



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

BOARD OF COMMISSIONERS *Work Session Agenda*

Tuesday, August 19, 2025

10:15 AM

or immediately following the regular board meeting

*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)

Agenda Item #

Agenda Time:

- | | | |
|----------|---|--------------|
| 1 | Transfer Station Construction Project Update
<i>Mike Eberle, Solid Waste</i> | 10:15 |
| 2 | VRBO Discussion and Compliance
<i>Jackie Och, Katherine Mackedanz & David Determan, HHS Division</i> | 10:20 |
| 3 | PFML Overview and Discussion
<i>Administration & Integrity</i> | 10:30 |
| 4 | Preliminary 2026 Budget and 2026 Levy Discussion
<i>Finance Committee</i> | 10:45 |

PROJECT EXPENSES

DESCRIPTION	AMOUNT	Funding Source	State Fundable	Allocated Exp 7/2025	Percent of Project
Hy-Tech Construction	\$7,839,767.90	State and Local	\$7,839,767.90	\$7,489,505.40	95%
Stantec (Design, Bid, & CQA	\$625,191.00	State and Local	\$625,191.00	\$579,748.71	93%
Equipment/Supplies			\$0.00		
Equipment	\$1,080,000.00	State and Local	\$525,000.00	\$1,283,415.07	118%
Furniture, IT and Supplies	\$75,000.00	State and Local	\$75,000.00	\$75,736.24	101%
6% Contingency (and Change Orders)	\$577,197.53			\$486,830.73	84%
TOTAL PROJECT COST BUDGET	\$10,197,156.43		\$9,064,958.90	\$9,915,236.15	97%

BREAKDOWN

Equipment Budget	\$1,080,000.00	Cost	Code
Cat Wheel Excavator		\$377,950.45	B
Western Star Semi		\$157,246.32	A
MAC Walking Trailers (2)		\$258,098.00	A
Wester Star Semi		\$165,418.80	B
Bobcat L95		\$74,217.50	A
MAC Walking Trailers (2)		\$250,484.00	B
		\$1,283,415.07	
Office Supplies	\$75,000.00		
Furniture/Cabinets		\$29,062.91	A
Drop Bins (10)		\$36,050.00	A
Window Treatments		\$7,594.24	A
ITT Equipment & Supplies		\$3,029.09	A
		\$75,736.24	

KEY CODES :

A- Board Approved and Paid
P- Proposed Purchase
B- Board Approved (Unpaid)

NOTE: Original Equipment Budget was 1 new Semi, 1 used Semi and 3 trailers



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HEALTH AND HUMAN SERVICES

Courthouse Annex
212 Second Ave South
Long Prairie, MN 56347
Phone: 320-732-4500
Fax: 320-732-4540

Branch Office
200 1st Street NE #1
Staples, MN 56479
Phone: 218-894-6300
Fax: 218-894-2878

Short-Term/Vacation Rental Licensing Checklist

1. Contact the Todd County sanitarian, David Determan at 320-732-4271 or David.determan@co.todd.mn.us to set up a on-site inspection prior to issuing you a license. During this inspection they will discuss the details and steps required to license your home as a short-term/vacation rental.
2. Gather the following items to be submitted with your license application:
 - A. Aerial image of property with the following features marked:
 - i. Property boundaries
 - ii. Parking areas (vehicles and trailers)
 - iii. Shore recreational facilities
 - iv. Garbage service
 - v. Septic system (if private)
 - B. Complete the Room Finish Schedule documenting number of bedrooms and capacity.
- ~~3. Hot tubs and/or spas are not allowed. If onsite, they need to have a locked cover. Pools are not allowed.~~
4. If you have a private septic system, you must submit a copy of a current septic compliance inspection to Todd County Planning & Zoning prior to licensing. Contact Adam Ossefoort at adam.ossefoort@co.todd.mn.us or 320-732-4325 with any questions.
5. If you have a private well, submit results of a water test (must test for Total Coliform/Bacteria and Nitrates) conducted within the past 12 months. You can access a water test kit at Todd County Soil & Water, contact 320-732-2644 with any questions.
6. The property classification requirements outlined in MN Statute 273.13, subd. 25 may apply to your property. If you have any questