event at Shady's Golden Eagle in Grey Eagle Township at the address 13218 County 103, Grey Eagle, MN on August 17th, 2025.

To approve a one day On Sale Temporary Liquor License for the Long Prairie Lions Club at the address of 24257 Riverside Drive (Long Drive In), Long Prairie, MN in Long Prairie Township effective August 23rd, 2025.

To approve the hire of Darlene Fah to fill the open Eligibility Worker position. Grade F/6, Step A, \$25.46. Start date: TBD

To approve the promotion of Darichel Ramirez Cruz to fill the open Eligibility Worker position. Grade F/6, Step A, \$25.46. Start date: TBD

To approve the promotion of Elizabeth Rodriguez Partida to fill the open Resource Navigator/Interpreter position. Grade 5/E, Step B, \$24.24. Start date: TBD

Approve the resignation of Social Worker - Aubrey Brezina, effective July 11th, 2025.

Approve the resignation of Seasonal Office Support Specialist II - Kathleen Martin, effective July 21st, 2025.

Approve the resignation of Social Worker - Alyssa Etzler, effective August 22nd, 2025.

Auditor-Treasurer

On motion by Becker and second by Byers, the following motion was introduced and adopted by unanimous rollcall vote: To approve the July 2025 Auditor Warrants number (ACH) 905213 through 905268 in the amount of \$534,070.89 (Manual) 1100 through 1112 in the amount of \$41,511.23 and (Regular) 244748 through 244893 in the amount of \$482,045.39 for a total of \$1,057,627.51.

On motion by Neumann and second by Byers, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 403996 through 404023 in the amount of \$63,576.32 and (Regular) 59092 through 59138 in the amount of \$71,593.70 for a total of \$135,170.02.

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) 806683 through 806736 and (Regular) 713242 through 713295 for a total of \$67,838.23.

On motion by Byers 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) 601738 through 601756 and (Regular) 518529 through 518551 for a total amount of \$134,926.71.

County Ditch/Ag Inspector

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: Acting as Ditch Authority, approves a Brush Spraying project to treat approximately 3 miles of brush on County Ditch 8. Central Applicators of Foley will do the project at an estimated cost of \$2,521.95.

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

HOLD HARMLESS AGREEMENT – REPLACE PRIVATE CROSSING – COUNTY DITCH 18

WHEREAS, David Gould is requesting permission to replace a private bridge crossing on CD18 that is located on his property. A Hold Harmless Agreement has been signed and submitted to the Ditch Authority, and;

WHEREAS, an onsite inspection has been done, and;

WHEREAS, applicant is allowed to replace the existing, failing bridge crossing. This crossing will be replaced with a culvert that matches or exceeds the hydraulic capacity of the 24” culvert on County Road 14. The culvert will be placed at original ditch bottom elevation.

NOW, THEREFORE BE IT RESOLVED, the Todd County Ditch Authority gives permission to David Gould to replace a private crossing on CD18 that is located on parcel 13-0014801, Iona Twp section 15. This project will be done on his property and at his own expense.

MIS

On motion by Byers and second by Neumann, the following motion was introduced and adopted by majority vote with Becker against: To authorize the posting and hiring of a MIS Specialist.

Solid Waste

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: Authorize hiring Mr. Ryan Reimer as solid waste driver at \$24.93/hr, start date TBD.

Health & Human Services

On motion by Byers and second by Becker, the following motion was introduced and adopted by unanimous vote: Approve the elimination of one Child Services Social Worker position and one Adult Services Social Worker position from the organizational chart.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: Approve FFY2026 Low Income Home Energy Assistance Program Grant Contract & Internal Controls Documentation.

Discussion held regarding a proposal for revision to the Administrative Assistant II job description to create a bilingual required version. This was a discussion item only due to agenda scheduling needs. This proposal was directed to be brought forward to the next board meeting for potential adoption.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported that the Finance Committee has met multiple times with the plan to present the preliminary budget at the 8/19/25 work session.

County Coordinator's Report

The County Coordinator reported attending MACA training, employee interviews, safety training, finance meetings, planning for the employee picnic, TWCC executive meeting and union mediation meetings.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Becker attended the West Central Juvenile Board, Facilities, TWCC and union mediation meetings.

Commissioner Neumann attended the SRWD, Central MN COA, JD2, and union mediation meetings.

Encouraged persons to attend the Meet your Rep event at the Osakis Community Center.

Commissioner Byers attended the union mediation, Facilities, Personnel and Finance meetings.

MCIT

Joe Cieminski, MCIT Risk Management Consultant provided a report to the County Board for information purposes and discussion regarding the County's rates and membership within this Insurance Trust.

Recess

Chair Byers recessed the meeting until August 19th, 2025.

AUDITOR WARRANTS

VENDOR NAME	AMOUNT
CARD SERVICES COBORNS	\$ 3,669.89
CLIFTON LARSONALLEN, LLP	\$ 20,895.00
GOVERNMENTJOBS.COM, INC	\$ 5,428.29



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

PETERS LAW OFFICE, P.A.	\$ 6,150.00
POPE DOUGLAS SOLID WASTE MANAGEMENT	\$ 14,275.27
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH	\$ 93,473.61
REDSTONE CONSTRUCTION	\$ 87,250.74
STEP	\$ 11,640.33
TODD COUNTY MIS DEPT	\$ 2,500.00
VERIZON	\$ 6,983.79
VOYANT COMMUNICATIONS, LLC	\$ 3,364.25
42 PAYMENTS LESS THAN 2000	\$ 21,414.97
AMERICAN SOLUTIONS FOR BUSINESS	\$ 12,298.19
CENTRA CARE	\$ 12,714.58
COUNTIES PROVIDING TECHNOLOGY	\$ 7,240.00
ELECTION SYSTEMS & SOFTWARE INC	\$ 15,467.85
FLEET SERVICES/WEX BANK	\$ 8,182.35
LAKES AREA BLASTING	\$ 24,000.00
LOVELACE/ARLISS	\$ 10,000.00
MN DEPT OF FINANCE	\$ 8,218.00
MORRISON COUNTY	\$ 38,478.16
STAPLES ADVANTAGE	\$ 2,967.93
TOEWS/ROBERT	\$ 8,755.00
VARNER/JOE	\$ 44,216.15
WIDSETH SMITH NOLTING INC	\$ 3,189.80
WONDERLICH/SCOTT A	\$ 8,500.00
52 PAYMENTS LESS THAN 2000	\$ 24,747.08
ARVIDSON/JEREMY	\$ 17,437.50
CENTRAL APPLICATORS INC	\$ 9,858.32
DAVID STERNITZKE & EDNA PAMPY	\$ 4,884.00
FORUM COMMUNICATIONS PRINTING	\$ 8,523.76
MINNESOTA POWER	\$ 17,657.56
NORTHERN STAR COOP	\$ 2,630.20
VILLARD IMPLEMENT COMPANY	\$ 9,459.64
WATERGUARDS LLC	\$ 29,270.63
40 PAYMENTS LESS THAN 2000	\$ 21,981.08
ARC ELECTRIC SERVICE	\$ 2,528.15
DOHERTY STAFFING SOLUTIONS	\$ 3,854.82
EBSO INC	\$ 317,491.00
GALLAGHER BENEFIT SERVICES INC	\$ 2,000.00
LAKES AREA BLASTING	\$ 24,000.00
MORRISON SWCD	\$ 3,550.53
TODD CO AUD-TREAS	\$ 8,778.00
WEST CENTRAL REG JUVENILE CTR	\$ 14,054.00
27 PAYMENTS LESS THAN 2000	\$ 12,135.86
US BANK-CC	\$ 8,980.82
MN DEPT OF REVENUE	\$ 25,232.84
MN DEPT OF REVENUE	\$ 3,238.00
11 PAYMENTS LESS THAN 2000	\$ 4,059.57
TOTAL:	\$ 1,057,627.51



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
AMAZON CAPITAL SERVICES	\$ 2,162.32
APEX EQUIPMENT LLC	\$ 3,160.90
CELLEBRITE INC	\$ 7,350.00
CENTRAL APPLICATORS INC	\$ 15,716.88
COMMISSIONER OF TRANSPORTATION	\$ 2,333.37
DIAMOND MOWERS LLC	\$ 2,690.68
HERDERING INC	\$ 15,858.30
INNOVATIVE OFFICE SOLUTIONS, LLC	\$ 7,594.24
LONG PRAIRIE LEADER	\$ 2,229.00
LONG PRAIRIE LUMBER, LLC	\$ 3,843.75
METAL CULVERTS INC.	\$ 29,220.50
MORRIS ELECTRONICS INC	\$ 2,138.73
NYHUS CHEVROLET INC	\$ 3,464.89
OTTER TAIL CO SOLID WASTE DEPT	\$ 2,991.00
STANTEC CONSULTING SERVICES INC	\$ 8,462.02
VEOLIA ENVIRONMENTAL SERVICES LLC	\$ 2,776.41
59 PAYMENTS LESS THAN 2000	\$ 23,177.03
Total:	\$ 135,170.02

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
GERARD TREATMENT PROGRAMS	\$ 9,065.70
GREATER MN FAMILY SRVS INC	\$ 13,374.35
HEARTLAND GIRLS RANCH	\$ 21,559.80
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$ 3,615.90
MENDED INC	\$ 2,352.88
NORTHERN PINES MENTAL HLTH CTR INC	\$ 13,008.42
NORTHWOD CHILDRENS SERVICES	\$ 8,593.20
STAPLES MOTLEY ISD 2170	\$ 5,045.50
VALLEY LAKE BOYS HOME INC	\$ 17,430.00
VILLAGE RANCH INC	\$ 28,313.89
32 PAYMENTS LESS THAN 2000	\$ 12,567.07
Total:	\$ 134,926.71

VENDOR NAME	AMOUNT
DHS - SWIFT	\$ 13,626.03
V#4106 - H&D INSURANCE	\$ 2,474.50
TODD COUNTY MIS DEPT	\$ 5,817.35
TODD COUNTY SHERIFF	\$ 4,725.03
12 PAYMENTS LESS THAN 2000	\$ 3,060.89
32 PAYMENTS LESS THAN 2000	\$ 38,134.43
Total:	\$ 67,838.23



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	20250819-02
Agenda Topic Title for Publication:		Hire Eligibility Worker - Idania Montanez
Date of Meeting: 8/19/2025	Agenda Time Requested: 5 min	☒ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och		
Background: Supporting Documentation enclosed ☐		
An open Eligibility Worker position exists within the Financial Services Unit. Interviews were conducted and it is recommended to hire applicant Idania Montanez to fill the open position. Start date: TBD		
Options:		
1. To approve the hire of Idania Montanez to fill the open Eligibility Worker position. Grade F/6, Step A, \$25.46. Start date: TBD		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the hire of Idania Montanez to fill the open Eligibility Worker position. Grade F/6, Step A, \$25.46. Start date: TBD		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 25.46/hr Grade F/6, Step A Funding Source(s): 11-Social Services	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250819-03
Agenda Topic Title for Publication:		Resignation - Eligibility Worker Cindy Wardien
Date of Meeting: 8/19/2025	Agenda Time Requested: 5 min	☒ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och (consent item)		
Background: Supporting Documentation enclosed ☐		
Cynthia Wardien has resigned from her position as Eligibility Worker in the Financial Support Services Unit, effective August 15 th , 2025.		
Options:		
1. Approve the resignation of Eligibility Worker Cynthia Wardien, effective August 15 th , 2025.		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the resignation of Eligibility Worker Cynthia Wardien, effective August 15th, 2025.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official 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	20250819-04
Agenda Topic Title for Publication:		Accept Resignation of Connie Spanswick
Date of Meeting: 08/19/2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Full time Jailer Connie Spanswick has submitted her resignation from the Sheriff's Office effective 8/9/2025		
Options:		
Accept the resignation of Connie Spanswick		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Accept the resignation of FT Jailer Connie Spanswick effective 8/9/2025.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

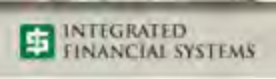
Board Action Form

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	20250819-05
Agenda Topic Title for Publication:		Approve Commissioner Warrants
Date of Meeting: August 19th, 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) 404024 through 404042 in the amount of \$13,727.22 and (Regular) 59139 through 59170 in the amount of \$133,783.83 for a total of \$147,511.05.		
Additional Information:		Budgeted:
Financial Implications: \$ Funding Source(s):		☒ Yes ☐ No
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A		Facilities Committee Review: ☐ Yes ☐ No ☒ N/A
		Finance Committee Review: ☐ Yes ☐ No ☒ N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		

Seal

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



Cutoff 2000
Report Sequence: 1 - Vendor Name



WARRANTS FOR PUBLICATION
Warrants Approved On 8/19/2025 For Payment 8/22/2025

<u>Vendor Name</u>	<u>Amount</u>
A.W. RESEARCH LABORATORIES, INC.	4,980.00
ALEX GLASS & GLAZING INC	4,076.20
CENTRAL APPLICATORS INC	3,269.00
CROSBY AND SONS CONSTRUCTION	12,431.04
DAKOTA WHOLESALE TIRE	6,336.00
LONG PRAIRIE PLUMBING & HTG INC	3,500.00
MORRIS ELECTRONICS INC	10,210.20
STREICHER'S	4,775.43
TODD SOIL & WATER CONS DIST	75,691.50
TRISTAR POWER SOLUTIONS	7,719.00
41 Payments less than 2000	14,522.68
Final Total:	147,511.05



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	20250819-06
Agenda Topic Title for Publication:		Health & Human Services Commissioner Warrants
Date of Meeting: August 19 th , 2025		Agenda Time Requested: 2 minutes ☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Printouts have been sent for Commissioners to review and Warrants for Publication are attached.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Health & Human Services Commissioner Warrants number (ACH) 806737 through 806794 and (Regular) 713296 through 713338 for a total of \$38,969.78.		

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

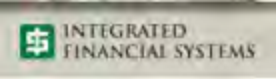
**** Todd County ****



WARRANTS FOR PUBLICATION
Warrants Approved On 8/19/2025 For Payment 8/22/2025

<u>Vendor Name</u>	<u>Amount</u>
MCIT	2,500.00
PETERSON/JENA	3,300.00
88 Payments less than 2000	29,601.71
Final Total:	35,401.71

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



Cutoff 2000
Report Sequence: 1 - Vendor Name

**** Todd County ****



WARRANTS FOR PUBLICATION
Warrants Approved On 8/19/2025 For Payment 8/22/2025

<u>Vendor Name</u>		<u>Amount</u>
11	Payments less than 2000	3,568.07
	Final Total:	3,568.07



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	20250819-07
Agenda Topic Title for Publication:	Health & Human Services SSIS Warrants	
Date of Meeting: August 19 th , 2025	Agenda Time Requested: 2 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Printouts have been sent for Commissioners to review and Warrants for Publication are attached.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Health & Human Services SSIS Warrants number (ACH) 601757 through 601776 and (Regular) 518552 through 518576 for a total amount of \$155,542.83.		

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

Payment Date:

8/22/2025

Approval Date:

8/19/2025

Vendor name or #

Amount

# 17598	4836.00	Foster care provider
CENTRAL MN MENTAL HEALTH CTR	3000.00	
DHS - MSOP - MN SEX OFFENDER PROG - 462	5844.00	
GERARD TREATMENT PROGRAMS	9367.89	
HEARTLAND GIRLS RANCH	19763.15	
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	3844.62	
MERIDIAN SERVICES INC	2204.54	
NORTH HOMES CHILDREN & FAMILY SRVS	33582.60	
PINE MANORS INC	2400.00	
PORT OF CROW WING BOYS HOME	11062.92	
STEP	6617.28	
# 16359	2242.54	Foster care provider
TRI-COUNTY COMMUNITY CORRECTIONS	3072.80	
VALLEY LAKE BOYS HOME INC	21648.00	
WEST CENTRAL REG JUVENILE CTR	7884.90	
	\$18,171.59	30 Pymts less than \$2000
Final Total	\$155,542.83	



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	20250819-08
Agenda Topic Title for Publication:		Final Payment Authorization - 2025 Dust Control Contract
Date of Meeting: 08/19/2025	Agenda Time Requested: 5 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Public Works		
Person Presenting Topic at Meeting: Loren Fellbaum, County Engineer		
Background: Supporting Documentation enclosed ☒		
See attached resolution for background information.		
Options:		
#1 Approve attached resolution.		
#2 Do not approve attached resolution.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the attached resolution Final Payment Authorization - 2025 Dust Control Construction Contract.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ 5,898.78 Funding Source(s): Local Levy	☒ 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



FINAL PAYMENT AUTHORIZATION – 2025 DUST CONTROL CONSTRUCTION CONTRACT

WHEREAS, the contract with Knife River Corporation for a 2025 Dust Control Construction Contract known as CP 77-25-08 located on various county roads in Todd County in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2025 with the value of the total work certified being \$117,975.69, and;

WHEREAS, partial payments amounting to \$112,076.91 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$5,898.78 still remains to be paid to Knife River Corporation.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners does here accept said completed project for and in behalf of the County of Todd and authorizes final payment as specified.

Todd County, MN
44 Riverside Dr, Long Prairie, MN
56347

Page 1 of 6

Contract Number: 202504
Final Pay Request Number: 2

Project Number	Project Description
CP 77-25-08	2025 Todd County Dust Control Contract

Contractor: Knife River Corp. - Sauk Rapids 4787 Shadow Wood Drive N.E. Sauk Rapids, MN 56379	Vendor Number: 8081 Up To Date: 07/01/2025
---	---

Contract Amount

Original Contract	\$118,565.29
Contract Changes	\$0.00
Revised Contract	\$118,565.29

Funds Encumbered

Original	\$118,565.29
Additional	N/A
Total	\$118,565.29

Work Certified To Date

Base Bid Items	\$117,975.69
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$117,975.69

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
CP 77-25-08	\$0.00	\$117,975.69	\$0.00	\$112,076.91	\$5,898.78	\$117,975.69

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$117,975.69	\$0.00	\$112,076.91	\$5,898.78	\$117,975.69
Percent: Retained: 0%			Percent Complete: 99.5 %		
Amount Paid this Final Pay Request: \$5,898.78					

Todd County, MN
44 Riverside Dr, Long Prairie, MN
56347

Page 2 of 6

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By:

Loren Fellbaum
Todd County Engineer

Date: _____

Approved By:



Knife River Corp. – Sauk Rapids
Contractor

Date: 7-22-25

Todd County, MN
44 Riverside Dr, Long Prairie, MN
56347

Page 3 of 6

Project No. : CP 77-25-08
Final Pay Request No. : 2
Contract No.: 202504

Certificate of Final Contract Acceptance
Final Voucher Number: 2

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated _____ Signature _____ Todd County Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$117,975.69 and agrees to the amount of \$5,898.78 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Knife River Corp. - Sauk Rapids

By Ronald A. Hall, Vice President

And Jerome F. Emmerich II And _____ State of Minnesota, Benton County

On This 22nd Day July, 2025, Before me appeared _____ To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

Ronald A. Hall And Jerome F. Emmerich II to me personally known, who, being each by me duly sworn

each did say that they are respectively the Vice President and Vice President of the Knife River Corporation -

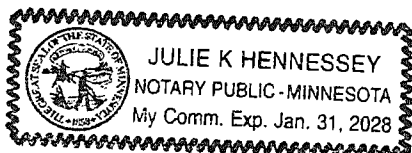
North Central Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Directors and said Ronald A. Hall and Jerome F. Emmerich II

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in Shuburne County

Seal Expires January 31, 2028 Signature [Signature]



Todd County, MN
44 Riverside Dr, Long Prairie, MN
56347

Page 4 of 6

Todd County, MN
44 Riverside Dr, Long Prairie, MN 56347
Contract No: 202504
Final Pay Request No. 2

**Todd County, MN
Certificate of Final Acceptance
Board Acknowledgment**

Contract Number: 202504
Contractor: Knife River Corp. - Sauk Rapids
Date Certified: 7/01/2025
Payment Number: 2

Whereas; Contract No. 202504 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Todd County, MN and authorize final payment as specified herein.

State of

I, _____, agency_name within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20____

At _____,

Signed By _____

Todd County, MN

(SEAL)

Todd County, MN
44 Riverside Dr, Long Prairie, MN
56347

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2025-06-02	\$117,975.69	\$5,898.78	\$112,076.91
2	2025-07-01	\$0.00	(\$5,898.78)	\$5,898.78

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Local Levy	12	\$117,975.69	\$0.00	\$112,076.91	\$5,898.78	\$117,975.69

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
12	Local (Dust Control)	\$5,898.78	\$118,565.29	\$118,565.29	\$117,975.69

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
CP 77-25-08	1	2025-06-02	\$117,975.69	\$5,898.78	\$112,076.91
CP 77-25-08	2	2025-07-01	\$0.00	(\$5,898.78)	\$5,898.78

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CP 77-25-08	Local Levy	\$117,975.69	\$0.00	\$112,076.91	\$5,898.78	\$117,975.69

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
CP 77-25-08	12	\$5,898.78	\$118,565.29	\$118,565.29	\$117,975.69

Todd County, MN
 44 Riverside Dr, Long Prairie, MN
 56347

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 77-25-08	1	2131.506	CALCIUM CHLORIDE SOLUTION	GAL	\$1.709	69377	0	\$0.00	69032	\$117,975.69
Base Bid Totals:								\$0.00		\$117,975.69

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
CP 77-25-08	DUST CONTROL	\$0.00	\$117,975.69

Contract Total	\$117,975.69
-----------------------	---------------------



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20250819-09
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Cooperative Construction Agreement for Bridge R0405 Replacement Project
--	--

Date of Meeting: 08/19/2025	Agenda Time Requested: 5 minutes	☐ Consent Agenda
-----------------------------	----------------------------------	---

Organization / Department Requesting Action: Public Works

Person Presenting Topic at Meeting: Loren Fellbaum, County Engineer

Background: Supporting Documentation enclosed ☒
--

See attached Cooperative Construction Agreement and Map for the proposed Bridge R0405 Replacement Project with Ward Township.

Options:

#1 Approve the attached Cooperative Construction Agreement with Ward Township for the replacement of Bridge R0405.

#2 Do not approve the attached Cooperative Construction Agreement at this time.
--

Recommendation:

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

Approve the attached Cooperative Construction Agreement with Ward Township for the replacement of Bridge R0405.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 0.00	☒ Yes ☐ No	
Funding Source(s): Fund 3 (Road & Bridge)		
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

THE COUNTY OF TODD & WARD TOWNSHIP

COOPERATIVE CONSTRUCTION AGREEMENT FOR THE REPLACEMENT OF BRIDGE #R0405 LOCATED ON 281ST AVENUE IN WARD TOWNSHIP

This agreement is between the County of Todd and Ward Township concerning the project administration, project engineering, construction management, cost participation, and future maintenance of the proposed bridge replacement project of Bridge #R0405 located on 281st Avenue in Ward Township.

THIS AGREEMENT is made and entered into by and between the County of Todd acting by and through the County Board of Commissioners, hereinafter referred to as the "County", and Ward Township acting by and through its Township Board of Supervisors, hereinafter referred to as the "Township".

WHEREAS the County and Township cooperatively plan to replace Bridge #R0405 located on 281st Avenue in Ward Township as part of State Aid Project 077-599-068 funded by a combination State Town Bridge, State Bond and Ward Township Funds.

IT IS, THEREFORE, MUTUALLY AGREED AS FOLLOWS:

ARTICLE I – PROJECT RESPONSIBILITIES

SECTION A - COUNTY'S RESPONSIBILITIES

The County, through the County Engineer, will act as the project administrator and fiscal agent for the entire proposed bridge project. The County will provide the construction staking and construction inspection for the project. The County will also select and contract with an engineering firm to complete the surveying, preliminary engineering, bridge funding application, hydraulic design, plan preparation, right of way acquisition document preparation, and acquisition of required permits.

Once the County has received an approved construction plan, funding approval letter, permits, and signed right of way documents; the County shall publicly advertise for bids and award a construction contract to the lowest responsible bidder in accordance with current State Statutes and Rules.

SECTION B - TOWNSHIP'S RESPONSIBILITIES

The Township shall acquire the required right of way and be responsible for all costs associated with the acquisition of the right of way.

ARTICLE II – PROJECT FUNDING

The County, acting as the fiscal agent for the Township, will use either Town Bridge Funds and or State Bridge Bond Funds to fund all MnDOT State Aid determined eligible portions of the project. The County will not be fiscally responsible for any portion of the design or construction phases of the project. The Township will be fiscally responsible for the following items:

Approach Grading Construction Costs	Estimated at \$10,000 (as determined by MnDOT State Aid Policy)
Project Engineering/Design Costs	Estimated at \$10,000 (as determined by MnDOT State Aid Policy)
Right of Way (Easement) Costs	As determined by Township Policy

SECTION B - PROJECT PAYMENTS

Upon substantial completion of the design phase of the project, the County will send an invoice to the Township for 100% of the Township's share of the design costs. The Township will have 30 days from the receipt of the invoice to make a payment to the County for their share of the design costs. Any late payments will be assessed a 5% per month fee.

Upon substantial completion of the construction phase of the project, the County will send an invoice to the Township for 100% of the Township's share of the construction costs. The Township will have 30 days from the receipt of the invoice to make a payment to the County for their share of the construction costs. Any late payments will be assessed a 5% per month fee.

ARTICLE III – JURISDICTION & MAINTENANCE**SECTION A - COUNTY'S RESPONSIBILITIES**

Upon completion of said proposed project, the County will place the new bridge on the national bridge inventory list through the MnDOT Bridge Office. The County will be responsible for all future annual and biannual inspections as required by law. The County will also be responsible to provide guidance and recommendations for future maintenance activities for the new bridge.

SECTION B - TOWNSHIP'S RESPONSIBILITIES

Upon completion of the proposed project, the new bridge will be under the jurisdiction of the Township. All required and County recommended maintenance activities will remain the full responsibility of the Township.

ARTICLE IV - GENERAL PROVISIONS**SECTION A - TERMINATION OF AGREEMENT**

The County and Township can terminate this agreement by mutual consent. If this agreement is terminated prior to project completion, both parties will be held responsible for their portion of the project development and construction costs.

SECTION B - TOWNSHIP-COUNTY DISPUTE/RESOLUTION

Disputes between the Township and County related to this agreement shall be resolved by a joint committee consisting of two members of the County Board, two members of the Township Board, the County Engineer, and the Township Clerk. The joint committee shall meet to recommend or approve a settlement. If the joint committee cannot come to an agreement, the Township Board shall meet with the County Board at a regular meeting of the County Board to attempt to resolve the dispute.

SECTION C - CLAIMS

The Township, at its own sole cost and expense, shall defend, indemnify, save and hold harmless the County and all of its agents, officers and employees of and from all claims, demands, proceedings, actions or cause of action of whatsoever nature or character arising out of or by reason of contract for engineering services covered under this agreement, except an action or claim which is deemed as a negligence of the County, its agents, officers, and employees.

The County, at its own sole cost and expense, shall defend, indemnify, save and hold harmless the Township and all of its agents, officers and employees of and from all claims, demands, proceedings, actions or cause of action of whatsoever nature or character arising out of or by reason of contract for engineering services covered under this agreement, except an action or claim which is deemed as a negligence of the Township, its agents, officers, and employees.

SECTION D - NONDISCRIMINATION

The provisions of Minnesota Statute Section 181.59 and of any applicable ordinance relating to civil rights and discrimination shall be considered part of this agreement as if fully set forth herein.

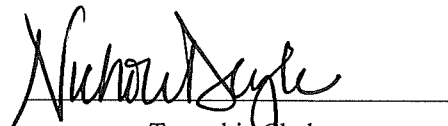
SECTION E - AGREEMENT APPROVAL

Before this agreement shall become binding and effective it shall be approved by the Township and the County.

WARD TOWNSHIP


Township Board Chairperson

Date: 8/12/25


Township Clerk

Date: 8/12/25

TODD COUNTY

County Board Chairperson

Date: _____

County Auditor/Treasurer

Date: _____



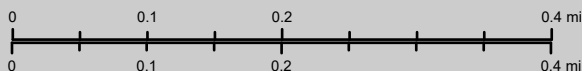
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, 2023

Todd County
MINNESOTA



Todd County GIS
 215 1st Ave S, Ste 102
 Long Prairie, MN 56347
 (Office) 320-732-4248

LetterLayout



The Todd County GIS & Land Services Department has made every effort to provide the most accurate and up-to-date information available in this publication and cannot be held responsible for any unforeseen errors or omissions. If the recipient wishes to locate parcel corners and property lines, employ the services of a Registered Land Surveyor.

Printed on:
Wednesday, April 2, 2025



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	20250819-10

Agenda Topic Title for Publication:	Excavation of Annex 2 Sewer	
Date of Meeting: August 19 th 2025	Agenda Time Requested: 5 mins	☐ Consent Agenda
Organization / Department Requesting Action: Facilities Department		
Person Presenting Topic at Meeting: Facilities Manager Mitch Johnson		
Background: <i>Supporting Documentation enclosed</i> ☐		
The Annex 2 main sewer line was found to be collapsed in the boulevard and parts of the street. Excavation was needed to expose and fix the issue as well as remove the tar from the street. Chad Twardowski Excavating did this emergency fix for a cost of \$7,400.		
Options:		
1) Approve Chad Twardoski Excavating for a cost of \$7,400 for the annex 2 excavation of the sewer line. 2) do not approve the request		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve Chad Twardoski Excavating for a cost of \$7,400 for the annex 2 excavation of the sewer line.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 7,400 Funding Source(s): Building Improvement fund 111-6601	☐ Yes ☒ No	Cost rose due to un forseen issues
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

Chad Twardowski Excavating INC

26808 Cty Rd 30
Long Prairie, MN 56347
Phone 320-732-3809
Cell 1-320-760-1127

Invoice

Date	Invoice #
7/30/2025	3275

Bill To
Todd County Courthouse 221 1st ave S Long Prairie, MN 56347

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Excavation for sewer line in the street.	7,200.00	7,200.00
	Cutting of tar	200.00	200.00
Thank you for the work 2% after 15 Days		Total	\$7,400.00



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20250819-11
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	County Agricultural Inspector Grant Request for Proposals - 2026
--	---

Date of Meeting: August 19, 2025	Agenda Time Requested: 5 min	☐ Consent Agenda
----------------------------------	------------------------------	---

Organization / Department Requesting Action: Ditch/Ag Inspector

Person Presenting Topic at Meeting: Nancy Uhlenkamp CAI

Background: Supporting Documentation enclosed ☒
--

Attachment 1 - County Agricultural Inspector Grant - Fiscal Year 2026 Request for Proposals

The MDA has released their 2026 Request for Proposals for the County Agricultural Inspector Grant. This grant is to support the required duties under the Noxious Weed Law. There are 5 criteria that an applicant must meet to apply, and Todd County meets all the criteria. This 2026 grant is reimbursable only, and there will not be any upfront money. Todd County will need to cover the expenses until the reimbursement is given. The amount requested would be \$10,000 to be used for eligible expenses.
--

Options:

Approve CAI applying for the grant

Do not approve CAI applying for the grant
--

Recommendation:

The Todd County Board of Commissioners approves the following by Motion: Approves the CAI pursuing the County Agricultural Inspector Grant by submitting an application.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 10,000 Funding Source(s): Ditch/Ag Inspector Budget until reimbursed	☒ 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

County Agricultural Inspector Grant Fiscal Year 2026 Request for Proposals

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

Table of Contents

Grant Summary	4
Overview	4
Funding Availability	4
Project Dates	4
Priorities	4
Questions	5
Eligibility and Application Instructions	5
Eligible Applicants	5
Eligible Expenses	5
Application Instructions.....	6
Timeline.....	7
Budget Guidelines	7
Application Review Policies and Processes.....	8
Review Process.....	8
Privacy Notice and Classification	8
Pre-award Risk Assessment and Financial Review	9
Conflicts of Interest	9
Requirements for Grant Recipients	10
Pre-award Risk Assessment.....	10
Grant Award Agreement	10
Accountability and Reporting Requirements.....	10
Monitoring and Site Visits	11
Grant Payments.....	11
Authorized Representatives	12
Contract and Bidding Requirements.....	12
Audits	12
Publicity.....	12
Affirmative Action and Non-Discrimination Requirements	12
Voter Registration Requirement.....	13
Right of Cancellation.....	13
Application Form Questions.....	13
Eligibility	13
Proposal Summary	13

Work Plan 14

Budget 14

Certification..... 15

Grant Summary

Overview

The Minnesota Department of Agriculture (MDA) is now accepting grant applications from county agricultural inspectors (CAIs) and county-designated employees (CDEs) to support their required duties under the Noxious Weed Law. The County Agricultural Inspector Grant (CAI) Program is authorized under the [Minnesota Noxious Weed Law](#) (Minn.Stat. 18.76-18.91). Funding and priorities are established by the State Legislature at 2025 Laws of Minnesota, Chapter 34, Article 1, Section 2, Subd. 2 (g).

The County Agriculture Inspector (CAI) Grant Program will support CAIs and County's Designated Employees (CDEs) to complete their duties under the Minnesota Noxious Weed Law. Reimbursement to eligible counties to cover costs of implementing and maintaining noxious weed control programs and in addressing special weed control problems. The grant program is intended to protect public health, the environment, public roads, crops, livestock, and other property from the injurious effects of noxious weeds.

All information about the CAI Grant Program is available on the [program's webpage](#). Applications will be accepted until 3:00 p.m. on September 4, 2025.

Funding Availability

The Minnesota Legislature has appropriated \$500,000 for these grants in fiscal year 2026. MDA will determine which counties are eligible for funding based on criteria outlined in statute. Once the total number of eligible counties is determined, MDA will divide the available grant funds equally between the eligible CAI/CDEs across the State. Eligible counties are required to report to MDA with each request for reimbursement to demonstrate that they have met all the necessary criteria to receive funds. A report on progress will be required of all Grantees prior to the end of the performance period. If a county fails to successfully meet the requirements, it will not receive funds, and its allocated amount will be redistributed equally among the remaining eligible counties who successfully meet the requirements.

If selected, Grantees may only incur eligible expenditures when the grant contract agreement is fully executed, the grant has reached its effective date, and the Grantee has been notified by the state's authorized representative that they may begin work.

Project Dates

The grant application will be open until September 4, 2025.

Grant projects are projected to begin around October 16, 2025 and complete by June 30, 2026.

Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

[Office of Grants Management \(OGM\) Policy 08-02: Rating Criteria for Competitive Grant Review \(PDF\)](#) sets up the expectation that grant programs intentionally show how the grant serves diverse populations, especially populations experiencing inequities or disparities.

The CAI Grant is awarded non-competitively to eligible counties as specified in 2025 Laws of Minnesota, Chapter 34, Article 1, Section 2, Subd. 2 (g) and this Request for Proposals. The funding is designated for county agricultural inspectors (or a county's designated employees) complete their duties under [Minnesota Noxious Weed Law](#). The policy and outcomes are detailed by statute (Minn.Stat. 18.75 and 18.90.). County agricultural inspectors and county-designated employee are identified at Minn.Stat. 18.80. The policy and outcomes of the Noxious Weed Law are detailed at (Minn.Stat. 18.75 and 18.90.).

Questions

Direct questions about the grant program, completing the application, or additional accommodations to:

Emilie Justen

emilie.justen@state.mn.us

MDA Noxious Weed Law Coordinator
Plant Protection Division
625 Robert Street North
St. Paul MN 55155-2538

Questions regarding the Request for Proposals (RFP) must be submitted in writing (mail or email) c. Answers will be posted for all applicants to review on the [CAI Grant webpage](#).

Questions and answers will be posted within 3 days of receipt at emilie.justen@state.mn.us with "County Agricultural Inspector (CAI) Grant" in the subject line.

MDA employees are not authorized to give advice on any applications. Applicants who solicit or receive advice from unauthorized MDA employees may be disqualified from eligibility for a grant award.

Eligibility and Application Instructions

Eligible Applicants

To be eligible for this grant, a county must employ a county agricultural inspector or county-designated employee (CAI/CDE)* who meets the following criteria:

1. Has attended training for new county agricultural inspectors offered by the commissioner.
2. Coordinates with the commissioner to review applicable laws and enforcement procedures.
3. Compiles and submits to the commissioner local weed inspector annual report data.
4. Conducts an annual meeting and training for local weed inspectors, and
5. Assists the commissioner with control programs and other agricultural programs when requested under Minnesota Statutes, section 18.81, subdivision 1b, as directed by the county board.

Eligible Expenses

Funds are appropriated to support county agricultural inspectors and county-designated employees to perform their required duties under the noxious weed law (Minnesota Statutes Chapter 18.81; Subdivision. 1a, 1b, and 3).

Eligible expenses may only be incurred after the contract has been signed by all parties. Grant contracts may not extend beyond two years from the effective date of the contract.

Eligible expenses include but are not limited to:

- Inspection and reinspection of noxious weeds on public and private lands
- Enforcement of the noxious weed law when violations occur
- Management performed of noxious weeds
- Assisting MDA with seed, screenings, invasive plant, feed, fertilizer, and pesticide programs, and other agricultural programs when requested by the commissioner
- Training of and assisting local weed inspectors
- Attending required meetings and hosting meetings for local weed inspectors
- Development of outreach materials for noxious weed identification, management, prevention and the noxious weed law and lists
- Development of a Noxious Weed Management Plan
- Issuing Transport Permits and inspection of noxious weed infested materials
- Posting a General Notice and serving individual notices
- Serving on an appeal committee
- Attending hearings or appeal reviews

Ineligible expenses include but are not limited to:

- Expenditures not related to duties outlined in Minnesota Statute 18.81.
- Expenditures incurred prior to grant contract execution.
- Applicant or partner agency overhead or administrative costs not related to the grant.
- Fundraising including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions regardless of the purpose for which the funds will be used.
- Taxes, except sales tax on goods and services.
- Lobbyists, political contributions.
- Bad debts, late payment fees, finance charges, or contingency funds.
- Donated or volunteer (in-kind) services. While these may be furnished to an applicant by professional and technical personnel, consultants, and other skilled and unskilled labor, the value of these services is not an eligible cost.
- Parking or traffic violations.
- Out of state transportation and travel expenses (Minnesota will be considered the home state for determining whether travel is out of state).
- Capital expenses greater than \$5,000.

Application Instructions

Applications are due by 3:00 p.m. on September 4, 2025.

- Submit grant proposals through our [online application system](#).
 - If you are a new user, you'll need to create an account first.
 - Once you're logged in, select "County Agricultural Inspector (CAI) Grant FY26".
- We will not consider late applications.
 - The MDA is not responsible for any technical or logistical problems resulting in the MDA not receiving the application on time.
 - We are not responsible for any technical or logistical problems that result in a late submission. It is the responsibility of the applicant to ensure that submission is received by the MDA before the deadline.

- Apply early so there is enough time to get help with the online application system if needed. It's best practice to submit your application at least 24 hours in advance.

Incomplete applications will be rejected and not evaluated. Counties submitting an application must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated. The MDA reserves the right to reject any application that does not meet these requirements.

By submitting an application, each the county warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be assumed by the county submitting the application.

Application Tips:

- Answer all questions completely within the character limits specified in the grant application.
- Although some questions are labeled as optional, we strongly recommend responding to those questions or uploading the appropriate documents.
- Ensure your application is unique to your county.

Timeline

The application will close at 3:00 p.m. on September 4, 2025.

- We will review applications after the deadline closes.
- If we have questions on your application, we will contact you within one month of your submission. Please respond promptly to our questions so you have time to change your proposal before we create the grant contract.

August 28, 2025, at 12 p.m. CT.....Deadline to ask grant program questions.

September 4, 2025, at 3 p.m. CT....Applications due.

October 16, 2025.....Applicants notified of decisions; grant agreement negotiations begin.

October 16, 2025.....Anticipated start date for projects awarded funding.

Budget Guidelines

The applicants must provide an estimated rate per hour and hours to be completed for CAI/CDE duties in 2025/2026. Estimates for other expenses must also be provided with the application. MDA will determine amount of money available per county for expenses after the application closes.

Application Review Policies and Processes

Review Process

MDA staff and leadership will review applications for accuracy and meeting of the eligibility criteria. MDA staff will inform the applicant of any ineligible components. The commissioner of agriculture reviews the recommendations and is responsible for award decisions. Funding decisions may consider the applicant's history as a state Grantee, including progress made on previous grants, compliance with state rules and regulations, and capacity to perform the work.

The MDA will notify applicants, both successful and unsuccessful, in writing.

MDA staff and leadership will review applications for accuracy and inform the applicant of any ineligible components. The commissioner of agriculture is responsible for award decisions.

Privacy Notice and Classification

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant under the Grants for CAIs and CDEs. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the Minnesota Data Practices Act as private or nonpublic, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited to those authorized by law, including but not necessarily limited to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant, parties identified in a valid court order or federal subpoena, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement or the Office of the Attorney General.

Per Minnesota's statute on grants (MINN. STAT. 13.599):

- Names and addresses of grant applicants, and the grant amount requested, will be public data once application responses are opened.
- All remaining data in application responses (except for data otherwise classified by law, including trade secret information, see below) becomes public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the MDA as part of the evaluation process (except trade secret information, see below) will generally be public data after the evaluation process is completed.

Procedure for claiming protection of trade secrets:

Trade secret information is classified as not public data. In order to qualify as trade secret information, the data in question must be provided to the MDA by the affected person (i.e. the data must be about the applicant) and otherwise meet the legal definition found in statute (MINN. STAT. 13.37, subd. 1(b)). In order for an applicant to assert trade secret protection for data submitted as part of this application the applicant must:

- 1) clearly identify the specific formula, pattern, compilation, program, device, method, technique, or process that the applicant believes to be trade secret information;
- 2) describe what efforts the applicant takes to maintain the secrecy of the data; and
- 3) adequately explain how the data derive(s) independent economic value from not being generally known to, and not readily ascertainable by proper means by, other persons.

Merely asserting trade secret protection does not, in and of itself, classify the data in question as not public; determining what data meet the definition of trade secret information is ultimately the legal responsibility of the MDA, and the MDA cannot guarantee that data identified as trade secret information by an applicant will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, the data in question will be available to the public unless the applicant secures a court order saying otherwise.

All persons, businesses, and individuals applying for grants in the state of Minnesota must comply with applicable laws. Under the law titled Right of Setoff (MINN. STAT. 270C.65, subd. 3), a Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies, and to state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring a Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

Liability

The MDA will not be held liable for any costs incurred by any firm for work performed in the preparation and production of a proposal, nor for any work performed prior to the formal execution of the contract.

Pre-award Risk Assessment and Financial Review

Grant applicants may be required to submit financial, capacity, and internal control documents prior to a grant award based on state or federal requirements. In accordance with Minnesota Statute §16B.981 and OGM Policy 08-06: Pre-award Risk Assessment of Potential Grantees, MDA just consider a grant applicant's past performance and financial and operational capacity before awarding grants of \$50,000 or more.

Conflicts of Interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per Minnesota Statutes § 16B.98 Subd. 2-3 and OGM Policy 08-01 Conflict of Interest in State Grant-Making Policy.

Conflicts of interest occur when:

- a Grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a Grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is in question or disclosed, the applicants or Grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or Grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan,

disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

Requirements for Grant Recipients

Pre-award Risk Assessment

Under [MINN. STAT. §16B.981](#) and [OGM Policy 08-06: Pre-award Risk Assessment of Potential Grantees \(PDF\)](#), the MDA is required to complete a pre-award risk assessment of Grantees selected to receive a grant award of over \$50,000.

If the MDA determines that a potential Grantee has substantial risks that inhibit its ability to perform the required duties under the grant contract agreement, then the MDA may either request more information for the purpose of satisfying the concerns, develop a risk mitigation plan to protect the interests of the state, not award the grant.

Grant Award Agreement

Upon approval of an application, and following completion of the pre-award risk assessment, and prior to beginning work on the County Agricultural Inspector Grant and receiving reimbursements, the county, as the applicant and potential Grantee, must do the following:

- Confirm that the information in SWIFT (the state's accounting system) is correct, and if not, complete an IRS W-9 form or register as a vendor in SWIFT.
- Submit other required documentation within 30 days of award notification.
- Sign a Grant Award Agreement indicating their intention to complete the proposed tasks. This agreement must be signed within 30 days of being sent to the Grantee.
- The agreement also authorizes the MDA to monitor the progress of the project.

Each Grantee must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the State's Authorized Representative has notified the Grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring Grantees to submit written progress reports with requests for reimbursements until all grant funds have been expended and all of the terms in the grant agreement have been met.

Grantees are required to submit evidence of progress during the grant period, a final report at the completion of the project and supply additional information as required by the commissioner about the long-term impact of the project, up to 3 years after the grant period.

All Grantees of the County Agriculture Inspector Grant must submit a final report to the MDA no later than May 31, 2026. The final report should include:

- Summary data for CAI/CDE duties completed, including LWI participation

- Date attended training for new county agricultural inspectors or refresher course offered by the commissioner
- Date and copy of the agenda of the local weed inspector training conducted
- Summary data for assistance provided to MDA through control programs and other agricultural programs under Minnesota Statutes, Section 18.81, subdivision 1b, as directed by the county board
- Grantees must also annually review applicable laws and enforcement procedures for the noxious weed law. The MDA will hold a webinar to satisfy this requirement.

The Grantee must send invoices, signed timesheets, and supporting financial documentation with the final reports to the State's Authorized Representative.

The MDA reserves the right to modify reporting requirements during the project. Information submitted in any report is a public record. If the grant recipient considers any information in the report to be trade-secret protected, the grant recipient may request that trade-secret information be kept confidential and must specifically label that information. The MDA shall notify the grant recipient if a public records request is made for the information claimed as protected by the grant recipient.

Failure to regularly report, respond to surveys, and promptly respond to information requests may impact the Grantee's ability to secure future funding from the MDA.

Monitoring and Site Visits

The grant contract agreement allows the MDA to monitor the progress of the project. The MDA will perform a monitoring visit for all Grantees with awards of \$50,000 or more prior to approving final payment. Other Grantees may receive monitoring visits at the discretion of the MDA.

For any Grantee receiving funds over \$50,000 the Minnesota Department of Agriculture will conduct a monitoring visit and a financial reconciliation of Grantee's expenditures at least once during the grant period.

Grant Payments

Eligible expenses may only be incurred after the grant contract agreement has been signed by all parties.

Grant funds are dispersed on a reimbursement basis. All requests for reimbursement must correspond to the approved grant budget. To receive grant payments, Grantees must provide evidence of progress.

Requests must include two types of proof for each expense: proof of purchase (e.g., invoices, itemized receipts, etc.) and proof of payment (e.g., cleared checks, credit card statements, bank statements, etc.). Ineligible items and their cost must be clearly delineated in the proof of purchase.

Invoices may be submitted throughout the project performance period but must be submitted on the completion of the project, no later than 30 days after the grant expiration date. Invoices must be submitted with actual receipts and proof of payment of purchases described in the grant contract; timesheets recording billable hours incurred for completing CAI/CDE duties must be signed and dated by a supervisor.

Minnesota Department of Agriculture will not issue grant payments without the evidence of Grantee's progress. All requests for reimbursement must correspond to the approved grant budget. To receive grant payments, Grantees must provide evidence of progress. Upon completion of the grant project, submission and approval of a final progress report will be required to receive the final payment.

Authorized Representatives

Pursuant to MINN. STAT. 16B.98, subd. 5(d), Grantees must clearly post on the Grantee's website the names of, and contact information for, the Grantee's leadership and the employee or other person who directly manages and oversees a grant contract agreement on behalf of the Grantee.

Contract and Bidding Requirements

Grantees of this grant program are required to comply with Minnesota Statutes §471.345, Uniform Municipal Contracting Law.

- The Grantee and any subrecipients must comply with prevailing wage rules per Minnesota Statutes §§ 177.41 through 177.50, as applicable.
- The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: Suspended and Debarred Vendors, Minnesota Office of State Procurement.
- The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

Audits

Per Minnesota Statutes § 16B.98 Subdivision 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party that are relevant to the grant or transaction are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Publicity

All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the Grantee's website. Grantees must further clearly post on the Grantee's website the names of, and contact information for, the Grantee's leadership and the employee or other person who directly manages and oversees a grant contract agreement on behalf of the Grantee as required under Minnesota Statutes §16B.98, subd. 5 (d), and referenced under the "Authorized Representative" section of this Request for Proposals.

Grant Provisions

The grant contract agreement will address the terms and conditions of the award for funded applicants, including terms for the implementation for the project. Grant contract agreement templates are available for review at: Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab.

Affirmative Action and Non-Discrimination Requirements

The Grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the

employee or applicant for employment is qualified per [Minnesota Statutes § 363A.02](#). The Grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The Grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. ([Minnesota Rules, part 5000.3500](#)).

The Grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the [Minnesota Human Rights Act](#).

Voter Registration Requirement

The Grantee will comply with [Minnesota Statute 201.162](#) by providing voter registration services for its employees and for the public served by the Grantee.

Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract solely on the basis of any response made to this request or pay for information solicited or obtained.

Application Form Questions

- Name of Contact Person
- Organization Name
- Organization Mailing Address
- County
- Office Phone Number
- Cell Phone Number
- Email

Eligibility

Please confirm your eligibility by checking the box.

- ☐ I am a county agricultural inspector or county designated employee OR my CAI/CDE has approved the application.

Proposal Summary

Review the Request for Proposals (RFP) before submitting your application. Details on the requirements may be found in the [Grant Overview](#) section.

Work Plan

(Limit: 7,000 characters)

Please give concise explanations for each section.

Provide a step-by-step description of how you will use the grant funds – how and when you will carry out each item or activity using these funds. Describe the specific activities, objectives, deadlines for accomplishing each activity, and responsible parties.

Example:

Activities – In partnership with townships and private landowners, inspect roadsides of all county roads to map noxious weeds.

1. *Who: John Johnson, Hennepin County Ag Inspector (By May 15, 2026). Set two days per month during growing season to drive county roads.*
2. *Who: John Johnson, Hennepin County Ag Inspector (By May 15, 2026). Map any noxious weeds, on paper or on EDDMaps.*
3. *Who: John Johnson, Hennepin County Ag Inspector (By May 30, 2026). Submit invoices and signed timesheet for reimbursement and final report to MDA.*

Example:

Activities – Plan local weed inspector training.

4. *Who: John Johnson, Hennepin County Ag Inspector (By May 15, 2026). Set date for annual local weed inspector meeting and send invites out to all townships and cities in county.*
5. *Who: John Johnson, Hennepin County Ag Inspector (By May 15, 2026). Document any weed complaints from municipalities and address any concerns.*
6. *Who: John Johnson, Hennepin County Ag Inspector (By May 30, 2026). Submit invoices and signed timesheet for reimbursement and final report to MDA.*

Budget

Budget Narrative

(Limit: 6,000 characters)

The budget narrative is a detailed description of each of the costs using the grant funds, per line item.

- A cost estimate is required for all personnel; equipment, tools, supplies, herbicides; education and outreach materials; contracted services; in-state travel; other.
- Explain how you developed the budget estimates. Please indicate if specific vendors or contractors have been identified. You do not need actual bids at the time of application.

Budget Table

The budget table is an overview of how grant funds will be spent by category and budget year. Create a budget table that includes grant funds requested. Upload a budget in the following format:

Category	Grant Request
Personnel – number of hours @ wage rate	
Equipment, tools, supplies, herbicides (maximum \$5,000 for equipment purchases)	
Education and outreach materials	
Contracted services	
In-state travel (mileage rate, per diem)	
Other (specify what the expense is for)	
Total	

Certifications

This certification must be signed by the county's Authorized Representative and is part of the response to the RFP. Prior to issuing a grant award contract the applicant's Authorized Representative must provide an authorized signature to this certification through DocuSign which will be included as an exhibit in the grant award contract.

Certification

I certify that:

- The county board of commissioners is aware of this grant program and supports this application and is committed to providing the necessary resources to ensure that the CAI/CDE completes their required duties under the Minnesota Noxious Weed Law.
- To the best of my knowledge and belief, the data in this application is true and correct and supporting documentation for the claims and assertions made within this application is available to the Minnesota Department of Agriculture for its review.
- I understand that submitting false or misleading information in connection with this application may be grounds for disqualification from the grant contract agreement award and may subject me and my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.
- I further understand that receiving public funds as a consequence of false representations constitutes an act of fraud.
- I understand that Minnesota Department of Agriculture and may conduct audits, check references, and conduct site inspections and monitoring after grants are awarded and prior to dollars being disbursed.
- I understand that the data provided in this application is subject to the Minnesota Government Data Practices Act and have read and understand the Data Privacy Notice contained herein. I verify all information supplied in this application is correct to the best of my knowledge.
- I understand that State of Minnesota requires that its agencies not award a grant to a vendor or Grantee that has been suspended or debarred from doing business with the State of Minnesota or with the federal government. I warrant that neither the county applicant or its principals (including the designated CAI or CDE employee(s)) are suspended or debarred from doing business with the State of Minnesota or with the federal government. Office of Grants Management (OGM) Policy 08-04: *Grant Contract Agreements and Grant Award Notifications*.
- I understand prior to issuing a grant award contract, I must provide an authorized signature to this certification through DocuSign which will be incorporated by reference as an exhibit to the contract.

Authorized Representative signature (Required)

Print Name of Authorized Representative	Signature	Title	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	20250819-12
Agenda Topic Title for Publication:		Initiative Foundation Update
Date of Meeting: August 19 th , 2025		Agenda Time Requested: 10 Minutes ☐ Consent Agenda
Organization / Department Requesting Action: Initiative Foundation		
Person Presenting Topic at Meeting: Carl Newbanks, Initiative Foundation		
Background: Supporting Documentation enclosed ☒		
The Initiative Foundation will present an update/report for the County Board review.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion:		

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

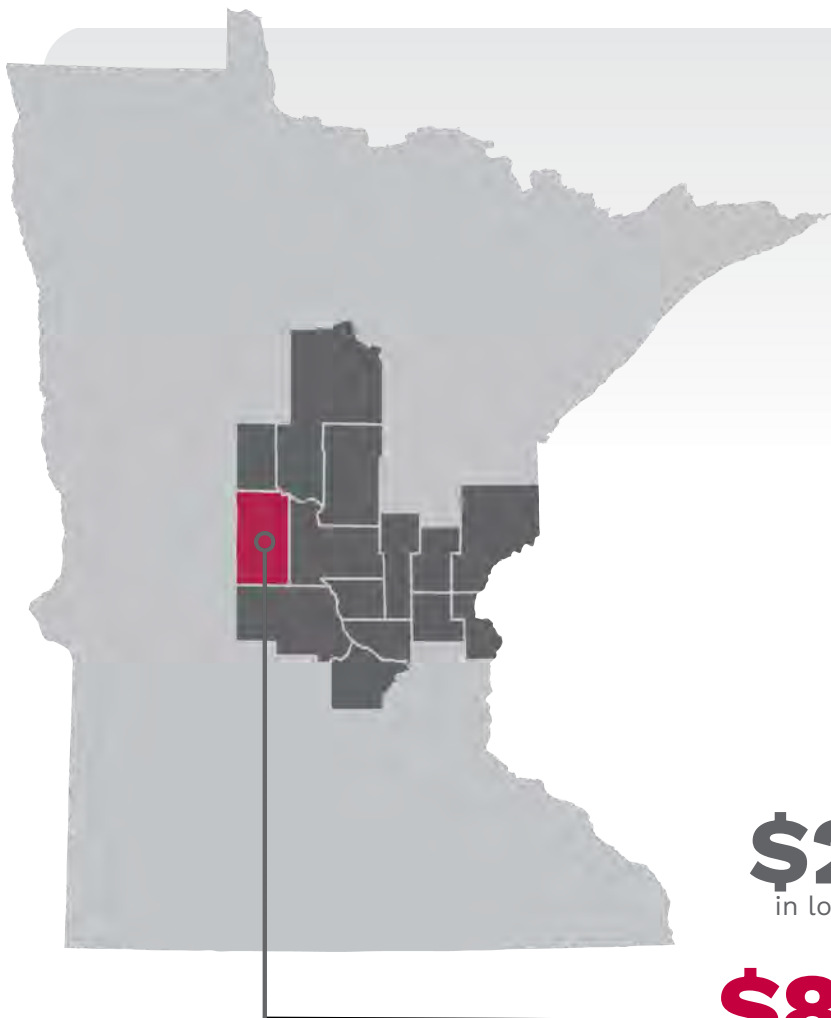
Auditor/Treasurer Archival Purposes Only:

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

Official 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



Initiative Foundation at work in
TODD COUNTY

\$2.5 MILLION
in local donations to the Initiative Foundation.

\$8.1 MILLION
returned in grants, loans, and scholarships.

Our Mission:

To empower people throughout Central Minnesota to build a thriving economy, vibrant communities, and a lasting culture of generosity.

Initiative Foundation

405 First Street SE
Little Falls, MN 56345
(877) 632-9255

ifound.org

Return on Investment

For every local dollar contributed, the Initiative Foundation has invested **\$3.21** back into Todd County.

Economic Impact

[1986 to present]

- Delivered 673 grants totaling **\$3.6 million**
- Awarded 149 scholarships totaling **\$92,502**
- Partnered on 76 loans totaling **\$2.6 million**
- Created or retained **958 quality jobs**
- Leveraged in outside capital **\$10.1 million**
- County-based Partner Funds **10**

Investment Highlights **TODD COUNTY**

Grants Thriving Economy, Thriving Communities

Camphill Village, Sauk Centre	Succession Planning
Region Five Development Commission, Staples	EV Charging
Hilltop Regional Kitchen, Eagle Bend	Organizational Support
Viva Tobacco and More, Long Prairie*	Relief Grant

* Indicates Minnesota Main Street Economic Revitalization Program grant administered by the Initiative Foundation.

Business Financing Local Ownership, Quality Jobs

Rizzy's on the Lake, Osakis	Service
Schultz Family Lumber, Bertha	Service

Charitable Funds Activating Generosity

Staples-Motley Area Community Foundation | Big Birch Lake Endowment Fund | Julius & Tracy Kurpius Fund | James and Susan J Kurpius Family Fund | Paula and Chad Becker Fund | Sourcewell Region 5 COVID-19 Relief Fund | Staples Knights of Columbus Council #1803-Lloyd & Marion Giddings Scholarship Fund | Childcare & Early Childhood Education Fund | Teresa's Stash Legacy Fund Greater | Todd County Disaster Recovery Fund

Nonprofit Assistance Helping Organizations Thrive

Camphill Village, Sauk Centre	Grant Writing Training
SPARKS Mentoring of Staples-Motley	Fundraising Summit
Todd County Health & Human Services	Grant Writing Training

Community Action The Power of Partnership

- ➔ Long Prairie newcomers now have an added layer of help in their native language at the WAVE/Saludos Center. The mostly volunteer staff identified translation services as a need when helping newcomers, primarily Latinos, with everything from finding childcare to navigating vehicle licensing. An Initiative Foundation grant supports interpreting and translation services for clients navigating a new place and culture.
- ➔ Food pantries throughout Central Minnesota help meet the needs of food-insecure families. But some families may still have empty cupboards. With help from an Initiative Foundation grant, the local United Way is working to shore up additional needs with a backpack program to provide weekend food options for students at Long Prairie-Grey Eagle schools. With community support, the program provides about 200 students in need with kid-friendly food bags for the weekends.
- ➔ Rural entrepreneurs have an uphill climb when it comes to building a business. Add a language barrier and reaching your business dreams can be even more difficult. To make the path smoother, the Initiative Foundation in 2023 brought its Enterprise Academy program to Long Prairie. Through weekly classes, delivered in Spanish, students advanced their business ideas under the guidance of culturally adept trainers and educators. A new cohort launched this spring in Long Prairie.

PROJECTS FUNDED IN TODD COUNTY

2022-2024

GRANT AWARDS	Project Title	Funding Source	Amount
Staples Motley School District	The Cardinal Way Program	Staples-Motley Area Community Foundation	\$2,000
Staples Historical Society	Polar Xpress - Children's Christmas Festival	Staples-Motley Area Community Foundation	\$3,000
Staples-Motley School District	Reality Store	Staples-Motley Area Community Foundation	\$1,250
Camp Shamineau of the Evangelical Free Church	Camp Sponsorship Artesian	Artesian Homes Charitable	\$40,000
Staples Area Men's Chorus	Little Red Caboose Variety Show	Staples-Motley Area Community Foundation	\$1,000
Camphill Village MN	Camphill Village Succession Planning Project	Innovation Fund	\$7,500
Region Five Development Commission	EV Charging Stations	Innovation Fund	\$20,000
Hilltop Regional Kitchen	Organizational Support	Nonprofit Development	\$10,000
City of Staples	Park Playground Improvement	Staples-Motley Area Community Foundation	\$1,316
Browerville Public Schools	Tools for Schools	Central Minnesota Builders Association Tools for Schools President's Fund	\$1,500
Region Five Development Commission	Workforce Development: Career Pathway Mapping	Economic Development	\$5,000
Gentle Deer Properties	Minnesota Department of Employment and Economic Development PROMISE Act Grant	Economic Development	\$10,000
Prairie Fire, LLC	Minnesota Department of Employment and Economic Development PROMISE Act Grant	Economic Development	\$25,000
Viva Tobacco & More, LLC	Minnesota Department of Employment and Economic Development PROMISE Act Grant	Economic Development	\$50,000
Staples Motley Beyond Poverty	Community Clean-up Support Project	Staples-Motley Area Community Foundation	\$1,000
Motley Community Events Organization	June Fest 2024	Staples-Motley Area Community Foundation	\$3,000
CentraCare Long Prairie	CentraCare Long Prairie Vitality Wellness	Innovation Fund	\$5,000
United Way of Douglas and Pope County	Backpack Attack Program	Innovation Fund	\$7,500
Staples & Motley Dollars for Scholars	Scholarship	Staples Knights of Columbus Council #1803Lloyd & Marion Giddings Scholarship Fund	\$2,900
Sacred Heart Area School	2024 Operating Support	Sacred Heart Area School Endowment Fund	\$2,300
Staples & Motley Dollars for Scholars	Scholarship	James Kurpius Family Fund	\$3,900
Christ the King Catholic Church	Church and School Operations	Paula & Chad Becker Fund	\$10,000
Sourcewell	2024 Students of Character Sponsorship	Innovation Fund	\$1,000
Camp Shamineau of the Evangelical Free Church	Camp Sponsorship Artesian	Artesian Homes Charitable	\$11,000
Lamplighter Community Theatre	Lamplighter Community Theatre Lionel Bart's Oliver Production	Staples-Motley Area Community Foundation	\$2,647
Staples Historical Society	Polar Xpress Kids Holiday Extravaganza	Staples-Motley Area Community Foundation	\$4,000
Camp Shamineau of the Evangelical Free Church	Camp Sponsorship Artesian	Artesian Homes Charitable	\$11,000
Browerville Area Food Shelf	Support	Sourcewell Region 5 Food Security Fund	\$5,000
Edita's Restaurant	Small Business Relief Grant	Central Minnesota Emergency Relief & Recovery Fund	\$12,750

PROJECTS FUNDED IN TODD COUNTY

2022-2024

Long Prairie Emergency Food Pantry	Long Prairie Emergency Food Pantry	Sourcewell Region 5 Food Security Fund	\$10,000
Staples Area Food Shelf	Support	Sourcewell Region 5 Food Security Fund	\$2,000
Browerville Public Schools	Tools for Schools 2023-24	Central Minnesota Builders Association Tools for Schools President's Fund	\$1,500
Hidalgo Investment Company	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$49,200
Chavez Mexican Restaurant Inc.	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$12,413
ShaynCo, Inc.	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$1,717
ARC Electrical Service	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$12,900
Kelly Hedin (dba Todd County Realty	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$1,680
Sellnow Law Office, P.A.	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$3,125
Long Prairie Lumber	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$14,924
Long Prairie Plumbing and Heating, Inc.	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$1,500
LPDQ, LLC	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$12,598
Hoffman Law, PLLC	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$15,510
Hats of Coffee	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$4,500
Viva Tobacco & More	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$100,000
Reichert Place of Long Prairie Limited Partnership	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$8,085
Auto Value	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$6,100
Staples Motley School District	REACH - Building a Leadership Community in the Classroom	Staples-Motley Area Community Foundation	\$1,500
Staples Area Men's Chorus	Little Red Caboose 2023	Staples-Motley Area Community Foundation	\$1,200
Motley Community Events Organization	Motley June Fest 2023	Staples-Motley Area Community Foundation	\$4,900
LEAP, Inc.	Staples Motley GradBlast	Staples-Motley Area Community Foundation	\$4,150
Staples Motley School District	Staples-Motley High School Reality Store	Staples-Motley Area Community Foundation	\$1,250
Chavez Event Center, LLC	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$17,359
Lakewood Health System Foundation	Night of Giving - Venue Sponsor 2023	Staples-Motley Area Community Foundation	\$1,000
Jenny's Child Care & Preschool, LLC.	Learning Recovery for Vulnerable Children	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Community Growth Fund, Inc.	WAVE/Saludos - Welcome Center Phase Two	Innovation Fund	\$5,000
Sourcewell	2023 Students of Character Sponsorship	Staples-Motley Area Community Foundation	\$1,000
Sourcewell	2023 Students of Character Sponsorship	Innovation Fund	\$1,000
Staples & Motley Dollars for Scholars	Scholarship	Staples Knights of Columbus Council #1803Lloyd & Marion Giddings Scholarship Fund	\$2,900
Sacred Heart Area School	Scholarship	Sacred Heart Area School Endowment Fund	\$1,900
Staples & Motley Dollars for Scholars	Scholarship	James Kurpius Family Fund	\$3,800
Christ the King Catholic Church	Church and School Operations	Paula & Chad Becker Fund	\$10,000
Browerville Public Schools	Agriculture Education and Athletic Operations - Browerville High School	Paula & Chad Becker Fund	\$3,000

PROJECTS FUNDED IN TODD COUNTY

2022-2024

LPDQ, LLC (dba Long Prairie Dairy Queen)	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$7,724
Fairy Lily Long Lake Association	Fairy Lily Long Lake Association Conservation and Environment	Black Oak Getty Community Foundation	\$1,000
ANVIL Foundation, Inc.	3rd Annual ANVIL Foundation Youth Trapshooting Tournament	Black Oak Getty Community Foundation	\$500
Todd County Development Corporation	Planning and Capacity Building	Nonprofit Development	\$5,000
Staples Motley School District	Purchase Tumble Floor	Staples-Motley Area Community Foundation	\$700
Staples Historical Society	2nd Annual Children's Christmas Festival	Staples-Motley Area Community Foundation	\$2,000
Hands of Hope Resource Center	Capacity Building in Online Outreach and Outreach to Spanish-speaking Communities	Nonprofit Development	\$5,000
Bargain Barn, LLC	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$15,582
Nostalgic Long Prairie Drive In Theater, LLC	Long Drive In Revitalization	Central Minnesota Emergency Relief & Recovery Fund	\$18,705
Enterprise CP	Roof Repair	Central Minnesota Emergency Relief & Recovery Fund	\$60,615
Planting Roots, LLC	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$1,425
Douglas L Schmidt & Associates, LLC	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$5,541
Douglas L Schmidt & Associates, LLC	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$1,042
Lennes LP, LLC	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$50,196
Long Prairie Plumbing and Heating, Inc.	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$8,760
Mi Pueblito	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$7,500
Mi Pueblito	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$24,000
Todd County Realty	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$12,350
Wild Men Properties, LLC	Minnesota Main Street Economic Revitalization Program	Central Minnesota Emergency Relief & Recovery Fund	\$4,050
Novedades Bronco	Otto Bremer Trust Microenterprise Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Agua Gorda Cooperativa	Otto Bremer Trust Microenterprise Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Staples Area Men's Chorus	Variety Show Donation	Staples-Motley Area Community Foundation	\$1,500
Staples Area Men's Chorus	Railroad Days Project	Staples-Motley Area Community Foundation	\$1,500
Camp Shamineau of the Evangelical Free Church	Camp Sponsorship Artesian	Artesian Homes Charitable Fund	\$10,000
Pregnancy and Life Resource Center	Hispanic Interpreting	Innovation Fund	\$2,000
Eagle Valley Custom Meat Processing	Eagle Bend Tornado Relief	Thriving Communities Initiative	\$800
Eagle Bend Farm & Lumber Supply, Inc.	Eagle Bend Tornado Relief	Thriving Communities Initiative	\$4,600
Shirley's Gas & Grocery, Inc.	Eagle Bend Tornado Relief	Thriving Communities Initiative	\$4,600
Benning Printing & Publishing	Otto Bremer Trust Microenterprise Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Tranportes Estrada	Small Business Relief Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Browerville Public Schools	2022 Tools for Schools	Central Minnesota Builders Association Tools for Schools President's Fund	\$1,750
Long Prairie Leader	Small Business Relief Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Iron Paradise, Inc.	Small Business Relief Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000

PROJECTS FUNDED IN TODD COUNTY

2022-2024

TJ's on Diamond Point	Small Business Relief Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Chavez Market, LLC	Otto Bremer Trust Microenterprise Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Region Five Development Commission	Cultivating Communities Sponsorship	Innovation Fund	\$5,000
Hands of Hope Resource Center	Bilingual Advocacy Services	Central Minnesota Emergency Relief & Recovery Fund	\$75,000
Staples Motley School District	Cardinal REACH Program	Staples-Motley Area Community Foundation	\$2,000
Staples Motley School District	Staples Motley Middle and High School Special Education Field Trip	Staples-Motley Area Community Foundation	\$600
Staples Historical Society	Children's Christmas Festival	Staples-Motley Area Community Foundation	\$3,000
Eagle Bend Area Development Corporation	Hilltop Senior Campus	Innovation Fund	\$5,000
City of Bertha	Todd County Broadband Coalition	Economic Development	\$10,000
Staples & Motley Dollars for Scholars	2022 Scholarships	James & Susan Kurpius Fund for the Staples-Motley Dollars for Scholars (Staples)	\$3,500
Up North Subway Inc.	Up North Subway, Inc.	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Winters Farms	Small Business Relief Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Sourcewell	Students of Character Sponsorship	Innovation Fund	\$1,000
Lakewood Health System Foundation	Night of Giving - Venue Sponsor	Staples-Motley Area Community Foundation	\$1,000
City of Staples	City of Staples - Playground Project	Staples-Motley Area Community Foundation	\$3,757
City of Staples	Dower Lake Project	Staples-Motley Area Community Foundation	\$7,621
Sourcewell	Students of Character - Event Sponsorship (Platinum)	Staples-Motley Area Community Foundation	\$1,000
DT Lisson, Inc.	Small Business Relief Grant	Central Minnesota Emergency Relief & Recovery Fund	\$15,000
Patricia Betsinger	Small Business Relief Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Sacred Heart Area School	Scholarship	Sacred Heart Area School Endowment Fund	\$1,300
Staples & Motley Dollars for Scholars	Scholarship	Staples Knights of Columbus Council #1803Lloyd & Marion Giddings Scholarship Fund	\$2,900
Christ the King Catholic Church	Operating Support	Paula & Chad Becker Fund	\$12,000
Browerville Public Schools	Browerville High School Athletics	Paula & Chad Becker Fund	\$2,000
Timmerman Properties, LLC	Small Business Relief Grant	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
BUSINESS FINANCE INVESTMENTS		Business	
Rizzy's on the Lake, LLC, Osakis		Resturant	
Schultz Family Lumber, Inc., Bertha		Service	
Valley View of Long Prairie, Inc.		Service	
Viva Tobacco & More, LLC, Long Prairie		Retail	



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	20250819-13
Agenda Topic Title for Publication:		GRRL 2026 Budget Presentation
Date of Meeting: August 19 th , 2025		Agenda Time Requested: 10 Minutes ☐ Consent Agenda
Organization / Department Requesting Action: Great River Regional Library		
Person Presenting Topic at Meeting: Karen Pundsack, Executive Director & Amy Anderson, Assoc. Director-Accounting		
Background: Supporting Documentation enclosed ☒		
GRRL will present information regarding their 2026 Budget.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion:		

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

Auditor/Treasurer Archival Purposes Only:

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

Official 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

Great River Regional Library



Explore, Learn, Connect

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

Todd County

Libraries in Eagle Bend, Grey Eagle, Long Prairie, and Staples



2026 Todd County Contribution

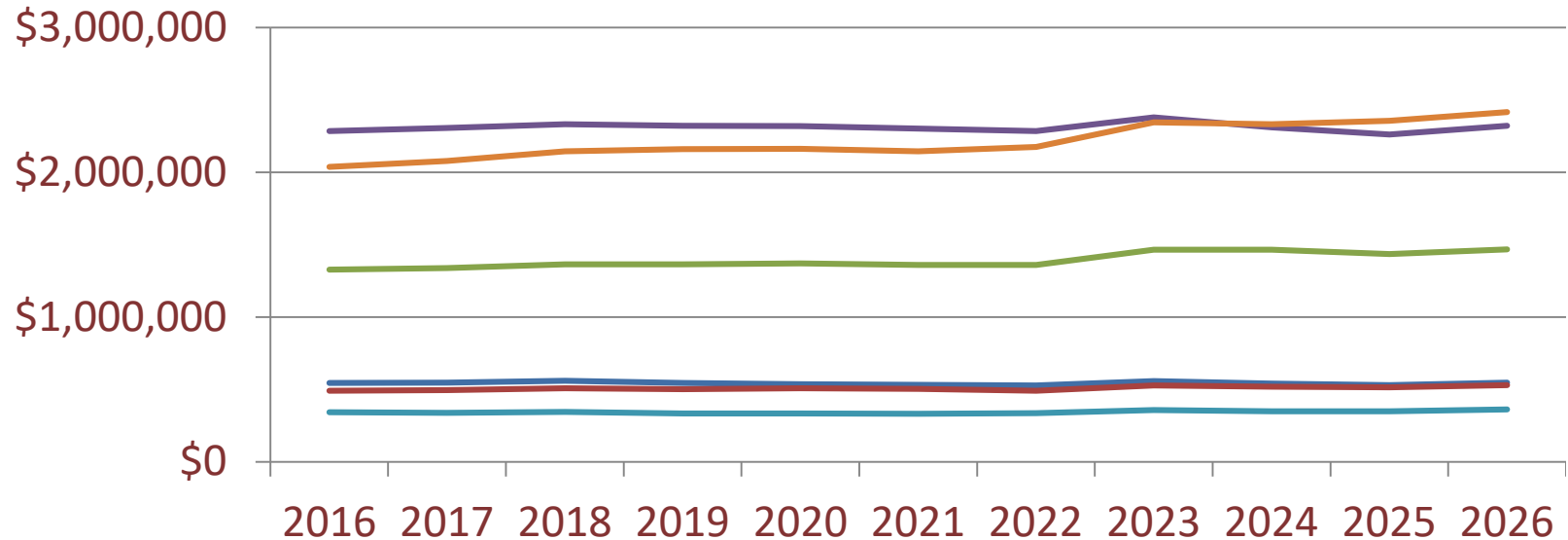
Total: \$362,537

Total Change: \$14,632

Total Change Over 2024: 4.206%



2026 County Signatory Share



	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Benton	\$544,883	\$547,351	\$559,619	\$544,083	\$535,909	\$531,835	\$526,318	\$557,476	\$540,045	\$528,480	\$546,670
Morrison	\$490,856	\$494,571	\$506,952	\$502,030	\$506,845	\$503,001	\$491,598	\$527,994	\$519,097	\$515,346	\$528,428
Sherburne	\$1,326,951	\$1,337,059	\$1,362,913	\$1,362,956	\$1,370,674	\$1,360,262	\$1,360,295	\$1,464,161	\$1,464,162	\$1,434,459	\$1,467,012
Stearns	\$2,283,872	\$2,305,638	\$2,330,921	\$2,321,464	\$2,318,134	\$2,300,409	\$2,283,935	\$2,377,930	\$2,309,746	\$2,260,054	\$2,321,618
Todd	\$341,674	\$337,393	\$344,405	\$334,162	\$333,406	\$330,841	\$335,372	\$358,147	\$349,765	\$347,905	\$362,537
Wright	\$2,036,901	\$2,078,121	\$2,143,709	\$2,158,593	\$2,161,648	\$2,145,134	\$2,173,964	\$2,345,242	\$2,331,300	\$2,354,754	\$2,414,689

2026 Budget for GRRL

Total: \$10,574,275

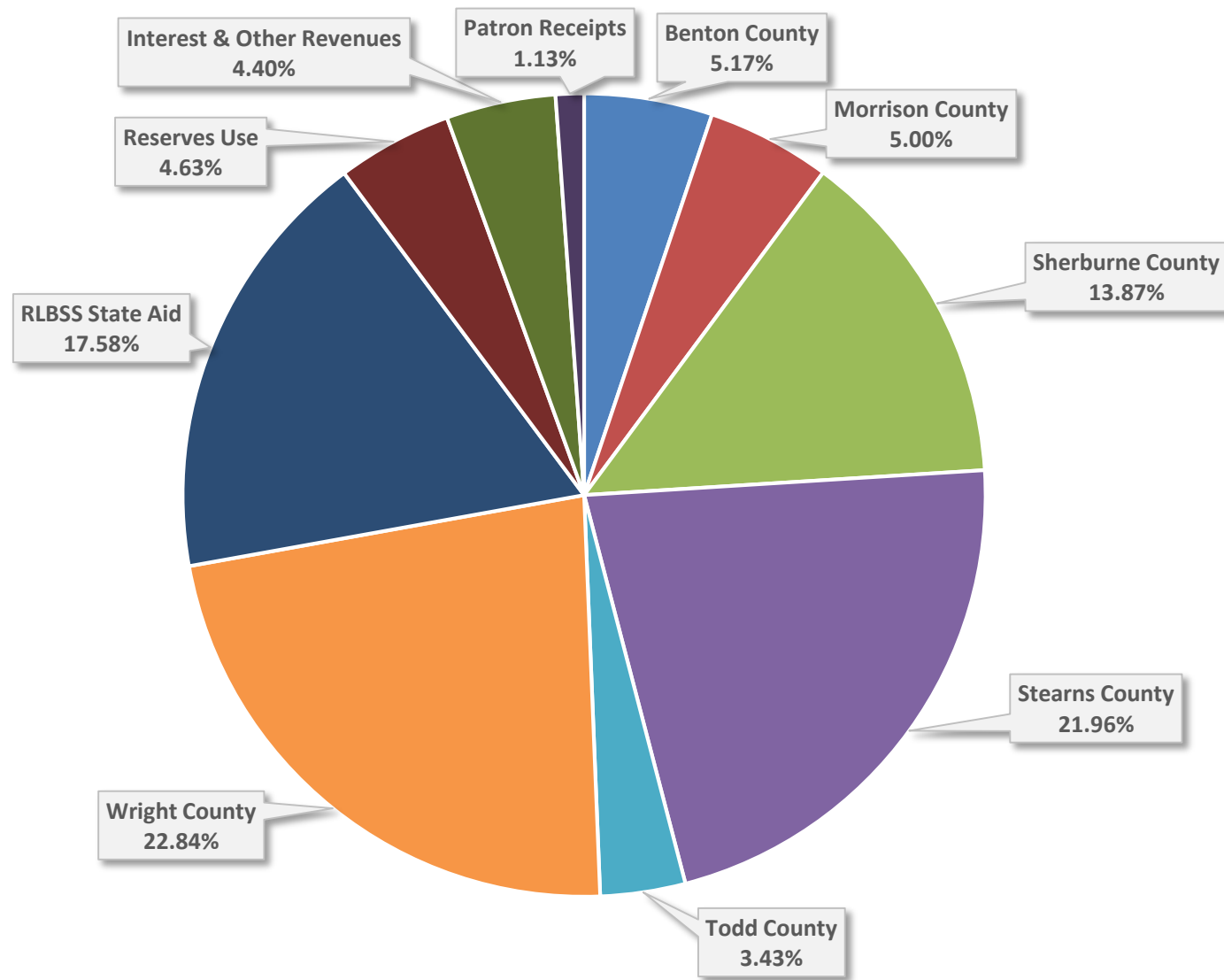
Reserves included: \$139,921

2024 surplus carryover included: \$350,000

Total Change Over 2025: 0.42 %



2026 GRRL Revenue Budget Overview



2026 GRRL Expense Budget Overview

	2026 Budget Amount	2026 Expense %
Personnel	\$ 8,449,200	79.9%
Services, Contracts and Operating Equipment	\$ 606,675	5.74%
Library Materials and Databases	\$ 980,800	9.28%
Technology and Equipment	\$ 345,000	3.26%
Delivery, Supplies & Fleet	\$192,600	1.82%
Total Budget	\$10,574,275	100.00%

Library Dollars Provided Per Capita

Todd County: \$ 14.12

GRRL: \$ 20.43

Statewide: \$ 48.59



Thank you for your support.





WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250819-14
Agenda Topic Title for Publication:		Purchase radio systems from Motorola
Date of Meeting: 08/19/2025	Agenda Time Requested: 5 minutes	☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
The Sheriff's Office is in need of radio systems including 2 squad and 2 portable radios. After looking at options we feel Motorola best fits our needs. Total package for the 4 radios cost approximatley \$23,320.38.		
Options:		
1- Purchase the radio packages		
2- Do not purchase the radio packages.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Purchase the radio package that includes 2 portable and 2 in squad radios from motorola for a price of approximately \$23,320.38.		

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

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



QUOTE-3207298
APX6500 (QTY 2) & APX N50 (QTY2)

Billing Address:
TODD COUNTY SHERIFF'S
OFFICE
115 S THIRD ST
LONG PRAIRIE, MN 56347
US

Quote Date:07/16/2025
Expiration Date:09/14/2025
Quote Created By:
Hali Johns
hjohns@dsccommunications.com

End Customer:
TODD COUNTY SHERIFF'S OFFICE
Kyle Drum
kyle.drum@co.todd.mn.us

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
	APX™ 6500 / Enh Series	ENHANCEDAPX6500					
1	M25URS9PW1BN	MOBILE RADIO APX6500 ENHANCED 7/800 MHZ	2		\$3,764.00	\$2,532.96	\$5,065.92
1a	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYP APX AND ADP	2		\$941.00	\$632.88	\$1,265.76
1b	G51AU	SOFTWARE LICENSE ENH: SMARTZONE OPERATION APX6500	2		\$1,412.00	\$950.40	\$1,900.80
1c	G67DT	ADD: REMOTE MOUNT E5 APXM	2		\$350.00	\$235.44	\$470.88
1d	G78AT	ENH: 3 YEAR ESSENTIAL SVC	2		\$288.00	\$288.00	\$576.00
1e	GA01606AA	ADD: NO BLUETOOTH/ WIFI/GPS ANTENNA NEEDED	2		\$0.00	\$0.00	\$0.00
1f	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	2		\$71.00	\$47.52	\$95.04
1g	G444AH	ADD: APX CONTROL HEAD SOFTWARE	2		\$0.00	\$0.00	\$0.00
1h	G806BL	SOFTWARE LICENSE ENH: ASTRO DIGITAL CAI OP APX	2		\$607.00	\$408.24	\$816.48
1i	GA01670AA	ADD: APX E5 CONTROL HEAD	2		\$767.00	\$516.24	\$1,032.48



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
1j	W22BA	ADD: STD PALM MICROPHONE APX	2		\$85.00	\$56.88	\$113.76
1k	QA09113AB	ADD: BASELINE RELEASE SW	2		\$0.00	\$0.00	\$0.00
1l	W969BG	SOFTWARE LICENSE ENH: MULTIKEY OPERATION	2		\$388.00	\$279.36	\$558.72
1m	G174AD	ADD: ANT 3DB LOW-PROFILE 762-870	2		\$50.00	\$33.84	\$67.68
1n	G361AH	SOFTWARE LICENSE ENH: P25 TRUNKING SOFTWARE APX	2		\$353.00	\$237.60	\$475.20
	APX™ N50	APX N50					
2	H25UCF9PW6AN	PORTABLE RADIO APX N50 7/800 MODEL 2	2		\$3,496.00	\$2,352.24	\$4,704.48
2a	QA02756AB	SOFTWARE LICENSE ENH: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	2		\$1,848.00	\$1,243.44	\$2,486.88
2b	H869DB	SOFTWARE LICENSE ENH: MULTIKEY	2		\$388.00	\$261.36	\$522.72
2c	QA09113AA	ADD: BASELINE RELEASE SW	2		\$0.00	\$0.00	\$0.00
2d	QA08853AA	ADD: CPS ENABLEMENT*	2		\$0.00	\$0.00	\$0.00
2e	QA09006AA	ADD: ADAPTIVE NOISE SUPPRESSION	2		\$177.00	\$127.44	\$254.88
2f	QA01833AH	ADD: EXTREME 1-SIDED NOISE REDUCTION	2		\$30.00	\$20.16	\$40.32
2g	QA08676AA	ADD: ADAPTIVE SPEAKER VOLUME	2		\$177.00	\$127.44	\$254.88
2h	Q15AK	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP	2		\$941.00	\$632.88	\$1,265.76
2i	QA08715AA	ADD: BASIC VOICE CONTROL	2		\$107.00	\$77.04	\$154.08
3	LSV01S03084A	APX N50/30 DMS ESSENTIAL	2	3 YEARS	\$158.40	\$158.40	\$316.80
4	PSV01S03059A	APX NEXT PROVISIONING WITH CPS*	1		\$0.00	\$0.00	\$0.00
5	PMPN4820B	CHR DESKTOP SINGLE UNIT IMPRES 2 EXT PS US/NA	2		\$91.71	\$66.03	\$132.06
6	PMMN4142A	XVP730 REMOTE SPEAKER MICROPHONE NO CHANNEL KNOB, FOR APX N RADIOS	2		\$520.00	\$374.40	\$748.80



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800



QUOTE-3207298
APX6500 (QTY 2) & APX N50 (QTY2)

Grand Total

\$23,320.38(USD)

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- Additional information is required for one or more items on the quote for an order.

Motorola's quote (Quote Number: _____ Dated: _____) is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then the following Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products which is found at <http://www.motorolasolutions.com/product-terms>.

The Parties hereby enter into this Agreement as of the Effective Date.

Motorola Solutions, Inc.

Customer

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800



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	20250819-15
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Smieja & Wiener request for rezoning
--	---

Date of Meeting: 8/19/2025	Agenda Time Requested: 3	☐ Consent Agenda
----------------------------	--------------------------	---

Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: Supporting Documentation enclosed ☒
--

An application for rezoning of parcels 21-0018900, 21-0018909, and a portion of 21-0018908 (SW 1/4 of the NE 1/4 & NW 1/4 of the SE 1/4, Section 18, Round Prairie TWP) was submitted on April 22, 2025. The request is to rezone this area from R-2 to AF-1. The application was reviewed by the Planning Commission during the June 5th public hearing. The final recommendation from the Planning Commission was to grant the rezone with the condition below. The application was reviewed by the Airport Commission on 8/11/2025. The Airport Commission recommended the addition of condition #2 below.

Options:

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

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Adopt the findings of the Planning Commission and grant the rezoning of the identified parcels from R-2 to AF-1 with the following condition.

1. Establishment of a feedlot shall require registering with the County Feedlot Program.
2. Livestock fencing shall be constructed to NRCS practice standards and kept in proper working order at all times.

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

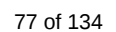
Auditor/Treasurer Archival Purposes Only:

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





Natural Resources Conservation Service

CONSERVATION PRACTICE STANDARD

FENCE

CODE 382

(ft)

DEFINITION

A constructed barrier to animals or people.

PURPOSE

This practice is used to accomplish the following purpose:

- Provide a means to control the movement of animals, people, and vehicles to accomplish specific conservation objectives.

CONDITIONS WHERE PRACTICE APPLIES

Apply this practice on any area where management of animal or human movement is needed.

CRITERIA

General Criteria Applicable to All Purposes

Plan, design, and construct this practice to comply with all Federal, State, and local regulations. The landowner must obtain all necessary permissions from regulatory agencies or document that no permits are required. The landowner and/or contractor is responsible for locating all buried utilities in the project area, including drainage tile and other structural measures.

Ensure all fencing materials installed are durable and of high quality, and the type and design of the fence installed meets the management objectives and site challenges. Use permanent, portable, or temporary fences based on management objectives.

Position fences to facilitate changes in management strategies, access requirements, or otherwise meet conservation objectives. The fence design and installation must include height, size, spacing, type of materials, and location of features such as gates and cattle guards.

The fence design and materials must have a life expectancy appropriate for the management system and resource objectives. Base the durability of materials in the design and location of fences on topography, environment, purpose, and management objectives. Specialized bracing, designs, and materials may be necessary to cross features such as gullies, canyons, and streams.

Design, locate, and install fences to minimize impacts on local wildlife as appropriate.

Provide for proper disposal of materials when fence construction requires the removal of existing fencing materials to prevent harm to animals, people, or equipment.

CONSIDERATIONS

Consider soil properties, soil moisture conditions, and erosion concerns.

NRCS reviews and periodically updates conservation practice standards. To obtain the current version of this standard, contact your Natural Resources Conservation Service State office or visit the Field Office Technical Guide online by going to the NRCS website at <https://www.nrcs.usda.gov/> and type FOTG in the search field.

USDA is an equal opportunity provider, employer, and lender.

Consider livestock management and adaptive grazing strategies, trailing, access to water facilities, and wildlife deterrence or passage.

Consider animal and human safety concerns by enhancing visibility of fences through design materials, fence markers, signage or fladry systems (line of rope mounted along the top of a fence, from which are suspended strips of fabric or colored flags that will flap in a breeze).

Consider using natural barriers where appropriate and design and locate fences to ease access for construction, maintenance, and landscape aesthetics.

Establish cleared rights-of-way to facilitate fence construction and maintenance where applicable. Avoid clearing of vegetation during the nesting and brood rearing seasons for migratory and ground nesting birds.

PLANS AND SPECIFICATIONS

Prepare plans and specifications that describe the requirements for applying the practice according to the requirements of this standard. As a minimum, include—

- Plan view or map showing layout of fence and location of gates.
- Details for fence installation showing post spacing, bracing, and gate installation.
- Material quantities and requirements.

OPERATION AND MAINTENANCE

Regular inspection of permanent, temporary, and portable fences is a part of an ongoing maintenance program that ensures proper function of the fence for the lifespan of the practice. As a minimum, include the following in the operation and maintenance plan:

- Conduct inspections of fences after storms and other disturbance events
- Repair or replacement of loose or broken material, gates, and other forms of ingress and egress
- Removal of trees and limbs
- Repair or replacement of water gaps as necessary
- Repair of eroded areas as necessary
- Repair or replacement of markers or other safety and control features as required
- Maintain fladry or signage as necessary

REFERENCES

Bell, H.M. 1973. Rangeland Management for Livestock Production. University of Oklahoma Press. Norman, OK.

Heady, H.F. and R.D. Child. 2002. Rangeland Ecology and Management, Third Edition. Routledge, NY.

Holechek, J.L., R.D. Pieper, and C.H. Herbel. 2001. Range Management: Principles and Practices. Prentice Hall, NJ.

Jakes, A.F., P.F. Jones, L.C. Paige, R.G. Seidler, M.P. Juijser. 2018. A Fence Runs Through It: A Call for Greater Attention to the Influence of Fences on Wildlife and Ecosystems. *Biological Conservation*, vol. 227, pp. 310–318. doi:10.1016/j.biocon.2018.09.026.

Paige, C. 2012. A Landowner's Guide to Fences and Wildlife: Practical Tips to Make Your Fences Wildlife Friendly. Wyoming Land Trust. Pinedale, WY.

Sherry, J. 2020. IB: 20-10-A. Installing Turbo Fladry: An Informal Guide, Issue Brief. The Natural Resources Defense Council, NY.

Stoddard, L.A., A.D. Smith, and T.W. Box. 1975. Range Management. McGraw-Hill Book Company.

USDA NRCS. 2003. National Range and Pasture Handbook (Title 190). Washington, D.C.
<https://directives.sc.egov.usda.gov/>

USDA NRCS. 2005. Electric Fencing for Serious Graziers. Columbia, MO.

United States Department of Interior, Bureau of Land Management and United States Department of Agriculture, Forest Service. 1988. Fences. Missoula Technology and Development Center.

Vallentine, J.F. 1989. Range Development and Improvement, Third Edition. Brigham Young University Press. Provo, UT.

Worley, J.W. 2015. Fences for the Farm, Circular 774. University of Georgia Extension. Athens, GA.

ZONING AMENDMENT PROCEEDINGS

(REZONE)

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Angelo and Marjorie Smieja
Mailing Address: 23465 Ellis Court
Long Prairie, MN 56347

Property Owner: Angelo F. Smieja and Marjorie A. Smieja
Site Address: 23465 Ellis Court, Long Prairie, MN 56347
Parcel Number: 21-0018900, 21-0018909

Property Owner: Jacob B. Wiener and Amy L. Wiener
Site Address: 23468 Ellis Court, Long Prairie, MN 56347
Parcel Number: 21-0018908

REQUEST: Request to amend the Zoning District of R-2 Zoning to AF-1 Zoning District for Ag use.

The above entitled matter was heard before the Todd County Planning Commission on the 5th day of June, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property/properties:

See Exhibit "A"

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Rezoning request # ReZone-2025-05 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. Establishment of a feedlot shall require registering with the County Feedlot Program.
2. Livestock fencing shall be constructed to NRCS practice standards and kept in proper working order at all times.

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

**STATE OF MINNESOTA
COUNTY OF TODD**

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

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

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

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

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

21.56 Acre Tract

That part of the Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ NE $\frac{1}{4}$) of Section 18, Township 128 North, Range 33 West, Todd County, Minnesota, described as follows:

Commencing at the east quarter corner of said Section 18;

thence South 89 degrees 06 minutes 20 seconds West, assumed bearing along the east-west quarter line of said Section 18, a distance of 1909.75 feet to the point of beginning of the land to be described;

thence North 14 degrees 51 minutes 20 seconds East 584.00 feet;

thence North 03 degrees 43 minutes 20 seconds East 98.14 feet to the southerly most corner of the plat of DISMAS ACRES, according to the recorded plat thereof;

thence North 43 degrees 04 minutes 21 seconds West, along the southerly line of said DISMAS ACRES, 672.06 feet;

thence North 15 degrees 23 minutes 24 seconds West, along said southerly line of DISMAS ACRES, 171.04 feet to a point on a 70.00 foot radius curve, which center of circle bears South 89 degrees 03 minutes 46 seconds West from said point, said curve also being said southerly line of DISMAS ACRES;

thence southwesterly, along said curve and along said southerly line of DISMAS ACRES, central angle 151 degrees 52 minutes 22 seconds, 185.55 feet;

thence South 89 degrees 03 minutes 46 seconds West, not tangent and along said southerly line of DISMAS ACRES, 273.31 feet to the west line of aforesaid Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ NE $\frac{1}{4}$);

thence South 00 degrees 30 minutes 31 seconds East, along said west line of the Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ NE $\frac{1}{4}$), a distance of 1290.25 feet to the center of aforesaid Section 18;

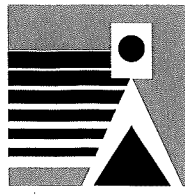
thence North 89 degrees 06 minutes 20 seconds East, along aforesaid east-west quarter line of Section 18, a distance of 741.34 feet to the point of beginning.

The tract contains 21.56 acres more or less, subject to any easements of record.

40.27 Acre Tract

The Northwest Quarter of the Southeast Quarter (NW $\frac{1}{4}$ SE $\frac{1}{4}$) of Section 18, Township 128 North, Range 33 West, Todd County, Minnesota.

The tract contains 40.27 acres more or less, subject to any easements of record.



Nyberg
SURVEYING

That part of Lot 4, Block one,
DISMAS ACRES lying within
the SW¹/₄ NE¹/₄ of Section 18,
Township 128 North, Range 33 West,
Todd County, Minnesota

320-762-4111

www.nybergsurveying.com



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	20250819-16
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Pheasants Forever Cooperative Agreement
--	--

Date of Meeting: 8/19/2025	Agenda Time Requested: 3	☐ Consent Agenda
----------------------------	--------------------------	---

Organization / Department Requesting Action: Soil and Water

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: Supporting Documentation enclosed ☒
--

Pheasants Forever provides funding to Todd County for a local Farm Bill Biologist position that is located at the USDA Field Office in Long Prairie. A cooperative agreement for this position is required for funding to continue for the next year.

Options:

1. Approve the Local Cooperative Agreement

2. Do not approve the agreement

Recommendation:

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

Approval of the attached Local Cooperative Agreement expiring on June 30, 2026.

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal

LOCAL COOPERATIVE AGREEMENT (2025-2026)

Todd County and Pheasants Forever, Inc.

THIS AGREEMENT is made this _____ day of _____ 2025 (“Effective Date”), by and between Todd County, a political subdivision of the State of Minnesota, and Pheasants Forever, Inc. (“PF”), a Minnesota non-profit organization. In consideration of the mutual promises and covenants hereunder, the parties hereto agree as follows:

1. Term. Notwithstanding the date of the signatures of the parties to this Agreement, the term of this Agreement shall commence on the Effective Date and, unless earlier terminated pursuant to this Agreement, shall terminate on June 30, 2026, or on the date all funds have been expended whichever occurs earlier.
2. Representations by PF. PF makes the following representations to Todd County for the purpose of this Agreement:
 - a) PF is competent to perform the services contemplated under this Agreement.
 - b) PF is under no legal impediment that would preclude PF from performing the services contemplated under this Agreement.
 - c) PF has not been the subject of any claims or allegations of negligent or intentional acts or omissions that relate to the type and scope of services to be provided by PF to Todd County under this Agreement.
3. Duties of PF. To add staff capacity in Todd County to increase landowner participation in State and Local conservation programs as well as the conservation provisions of the Federal Farm Bill which increase the amount of native grasses and wetlands on the landscape and projects that enhance water quality, soil health, and increase fish and wildlife habitat.

Specifically, the following conservation programs are to be the focus of this Agreement: Conservation Reserve Program (CRP), Continuous Conservation Reserve Program (CCRP), Conservation Reserve Enhancement Program (CREP), Agriculture Conservation Easement Program (ACEP), Re-Invest in Minnesota (RIM), Environmental Quality Incentive Program (EQIP), US Fish and Wildlife Programs, Prairie Bank, Clean Water Fund projects, and any other programs that enhance the quality of soil health, water quality and wildlife habitat are part of the scope of work.

The primary focus shall be to provide quality customer service and enroll farmers/landowners into voluntary conservation programs. Under no circumstance is PF to work on anything related to violations or enforcement of Federal, State or Local laws. PF shall not be involved in any actions taken regarding conservation violations. Neither will this agreement prohibit Todd County from taking any necessary enforcement actions for conservation violations that may occur against any landowner with whom PF has worked.

Personnel. All work PF is to perform shall be performed by competent and qualified personnel. As soon as known, PF will inform Todd County who will have primary responsibility for performing the work under this Agreement on behalf of PF and will serve as PF's primary contact with Todd County. Should PF change the person primarily responsible for performing the work under this Agreement it must notify Todd County's Authorized Representative in writing seven days prior to the change.

Final Documents. PF shall provide all documentation of the work to be performed under this Agreement. The documents shall be furnished in a format acceptable to Todd County. Upon completion of the work, PF shall also deliver to Todd County copies of all correspondence, drawings, reports and all other documents either generated by or received by PF in the performance of the work and services required by this Agreement.

Standard of Care and Liability for Work. In performing the work under this Agreement, PF will use that degree of care, knowledge and skill ordinarily exercised by other reputable professionals in the field under like circumstances within the State of Minnesota.

4. No Authority to Bind Todd County. PF acknowledges that PF has no authority to bind Todd County to any contract, agreement, or arrangement, nor shall PF state or imply that PF has authority to do such acts. Use of the name or logo of Todd County by PF is prohibited without the consent of Todd County's Authorized Representative or his/her designee.
5. Compensation. Todd County shall pay PF for services satisfactorily completed in accordance with this Agreement. The total compensation payable to PF for services and expenses under this Agreement shall not exceed \$3,250.00 (the "Contract Maximum"). In the event Todd County requests services that would require payment in excess of the Contract Maximum, PF shall not proceed until such time as Todd County has approved such modification or addition by written amendment to this Agreement.
 - a. Billing by PF. The amounts to be paid under this Agreement shall be paid only if work has been satisfactorily performed as determined by Todd County's Authorized Representative and consistent with the Contract

Maximum. PF shall submit a monthly report outlining PF's progress in a form acceptable to Todd County's Authorized Representative.

- b. **Payment by Todd County.** Within thirty days (30) days of the date of termination as outlined in Section 1 of this Agreement PF shall submit a final invoice to Todd County's Authorized Representative. Todd County shall not be required to compensate PF for services or to reimburse PF for expenses without adequate documentation by PF supporting the request for compensation or reimbursement. Within thirty-five (35) days of the approval of the invoice by Todd County, Todd County shall mail payment of the approved amount to PF for all services satisfactorily performed or make reasonable arrangements for payment acceptable to PF. No claim for expenses or services not specifically provided for herein shall be honored by Todd County. Amounts disputed need not be paid until the dispute is resolved. Final payment due to PF will be made by Todd County when all work and services have been satisfactorily performed and all documents have been delivered to Todd County in accordance with this Agreement. All payments shall be issued to:

Pheasants Forever, Inc.
1783 Buerkle Circle
St. Paul, MN 55110

6. **Compliance with Todd County Policies.** PF agrees to comply with Todd County policies regarding personal and professional conduct and conflicts of interest as may be presented to PF by Todd County from time to time.
7. **Authorized Representative.** The Todd County Soil and Water Conservation Development Division (SWCDD) Director shall serve as the Authorized Representative of Todd County and as the liaison with PF. Todd County shall have the right to change its Authorized Representative from time to time and shall inform PF of any such change. The Authorized Representative shall have the express authority to make all contacts with PF on behalf of Todd County and to instruct PF to perform the various services described in this Agreement. PF shall submit reports, invoices and other materials prepared pursuant to this Agreement to Todd County's Authorized Representative, by mailing or delivering them to:

Director
Todd County SWCDD
215 1st Ave, S, Suite 104
Long Prairie, MN 56347

8. **Intellectual Property Rights.** PF acknowledges that any original copyrightable work created within the scope of his/her engagement is and shall remain Todd County's sole property as a "work for hire" under copyright law and PF irrevocably assigns any and all rights and interests in such work to Todd County. PF further

agrees to promptly disclose in writing all inventions, discoveries, improvements, formulas, techniques, and know-how (whether or not patentable and/or reduced to practice), made, conceived or learned of during the period of his/her employment which relate to or result from the actual or anticipated business of Todd County or from the use of Todd County's premises or property (the "Technology"). PF hereby irrevocably assigns to Todd County all rights and interest in such Technology and agrees to assist Todd County in every way at Todd County's expense, but without further compensation to protect said Technology, and to execute all documents which Todd County reasonably determines as necessary or convenient for the protection of said Technology. PF agrees to keep complete, accurate and authentic accounts, notes, data and records of all such Technology in the manner and form requested by Todd County. Such documentation shall be the property of Todd County and PF shall promptly deliver to Todd County such documentation upon his/her termination or upon Todd County's request at any time.

9. Items provided by Todd County. Todd County will furnish any data or materials in its possession relating to the Duties in Section 3 of this Agreement that may be of use to PF in performing the work. PF shall make an analysis of all data and information furnished by Todd County. All data or materials provided to PF will remain the property of Todd County and must promptly be returned to Todd County upon expiration or termination of this Agreement.
10. Minnesota PF Relationship. PF and Todd County agree that the relationship created by this Agreement is that of the Minnesota PFs. PF is responsible for the payment of any taxes, including, without limitation, all federal, state and local personal and business income taxes, sales and use taxes, other business taxes, and license fees arising out of PF's activities. PF will also keep in force all necessary public liability insurance and vehicle insurance with carriers that are satisfactory to Todd County and shall hold Todd County harmless from all claims, demands and suits arising from the acts of PF.
11. Indemnification. Each party shall be liable for its own acts and the acts of its representatives to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend each other, its officers, employees and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers, employees and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants, employees or volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.
12. Insurance. PF shall procure and maintain for the duration of the Agreement, insurance coverage for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by PF.

Minimum Scope of Insurance: Coverage shall be at least as broad as follows:

- a. General Liability coverage (occurrence form CG 00 01 or a substitute form providing equivalent coverage), and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, advertising, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). Todd County **must be named as additional insured**. An excess or umbrella liability policy may be used in conjunction with primary coverages to meet the minimum limit requirements. Todd County must also be named as additional insured on the excess or umbrella policy.
- b. Automobile Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or substitute for providing equivalent liability coverage. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). Todd County **must be named as additional insured**. An excess or umbrella liability policy may be used in conjunction with primary coverages to meet the minimum limit requirements. Todd County must also be named as additional insured on the excess or umbrella policy.
- c. Workers' Compensation as required by the State of Minnesota, and Employer's Liability insurance. If PF's employment is an excluded employment under Minn. Stat. § 176.041 and PF elects not to purchase workers' compensation coverage, PF shall provide Todd County with a written waiver of workers' compensation coverage in a form acceptable to Todd County. PF agrees that under no circumstances shall Todd County be responsible for workers' compensation for injuries suffered in connection with this Agreement.

Minimum Limits of Insurance: PF shall maintain **no less than** the following limits of insurance:

- d. General Liability Insurance, and if necessary, Umbrella Liability:
 - \$1,000,000 per occurrence
 - \$2,000,000 annual aggregate
 - \$2,000,000 products and completed operations aggregate
- e. Business Automobile Liability and if necessary, Umbrella Liability:
 - \$1,000,000 per occurrence
- f. Worker's Compensation:
 - as required by the State of Minnesota
- g. Employer's liability coverage with minimum limits of:
 - Bodily injury by accident: \$500,000 each employee
 - Bodily injury by accident: \$1,000,000 each incident

- Bodily injury by disease: \$500,000 each employee

Deductibles and Self-Insurance:

- h. Any deductibles will be the sole responsibility of PF and may not exceed \$50,000 without the written consent of Todd County. Any request for a higher deductible must first be approved by Todd County after PF provides Todd County with financial documentation sufficient for Todd County to determine whether PF has the financial resources to cover the requested deductible.

Additional Insurance Conditions:

- i. PF's insurance shall apply as primary insurance with respect to any other insurance or self-insurance program maintained by Todd County. Todd County's insurance or self-insurance program shall be excess of PF's insurance and shall not contribute to it.
- j. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Todd County or its officers, officials, employees or volunteers.

Verification of Coverage:

- k. PF shall provide Todd County with certificates of insurance and original endorsements showing that PF has each type of insurance coverage and limits required under this Agreement. A Certificate of Insurance for each policy must be on file with Todd County within 10 days of execution of this Agreement and prior to commencement of any work under this Agreement. Each certificate must include a 10-day notice of cancellation, nonrenewal, or material change to all named and additional insureds. If insurance expires during the term of this Agreement a new Certificate of Insurance must be provided to Todd County at least 10 days prior to the expiration date. The new insurance must meet all the same terms as outlined in this Section 13. Todd County reserves the right to rescind any contract not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against PF.

13. Termination. This Agreement shall automatically terminate upon the expiration of the term of this Agreement. This Agreement may be terminated by written agreement of the parties or by either party, without cause, by giving written notice of termination to the other party. Termination shall be effective on the date of such written agreement between the parties; or, if terminated by one party, 30 days after the written notice of termination is given. In the event of a breach of any term and condition of this Agreement, the Agreement may be terminated by the aggrieved party, if the other party has failed to cure the default within five business days after receiving written notice specifying the nature of the default, with such termination becoming effective upon expiration of the cure period. Upon termination of this Agreement prior to the expiration of the term, the compensation payable to PF

shall be the pro-rata portion of the total compensation payable in the same ratio as the percentage of services actually performed prior to termination in relation to the total services which would have been performed had the Agreement not been prematurely terminated.

14. Data Practices. PF must comply with the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) as it applies to all data provided to PF by the Todd County under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by PF pursuant to this Agreement. If PF receives a request to release data pursuant to this Section 8.2, PF shall notify Todd County immediately and consult Todd County as to how PF should respond to the request. PF's response shall comply with applicable law.
15. Arbitration. The parties agree to submit to binding arbitration all monetary disputes arising under this Agreement for claims of \$25,000 or less.
16. Audit. PF shall maintain complete and accurate records with respect to costs incurred and services performed under this Agreement for a period of at least six (6) years after the termination of this Agreement. Pursuant to Minn. Stat. § 16C.05, Subd. 5, PF shall allow Todd County or other persons or agencies authorized by Todd County, including the Legislative or State Auditor, access to the records of PF at reasonable hours, including all books, records, documents, and accounting procedures and practices of PF relevant to the subject matter of the Agreement, for purposes of audit.
17. Notice. Any notices required or permitted to be given under this Agreement: (i) shall be in writing signed by or on behalf of the party making the same; (ii) shall be deemed given or delivered (a) if delivered personally, when received, (b) if sent from within the United States by registered or certified mail, postage prepaid, return receipt requested, on the third business day after mailing, or (c) if sent by messenger or reputable overnight courier service, on the next business day after mailing; and (iii) shall be addressed to each party at its address set forth in this Agreement, or at such other address as the parties shall designate in writing by personal delivery, certified mail, or overnight courier service.
18. Miscellaneous. If any clause or provision herein shall be adjudged invalid or unenforceable by a court of competent jurisdiction by operation of any applicable law, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect. This Agreement shall be governed by laws of the State of Minnesota, and the courts of the State of Minnesota shall have jurisdiction over any dispute which arises under this Agreement, and each of the parties shall submit and hereby consent to such court's exercise of jurisdiction, except to the extent that the parties have agreed to submit any dispute to binding arbitration. In any action to enforce rights under this agreement, the prevailing party shall be entitled to recover its attorney's fees and expenses incurred in such action. This Agreement supersedes all prior agreements and understandings between PF and

Todd County, and may not be modified, changed or altered except as specifically set forth in writing and signed by both parties.

19. Compliance with Applicable Law. PF agrees to comply with applicable federal, state and local laws or ordinances, and applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to PF's performance of the provisions of this Agreement. It shall be the obligation of PF to maintain, pay for and obtain all licenses required by any governmental agency for the provision of those services contemplated herein.
20. Debarment. PF certifies that it is not prohibited from doing business with either the federal government or the State of Minnesota as a result of any debarment or suspension proceedings. PF's certification is a material representation upon which Todd County's approval of this Agreement is based. PF shall provide immediate written notice to Todd County's authorized representative if at any time PF learns that this certification is erroneous or becomes erroneous due to changed circumstances.
21. Conflict of Interest. PF affirms that, to the best of PF's knowledge, PF's involvement in this Agreement does not result in a conflict of interest with any party or entity, which may be affected by the terms of this Agreement. PF agrees that, should any conflict or potential conflict of interest become known to PF, it will immediately notify Todd County of the conflict or potential conflict, specifying the part of this Agreement giving rise to the conflict or potential conflict, and will advise Todd County whether PF will or will not resign from the other engagement or representation.
22. Assignment and Delegation. Neither party shall assign its rights or delegate its duties under this Agreement without receiving the prior written consent of the other party.
23. Successors in Interest. The provisions of this Agreement shall be binding upon and inure to the benefit of the parties and their permitted successors and assigns.
24. Execution. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and to constitute one and the same instrument. Electronic copies of this Agreement, including without limitation, those transmitted by facsimile or scanned to an image file, shall be considered originals.

IN WITNESS THEREOF, Todd County and Pheasants Forever, Inc. have executed this Agreement as of the day and year first written above:

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

COUNTY OF TODD

PHEASANTS FOREVER, INC.

BY: _____
Adam Ossefoort, Director
Todd County SWCDD

BY: _____
_____, President
Pheasants Forever, Inc.

DATED: _____

DATED: _____

—

APPROVED AS TO FORM AND EXECUTION

BY: _____
John Lindemann, Todd County Attorney



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	20250819-17
Agenda Topic Title for Publication:		Vowles Request for CUP
Date of Meeting: 8/19/2025	Agenda Time Requested: 5	☐ Consent Agenda
Organization / Department Requesting Action: Planning and Zoning		
Person Presenting Topic at Meeting: Adam Ossefoort		
Background: <i>Supporting Documentation enclosed</i> ☒		
An application for CUP to establish a 17 site seasonal campground with a 40'x40' office building on parcel 11-0027400 (Grey Eagle TWP) was submitted on April 7, 2025. The application was reviewed by the Planning Commission during the May, June, and August public hearings. The final recommendation from the Planning Commission was to grant the CUP with the conditions identified below.		
Options:		
1. Grant the CUP with the conditions below. 2. Developing findings to deny the CUP. 3. Remand back to the Planning Commission for further consideration.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Adopt the findings of the Planning Commission and grant the CUP with the conditions below. 1. All campsites shall be provided with connection to a compliant septic system. 2. Installation of an approved septic system prior to the start of operation. 3. Establishment of a 911 address number and placement of a physical sign for emergency services. 4. Applicant shall obtain a Construction Stormwater Permit prior to the start of any construction on the campground. 5. Grading of the land and construction of the central office facility must be conducted in a fashion that directs stormwater away from the public roadway. 6. The campground shall be limited to seasonal operation. The campground is restricted to opening no earlier than May 15th and closing for the season no later than September 30th. 7. Campground shall maintain no less than 50% common open space. 8. Applicant shall work with the Soil and Water Conservation District to establish a storm water management plan for the entire site. 9. No RV unit or Park Model shall exceed a total of 400 square feet measured at its largest horizontal projection. 10. Installation of a traffic warning sign to the south of the campground entrance. Signage shall be installed by Todd County and reimbursed to the County by the land owner. 11. Applicant shall abide by all other applicable standards including but not limited to the Minnesota Department of Health.		

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:	96 of 134



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

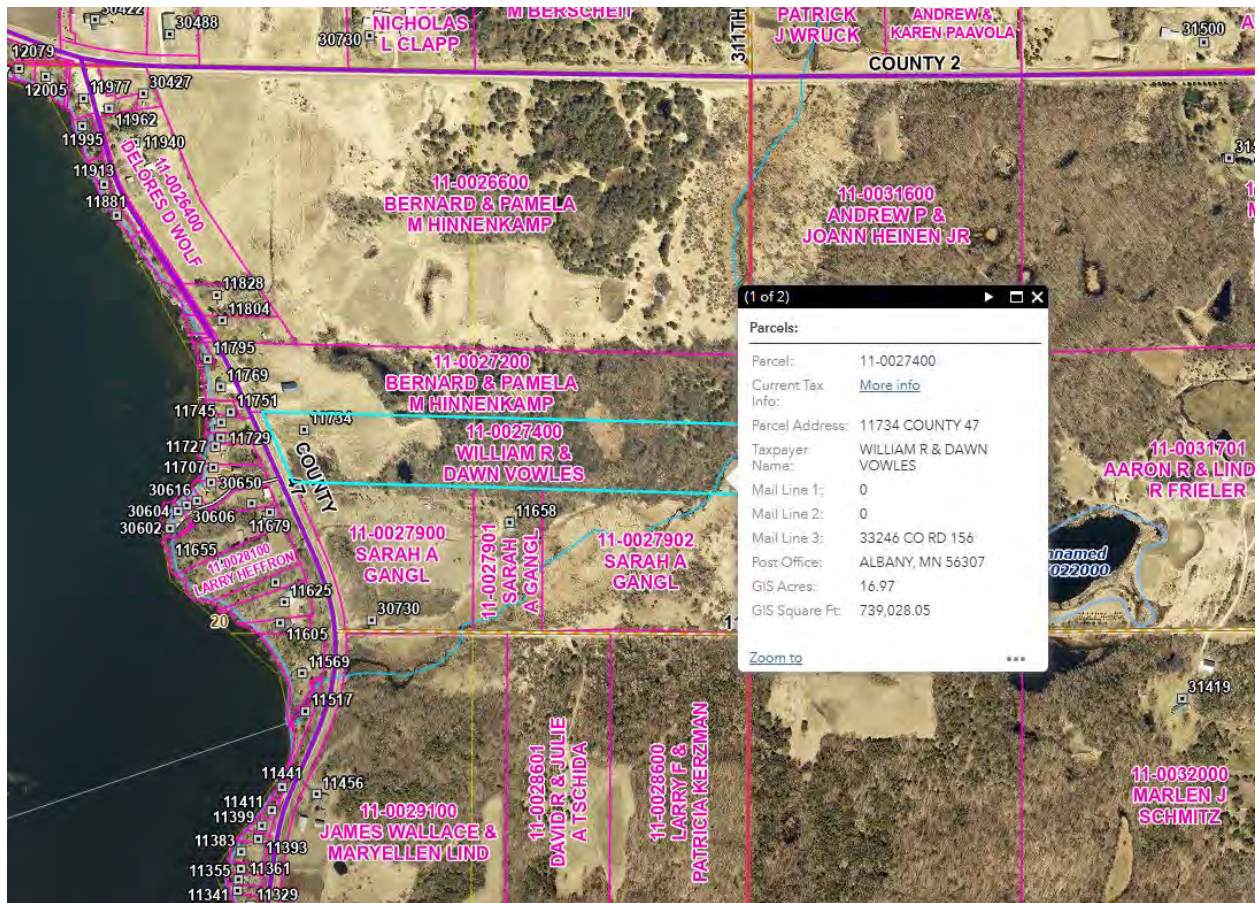
Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal



CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: William R. Vowles and Dawn Vowles
Mailing Address: 33246 Co. Rd. 156
Albany, MN 56307

Property Owner: William R. Vowles and Dawn Vowles
Mailing Address: 33246 Co. Rd. 156
Albany, MN 56307

Site Address: 11734 Co. Rd. 47, Grey Eagle, MN 56336
Parcel Number: 11-0027400

1. **REQUEST:** Request a CUP for a Seasonal Campground with hookups, 40' x 40' office building and 17 sites in Recreational Development Shoreland Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 7th day of August, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

See Exhibit "A"

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-009 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. All campsites shall be provided with connection to a compliant septic system.
2. Installation of an approved septic system prior to the start of operation.
3. Establishment of a 911 address number and placement of a physical sign for emergency services.
4. Applicant shall obtain a Construction Stormwater Permit prior to the start of any construction on the campground.
5. Grading of the land and construction of the central office facility must be conducted in a fashion that directs stormwater away from the public roadway.
6. The campground shall be limited to seasonal operation. The campground is restricted to opening no earlier than May 15th and closing for the season no later than September 30th.

7. Campground shall maintain no less than 50% common open space.
8. Applicant shall work with the Soil and Water Conservation District to establish a storm water management plan for the entire site.
9. No RV unit or Park Model shall exceed a total of 400 square feet measured at its largest horizontal projection.
10. Installation of a traffic warning sign to the south of the campground entrance. Signage shall be installed by Todd County and reimbursed to the County by the land owner.
11. Applicant shall abide by all other applicable standards including but not limited to the Minnesota Department of Health.

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

**STATE OF MINNESOTA
COUNTY OF TODD**

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

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

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

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

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

The South Half of the North Half of the South Half of the Northeast Quarter ($S \frac{1}{2} N \frac{1}{2} S \frac{1}{2} NE \frac{1}{4}$) and the South Half of the North Half ($S \frac{1}{2} N \frac{1}{2}$) of Government Lot 2 lying east of County 47, all in Section 20, Township 127, Range 32, Todd County, Minnesota.

More particularly described as:

That part of the South Half of the North Half of the South Half of the Northeast Quarter ($S \frac{1}{2} N \frac{1}{2} S \frac{1}{2} NE \frac{1}{4}$) and that part of Government Lot 2, all being within Section 20, Township 127 North, Range 32 West, Todd County, Minnesota, described as follows:

Commencing at the east quarter corner of said Section 20;

thence North 00 degrees 03 minutes 30 seconds East, assumed bearing along the east line of said Section 20, a distance of 660.55 feet to the south line of said South Half of the North Half of the South Half of the Northeast Quarter ($S \frac{1}{2} N \frac{1}{2} S \frac{1}{2} NE \frac{1}{4}$), said point also being the point of beginning of the land to be described;

thence North 88 degrees 30 minutes 46 seconds West, along said south line of the South Half of the North Half of the South Half of the Northeast Quarter ($S \frac{1}{2} N \frac{1}{2} S \frac{1}{2} NE \frac{1}{4}$) and along the south line of the South Half of the North Half ($S \frac{1}{2} N \frac{1}{2}$) of aforesaid Government Lot 2, a distance of 2233.42 feet to the centerline of County Road No. 47;

thence North 24 degrees 16 minutes 55 seconds West, along said centerline of County Road No. 47, a distance of 362.34 feet to the north line of the South Half of the North Half ($S \frac{1}{2} N \frac{1}{2}$) of Government Lot 2;

thence South 88 degrees 36 minutes 21 seconds East, along said north line of the South Half of the North Half ($S \frac{1}{2} N \frac{1}{2}$) of Government Lot 2, and along the north line of said South Half of the North Half of the South Half of the Northeast Quarter ($S \frac{1}{2} N \frac{1}{2} S \frac{1}{2} NE \frac{1}{4}$), a distance of 2382.71 feet to aforesaid east line of Section 20;

thence South 00 degrees 03 minutes 30 seconds West, along said east line of Section 20, a distance of 330.27 feet to the point of beginning.

Subject to any easements of record, including an existing public roadway easement over the westerly portion thereof (County Road No. 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	☐ Report	20250819-18
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

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

Date of Meeting: 8/19/2025	Agenda Time Requested: 5	☐ Consent Agenda
----------------------------	--------------------------	---

Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: Supporting Documentation enclosed ☒
--

An application for CUP to establish an indoor horse riding arena with 4 camping sites on parcel 12-0030200 (Hartford TWP) was submitted on May 9th, 2025. The application was reviewed by the Planning Commission during the May, June, July, and August public hearings. The final recommendation from the Planning Commission was to grant the CUP with the conditions below.

Options:

1. Grant the CUP with the conditions below.
2. Developing findings to deny the CUP.
3. Remand back to the Planning Commission for further consideration.

Recommendation:

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

1. Total campsites shall be limited to 4. Additional campsites shall require the review of the Planning Commission.
2. There shall be no parking within the road right of way.
3. There shall be no loading or unloading of animals or supplies within the road right of way.
4. Bathroom facilities and storm shelter shall be provided for all campsite attendees.
5. Garbage disposal shall be provided on the site.
6. No recreational vehicle (including any RV, UTV, ATV, livestock trailer, towing vehicle, or similar items not titled to the CUP applicant), whether occupied or unoccupied, may be situated on any property permitted under this CUP for more than 16 nights out of any calendar month. (A night is defined as being on-site anytime between 11 pm and 5 am.)
7. Applicant shall obtain a SWPPP for 1 acre or more of disturbance on the site.
8. Establishment of driveways shall be approved by the local township board.
9. Upon sale of either property identified in the CUP, the County shall conduct a review to verify compliance.
10. Applicant shall abide by all other applicable federal, state, and local standards.
11. A review shall be conducted of the CUP after 2 years of operation.

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification
STATE OF MINNESOTA}
COUNTY OF TODD}



WHERE THE FOREST MEETS THE PRAIRIE

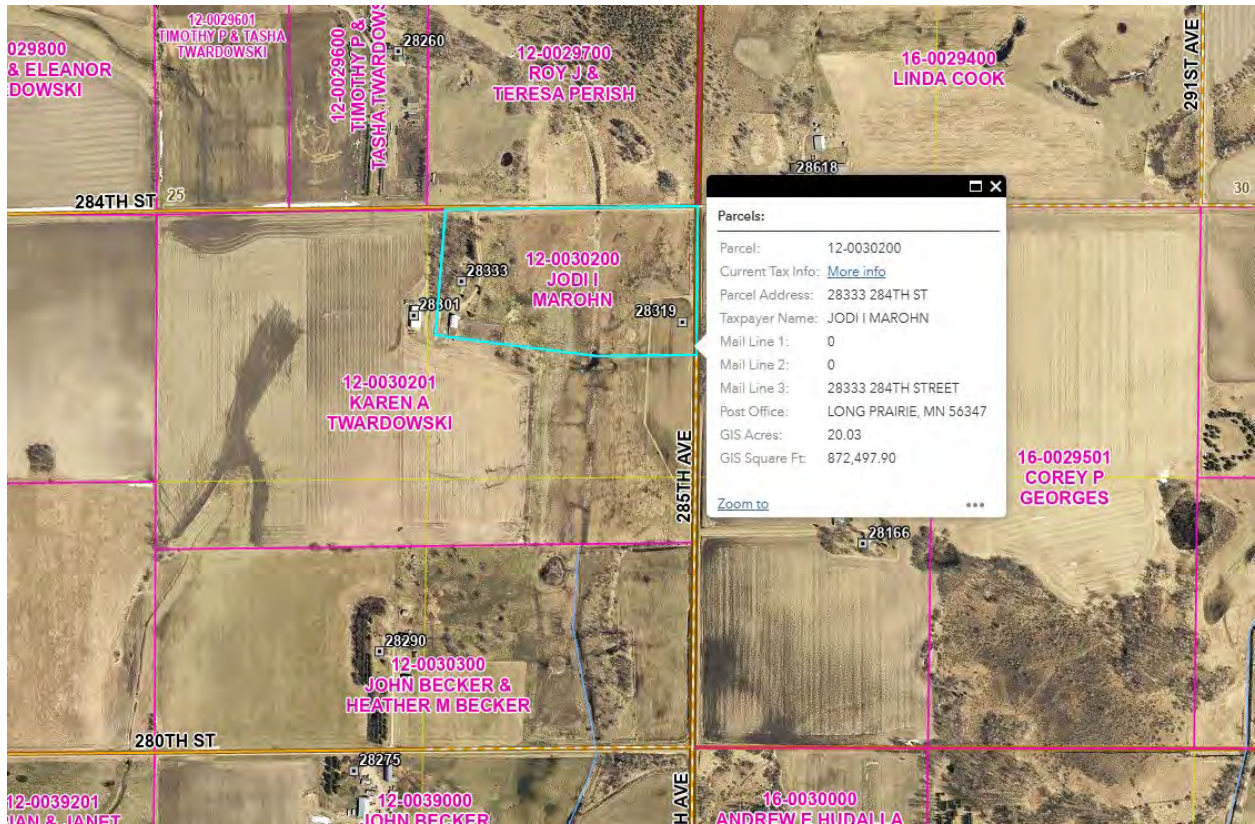
Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

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

Seal



CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Jodi I. Marohn
Mailing Address: 28333 284th Street
Long Prairie, MN 56347

Property Owner: Jodi I. Marohn
Mailing Address: 28333 284th Street
Long Prairie, MN 56347

Site Address: 28333 284th Street, Long Prairie, MN 56347
Parcel Number: 12-0030200 and 12-0030202

REQUEST:

1. Request to open an indoor riding arena with up to four RV campsites in AF-1 Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 7th day of August, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

See Exhibit "A"

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-011 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. Total campsites shall be limited to 4. Additional campsites shall require the review of the Planning Commission.
2. There shall be no parking within the road right of way.
3. There shall be no loading or unloading of animals or supplies within the road right of way.
4. Bathroom facilities and storm shelter shall be provided for all campsite attendees.
5. Garbage disposal shall be provided on the site.
6. No recreational vehicle (including any RV, UTV, ATV, livestock trailer, towing vehicle, or similar items not titled to the CUP applicant), whether occupied or unoccupied, may be situated on any

property permitted under this CUP for more than 16 nights out of any calendar month. (A night is defined as being on-site anytime between 11 pm and 5 am.)

7. Applicant shall obtain a SWPPP for 1 acre or more of disturbance on the site.
8. Establishment of driveways shall be approved by the local township board.
9. Upon sale of either property identified in the CUP, the County shall conduct a review to verify compliance.
10. Applicant shall abide by all other applicable federal, state, and local standards.
11. A review shall be conducted of the CUP after 2 years of operation.

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

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

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

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

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

Exhibit "A"

PROPOSED PARCEL A:

That part of the Southeast Quarter, Section 25, Township 130, Range 33, Todd County, Minnesota, described as follows:

Commencing at the northeast corner of said Southeast Quarter; thence South 89 degrees 10 minutes 55 seconds West, assumed bearing, 600.16 feet along the north line of said Southeast Quarter to the point of beginning; thence continuing South 89 degrees 10 minutes 55 seconds West 641.41 feet; thence South 04 degrees 05 minutes 16 seconds West 615.99 feet; thence South 82 degrees 57 minutes 10 seconds East 322.01 feet; thence South 82 degrees 25 minutes 12 seconds East 362.62 feet; thence North 00 degrees 30 minutes 09 seconds East 710.95 feet to the point of beginning. Subject to 284th Street on the north.

PROPOSED PARCEL B:

That part of the Southeast Quarter, Section 25, Township 130, Range 33, Todd County, Minnesota, described as follows:

Commencing at the northeast corner of said Southeast Quarter; thence South 89 degrees 10 minutes 55 seconds West, assumed bearing, 1241.57 feet along the north line of said Southeast Quarter; thence South 04 degrees 05 minutes 16 seconds West 615.99 feet; thence South 82 degrees 57 minutes 10 seconds East 322.01 feet; thence South 82 degrees 25 minutes 12 seconds East 362.62 feet to the point of beginning; thence continuing South 82 degrees 25 minutes 12 seconds East 115.20 feet; thence North 89 degrees 10 minutes 55 seconds East 485.80 feet to the intersection with the east line of said Southeast Quarter; thence North 00 degrees 30 minutes 09 seconds East 727.78 feet along said east line of the Southeast Quarter to said northeast corner thereof; thence South 89 degrees 10 minutes 55 seconds West 600.16 feet along said north line of the Southeast Quarter; thence South 00 degrees 30 minutes 09 seconds West 710.95 feet to the point of beginning. Subject to 284th Street on the north and 285th Avenue on the east.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20250819-19
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Great River Energy Request for CUP
--	---

Date of Meeting: 8/19/2025	Agenda Time Requested: 5	☐ Consent Agenda
----------------------------	--------------------------	---

Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: Supporting Documentation enclosed ☒
--

An application for CUP to rebuild an existing electric transmission line and substation on parcels 07-0039200 and 07-0039201 (Eagle Valley TWP) was submitted on July 11th, 2025. The application was reviewed by the Planning Commission during the August public hearing. The final recommendation from the Planning Commission was to grant the CUP with the condition below.

Options:

1. Grant the CUP with the condition below.
2. Developing findings to deny the CUP.
3. Remand back to the Planning Commission for further consideration.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Adopt the findings of the Planning Commission and grant the CUP with the condition below.
1. Applicant shall abide by all other applicable federal, state, and local standards.

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

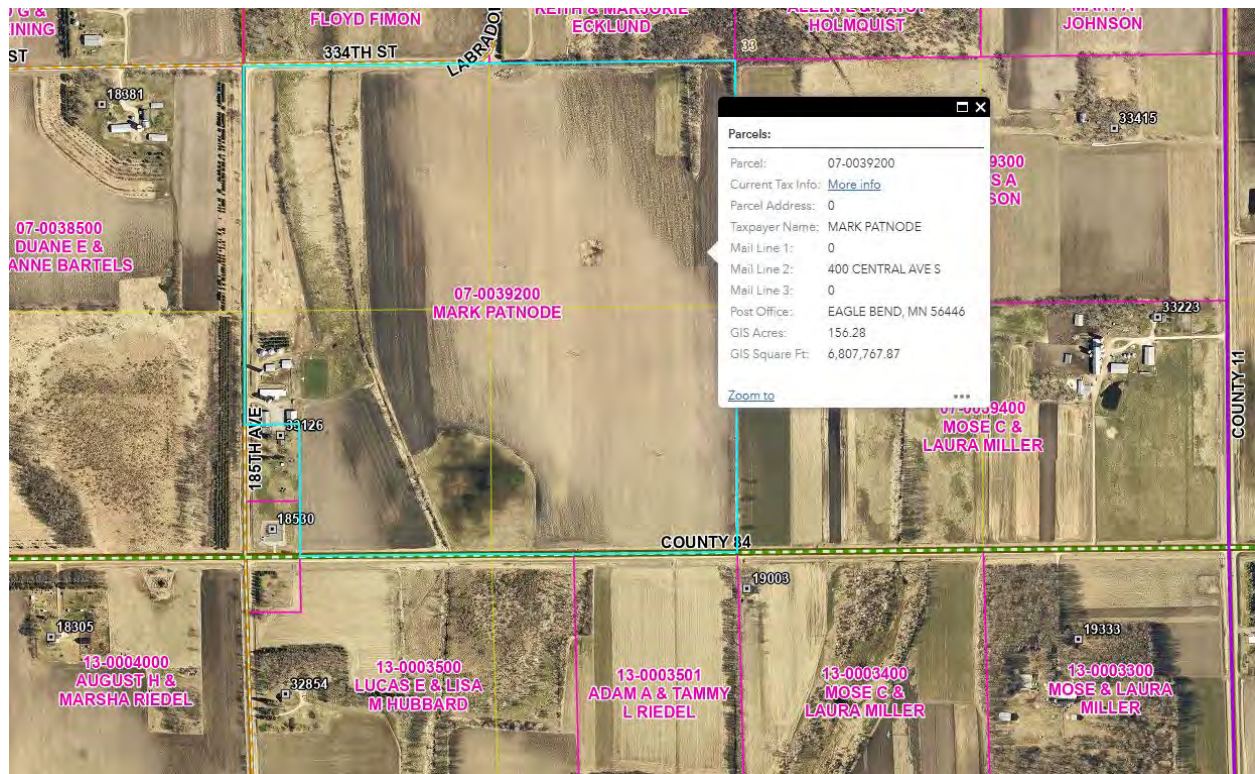
Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal



CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Great River Energy and Todd Wadena Electric Cooperative
Mailing Address: 12300 Elm Creek Blvd N.
Maple Grove, MN 55369

Property Owner: Mark Patnode
Mailing Address: 400 Central Ave. S.
Eagle Bend, MN 56446
Site Address: 400 Central Ave. S., Eagle Bend, MN 56446
Parcel Number: 07-0039200

Property Owner: Todd-Wadena Electric co-op
Mailing Address: P.O. Box 431
Wadena, MN 56482
Site Address: 18530 County 84, Clarissa, MN 56440
Parcel Number: 07-0039201

REQUEST:

1. Request a CUP for rebuilding a transmission line and substation in AF-1 Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 7th day of August, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

See Attachment "A"

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-015 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. Applicant shall abide by all other applicable federal, state, and local standards.

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

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

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

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

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

Attachment A

Full and Current Legal Description(s):

1. PIN 07-0039200

The SW¼ of Section 33, Township 131 North, Range 34 West except for the following two parcels, to-wit: The North 413 feet of the South 708.16 feet of the west 295.16 feet of the SW¼, Section 33, Township 131 North, Range 34 East, AND commencing at the SW corner of said SW¼ of SW¼, Section 33, Township 131 North, Range 34 West and thence North on the West Section line 295.16 feet; thence East parallel to the South line of said SW¼ of SW¼ 295.16 feet; thence South parallel with the West line of said Section 295.16 feet; thence West along the South line of said SW¼ of SW¼ 295.16 feet to the point of beginning.

2. PIN 07-0039201

Part of the Southwest Quarter of Southwest Quarter (SW¼SW¼) of Section 33, Township 131, Range 34 described as follows: Commencing at the southwest corner of said SW¼SW¼ and thence north on the west section line 295.16 feet; thence east parallel to the south line of said SW¼SW¼ 295.16 feet; thence south parallel with the west line of said section 295.16; thence west along the south line of said SW¼SW¼ 295.16 feet to the point of beginning and containing 2 acres, more or less.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20250819-20
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

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

Date of Meeting: 8/19/2025	Agenda Time Requested: 5	☐ Consent Agenda
----------------------------	--------------------------	---

Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: Supporting Documentation enclosed ☒
--

An application for CUP to establish a salvage yard on parcel 03-0004000 (Birchdale TWP) was submitted on July 10th, 2025. The application was reviewed by the Planning Commission during the August public hearing. The final recommendation from the Planning Commission was to grant the CUP with the conditions identified below.

Options:

1. Grant the CUP with the conditions below.
2. Developing findings to deny the CUP.
3. Remand back to the Planning Commission for further consideration.

Recommendation:

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

1. Business shall be limited to no greater than 40 salvage vehicles on site at any time.
2. Off street parking shall be provided for all business traffic.
3. All business signage shall be placed outside of the road right of way.
4. All waste/automotive fluids must be disposed of in a manner that complies with all applicable federal, state, and local standards.
5. Vegetative screening shall always be maintained on the north, east, and south sides of the salvage yard to provide screening from the roadway and neighboring properties.
6. Open business hours shall be limited to 8 AM to 7 PM Monday through Saturday.
7. Applicant abide by all other applicable Federal, State, and local standards.

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal



CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Tobie Danielson
Mailing Address: 24935 Cedar Lake Rd.
Sauk Centre, MN 56378

Property Owner: Tobie C. Danielson and Madison Princivalli-Danielson
Mailing Address: 24935 Cedar Lake Rd.
Sauk Centre, MN 56378

Site Address: 24935 Cedar Lake Rd., Sauk Centre, MN 56378
Parcel Number: 03-0004000

REQUEST:

1. Request a CUP for a salvage yard in AF-1 Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 7th day of August, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

THE EAST HALF OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER (E1/2 NE1/4 NE1/4) SECTION 5, TOWNSHIP 127 NORTH, RANGE 33 WEST, OF THE 5TH P.M., EXCEPT THE EAST 4 RODS THEREOF, TODD COUNTY, MINNESOTA.

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-016 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. Business shall be limited to no greater than 40 salvage vehicles on site at any time.
2. Off street parking shall be provided for all business traffic.
3. All business signage shall be placed outside of the road right of way.
4. All waste/automotive fluids must be disposed of in a manner that complies with all applicable federal, state, and local standards.

5. Vegetative screening shall always be maintained on the north, east, and south sides of the salvage yard to provide screening from the roadway and neighboring properties.
6. Open business hours shall be limited to 8 AM to 7 PM Monday through Saturday.
7. Applicant abide by all other applicable Federal, State, and local standards.

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

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

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

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

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



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion	☐ Report	20250819-21
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

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

Date of Meeting: 8/19/2025	Agenda Time Requested: 5	☐ Consent Agenda
----------------------------	--------------------------	---

Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: <i>Supporting Documentation enclosed</i> ☒

An application for CUP to establish a woodworking business on parcel 20-0001700 (Reynolds TWP) was submitted on July 14th, 2025. The application was reviewed by the Planning Commission during the August public hearing. The final recommendation from the Planning Commission was to grant the CUP with conditions below.

Options:

1. Grant the CUP with the conditions below.
2. Developing findings to deny the CUP.
3. Remand back to the Planning Commission for further consideration.

Recommendation:

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

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. Adequate space shall be provided for off-street parking of all business traffic.
4. Applicant shall abide by all other applicable federal, state, and local standards.

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

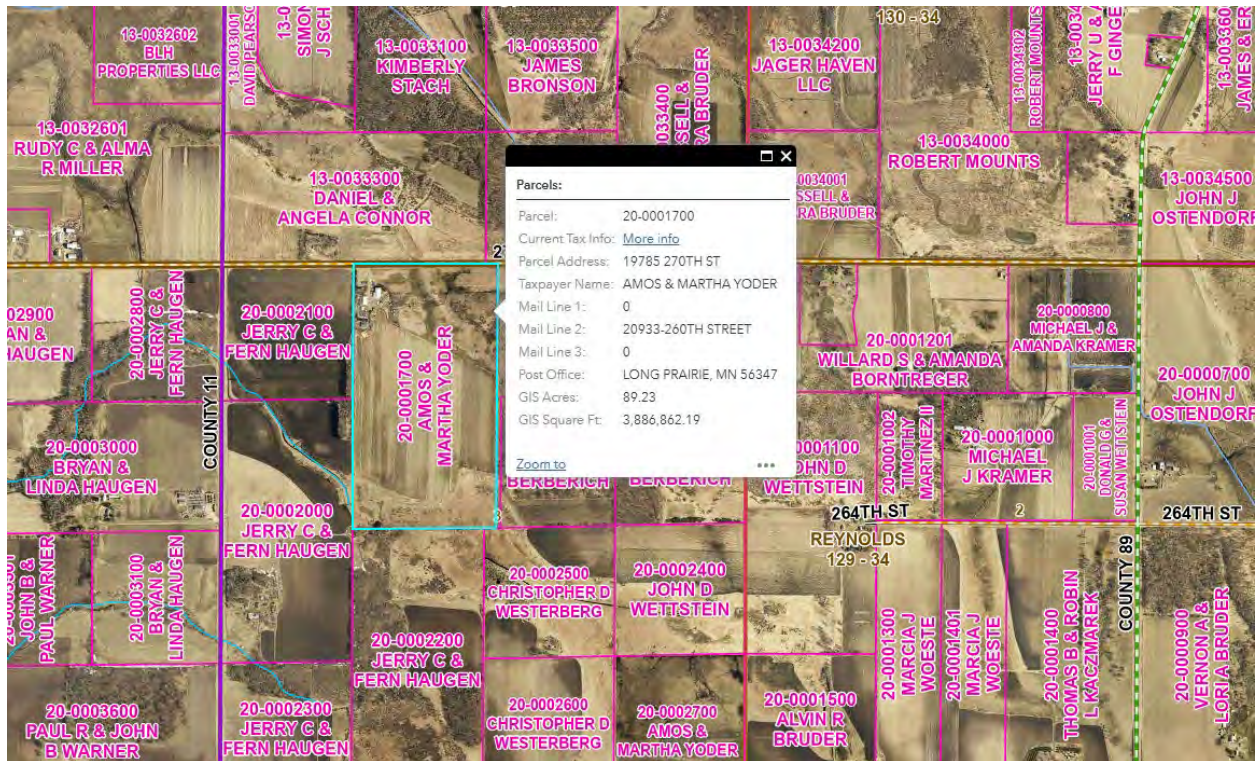
Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal



CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Alvin A. Yoder
Mailing Address: 19785 270th St.
Long Prairie, MN 56347

Property Owner: Amos E. and Martha Yoder
Mailing Address: 20933-260th Street
Long Prairie, MN 56347

Site Address: 19785 270th St., Long Prairie, MN 56347
Parcel Number: 20-0001700

REQUEST:

1. Request a CUP to operate a cabinet and woodworking shop for retail sales in AF-1 Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 7th day of August, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

See Exhibit "A"

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-017 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

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

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

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

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

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

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

The Northeast Quarter of the Northwest Quarter (NE $\frac{1}{4}$ NW $\frac{1}{4}$) and the Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ NW $\frac{1}{4}$) and that part of the Northwest Quarter of the Northeast Quarter (NW $\frac{1}{4}$ NE $\frac{1}{4}$) and that part of the Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ NE $\frac{1}{4}$), all being within Section 3, Township 129 North, Range 34 West, Todd County, Minnesota, described as follows:

Commencing at the northeast corner of said Section 3;
thence South 89 degrees 31 minutes 19 seconds West, assumed bearing along the north line of said Section 3, a distance of 1318.00 feet to the northeast corner of said Northwest Quarter of the Northeast Quarter (NW $\frac{1}{4}$ NE $\frac{1}{4}$);
thence continuing South 89 degrees 31 minutes 19 seconds West, along said north line of Section 3, a distance of 1200.45 feet to the point of beginning of the land to be described;
thence South 00 degrees 16 minutes 36 seconds West 2667.71 feet to the east-west quarter line of said Section 3;
thence South 88 degrees 49 minutes 55 seconds West, along said east-west quarter line, 1455.49 feet to the southwest corner of aforesaid Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ NW $\frac{1}{4}$);
thence North 00 degrees 21 minutes 08 seconds East, along the west line of said Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ NW $\frac{1}{4}$) and along the west line of aforesaid Northeast Quarter of the Northwest Quarter (NE $\frac{1}{4}$ NW $\frac{1}{4}$), a distance of 2691.37 feet to aforesaid north line of Section 3;
thence North 89 degrees 46 minutes 58 seconds East, along said north line of Section 3, a distance of 1333.99 feet to the north quarter corner of said Section 3;
thence North 89 degrees 31 minutes 19 seconds East, along said north line of Section 3, a distance of 117.55 feet to the point of beginning.
PID: 20-0001700;



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	20250819-22
Agenda Topic Title for Publication:		McCall Request for CUP
Date of Meeting: 8/19/2025	Agenda Time Requested: 5	☐ Consent Agenda
Organization / Department Requesting Action: Planning and Zoning		
Person Presenting Topic at Meeting: Adam Ossefoort		
Background: Supporting Documentation enclosed ☒		
An application for CUP to establish temporary family housing on parcel 05-0022500 (Burleene TWP) was submitted on July 14 th , 2025. The application was reviewed by the Planning Commission during the August public hearing. The final recommendation from the Planning Commission was to grant the CUP with the condition below.		
Options:		
1. Grant the CUP with the condition below. 2. Developing findings to deny the CUP. 3. Remand back to the Planning Commission for further consideration.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Adopt the findings of the Planning Commission and grant the CUP with the condition below. 1. Applicant shall abide by Section 9.17 of the Todd County Planning and Zoning Ordinance.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Scott L. McCall and Karla G. McCall
Mailing Address: 10525 280th Street
Carlos, MN 56319

Property Owner: Scott L. McCall and Karla G. McCall
Mailing Address: 10525 280th Street
Carlos, MN 56319

Site Address: 10525 280th Street, Carlos, MN 56319
Parcel Number: 05-0022500

REQUEST:

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

The above entitled matter was heard before the Todd County Planning Commission on the 7th day of August, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

Northwest Quarter of the Northwest Quarter (NW ¼ NW ¼) Section 31, Township 130 North, Range 35 West of the 5th P.M., Todd County, Minnesota.

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-018 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

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

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

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

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

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

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



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20250819-23
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

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

Date of Meeting: 8/19/2025	Agenda Time Requested: 5	☐ Consent Agenda
----------------------------	--------------------------	---

Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: Supporting Documentation enclosed ☒
--

An application for CUP to establish a schoolhouse on parcel 20-0036500 (Reynolds TWP) was submitted on July 16th, 2025. The application was reviewed by the Planning Commission during the August public hearing. The final recommendation of the Planning Commission was to grant the CUP with the conditions below.

Options:

1. Grant the CUP with the conditions below.
2. Developing findings to deny the CUP.
3. Remand back to the Planning Commission for further consideration.

Recommendation:

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

1. Submittal of an approved plan for septic compliance on this site.
2. All new driveway accesses must be approved by the road authority prior to installation.

Additional Information:	Budgeted:	Comments
--------------------------------	------------------	-----------------

Financial Implications: \$	☐ Yes ☐ No	
Funding Source(s):		

Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A
---	---	--

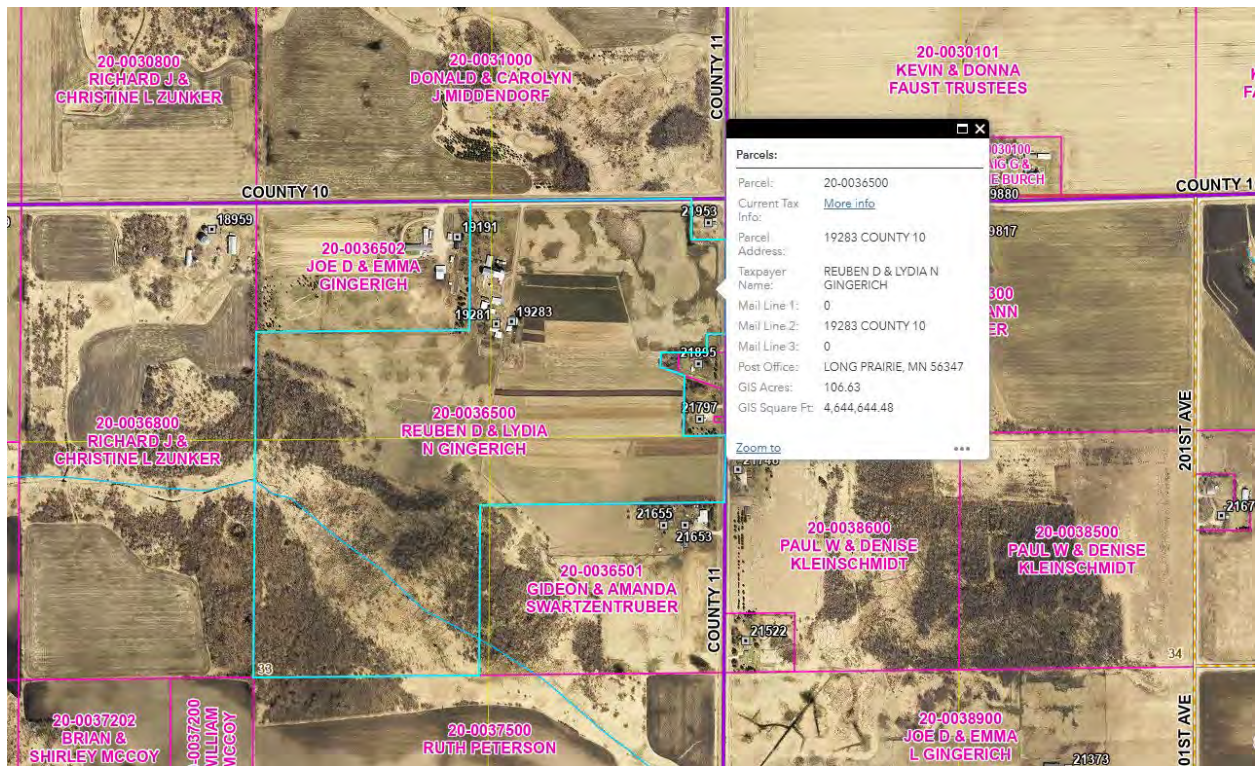
Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal



CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Samuel Hershberger and Gideon Swartzentruber
Mailing Address: 21655 County Rd. 11
Long Prairie, MN 56347

Property Owner: Reuben D. Gingerich and Lydia N. Gingerich
Mailing Address: 19283 County 10
Long Prairie, MN 56347

Site Address: 19283 County 10, Long Prairie, MN 56347
Parcel Number: 20-0036500

REQUEST:

1. Request a CUP for a School House in RT Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 7th day of August, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

See EXHIBIT

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-019 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. Submittal of an approved plan for septic compliance on this site.
2. All new driveway accesses must be approved by the road authority prior to installation.

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

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

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

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

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

EXHIBIT

The Northeast Quarter (NE $\frac{1}{4}$) of Section 33, Township 129 North, Range 34 West of the 5th P.M., EXCEPTING the following described tracts, to-wit: North 10 rods of the East 12 rods thereof. Also commencing at a point 10 rods South of the NE corner of the NE $\frac{1}{4}$ of Section 33, Township 129, Range 34, thence due South along Section line 4 rods; thence West 12 rods, thence North 4 rods, thence East 12 rods to the place of beginning, being the South 4 rods of the North 14 rods of East 12 rods of NE $\frac{1}{4}$, Section 35, Township 129 North, Range 34 West of the 5th P.M. Also beginning at a point 860 feet South of NE corner, thence due West a distance of 108 feet, thence north, a distance of 100 feet, thence due East a distance of 108 feet to the East line of above tract, thence south along section line a distance of 100 feet to the place of beginning. Also beginning at a point 860 feet South along the section line from the NE corner of the above described tract, thence West a distance of 364 feet, thence due South a distance of 84 feet thence Southeasterly a distance of 113 feet, thence due South a distance of 319 $\frac{1}{2}$ feet to the 1/8 line, thence due East along 1/8 line to East line of above described tract a distance of 245 feet, thence North along section line a distance of 460 feet to place of beginning; ALSO EXCEPTING the following described parcels:

A parcel located in the Northwest Quarter of the Northeast Quarter (NW $\frac{1}{4}$ NE $\frac{1}{4}$) of Section Thirty-three (33), Township One Hundred Twenty-nine (129) North, Range Thirty-four (34) West of the 5th P.M. described as follows: Commencing at the Northwest corner of the Northeast Quarter of Section 33, Township 129 North, Range 34 West; thence East along the North line of said Northeast Quarter a distance of one thousand two hundred (1,200) feet; thence South and parallel with the West line of said Northeast Quarter a distance of seven hundred twenty-five (725) feet; thence West and parallel with the North line of said Northeast Quarter a distance of one thousand two hundred (1,200) feet, more or less, to the West line of said Northeast Quarter; thence North along the West line of said Northeast Quarter a distance of seven hundred twenty-five (725) feet to the point of beginning.

A parcel located in the South Half of the Northeast Quarter (S $\frac{1}{2}$ NE $\frac{1}{4}$) of Section Thirty-three (33), Township One Hundred Twenty-nine (129) North, Range Thirty-four (34) West of the 5th P.M. described as follows: Commencing at the Southeast corner of the Northeast Quarter of Section 33, Township 129 North, Range 34 West; thence West along the South line of said Northeast Quarter a distance of one thousand three hundred seventy-three (1,373) feet; thence North and parallel with the East line of said Northeast Quarter a distance of nine hundred fifty (950) feet; thence East and parallel with the South line of said Northeast Quarter a distance of one thousand three hundred seventy-three (1,373) feet, more or less, to the East line of said Northeast Quarter; thence South along the East line of said Northeast Quarter a distance of nine hundred fifty (950) feet to the point of beginning, Todd County, Mn.



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	20250819-24
Agenda Topic Title for Publication:		Administrative Assistant II- Bilingual Job Description
Date of Meeting: 8/19/2025	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och/Katherine Mackedanz		
Background: Supporting Documentation enclosed ☒		
Health & Human Services is requesting a revision to the Administrative Assistant II job description to create a bilingual required version- see attached job description.		
Options:		
1. Approve Administrative Assistant II - Bilingual job description revision		
2. Do Not approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve Administrative Assistant II - Bilingual job description revision.		

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
Position Description**

Department: Health & Human Services
Position Title: Administrative Assistant II- Bilingual
Pay Grade: D/4
FLSA: Non-Exempt
Status: Union Represented
Reports To: Unit Manager
Date: 2025-08

Purpose of Position

Position performs Administrative Assistant assignments in assigned program areas, based upon previous office experience and cross-functional knowledge of agency programs, procedures and practices. The Administrative Assistant II is a member of the administrative team which works to provide quality and timely support to the work of the organization.

Basic Performance Expectations of all Todd County Staff

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department Head and keeps supervisor apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

Position Specific Essential Duties and Responsibilities

The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Responds orally and in writing to general inquiries based on knowledge of previous situations and knowledge of agency programs, policies and procedures.
- Asks questions to determine client/customer needs and direct them to the appropriate staff member.
- Provides clients/customers with information on other community resources.
- Assists clients/customers in the proper completion of program forms.
- Responds to requests for information or questions from other employees by personal contact, phone or e-mail.
- Types and edits materials using knowledge of procedures to determine the correct format, and questions the author if something is missing or incorrect.
- Composes form letters or other routine correspondence.
- Types and/or prepares special reports using knowledge of specialized software programs; assembles and sends application materials, attachments and other forms based on knowledge of standard agency procedures.
- Codes, records, matches, posts, tallies, verifies and/or corrects data in order to maintain accurate records and mailing lists.
- Documents and scans information, forms, referral information in appropriate computerized software programs.
- Maintains administrative or fiscal data and assists in preparing reports.

- Maintains adequate inventory of office supplies and forms required for agency operation.
- Responsible for maintenance of common spaces for appearance and functionality.
- Enters information into and retrieves information from data bases.
- Assists in the training of new office support staff.
- Attends staff meetings, workshops and trainings.
- Provide back-up to Administrative Assistant I and Administrative Assistant II as designated.

Minimum Education and Experience/Special Qualifications

- High school diploma or GED and one to three years related experience in a similar position, or equivalent combination of education and experience.
- Must possess and maintain a valid driver's license.
- Must pass a criminal background check.
- Bilingual (English/Spanish)

Preferred Qualifications

- Post-secondary education in office administration preferred.

Knowledge, Skills and Abilities

- Knowledge of agency programs, procedures and policies.
- Knowledge of general office practices and equipment.
- Knowledge of job-specific computer software.
- Knowledge of business English, spelling, grammar and punctuation.
- Knowledge of basic math.
- Knowledge of record keeping systems in order to maintain administrative and fiscal data and to prepare reports.
- Knowledge of legal or other technical terminology.
- Knowledge of community resources sufficient to be able to refer clients when needed.
- Ability to operate a variety of office machines / equipment.
- Ability to understand and apply oral and written instructions.
- Ability to organize and prioritize one's own work.
- Ability to use human relations skills to positively interact with and to work constructively with clients and other employees.
- Ability to do sustained typing accurately at a satisfactory rate of speed (for some positions).
- Ability to maintain the confidentiality of non-public information according to laws, rules and policies.
- Ability to organize information into written documents and reports.
- Ability to communicate effectively, both orally and in writing.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, frequently requires repetitive motions, and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of spoken word, hearing is required to perceive information at normal spoken word levels work requires preparing and analyzing written or computer data, operating machines including office equipment, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20250819-25
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	
Agenda Topic Title for Publication:		Revise Health & Human Services Organizational Structure, Administrative Assistant II Position
Date of Meeting: 8/19/2025		Agenda Time Requested: 5 mins ☐ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och		
Background: Supporting Documentation enclosed ☒		
With the revision of Administrative Assistant II/Bilingual Job Description, HHS is requesting to update the organization chart in the Community Health Unit from Administrative Assistant II to Administrative Assistant II/Bilingual.		
Options:		
1. Approve the updated Administrative Assistant II/Bilingual to the HHS organizational chart.		
2. Do not approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the updated Administrative Assistant II/Bilingual to the HHS organizational chart.		

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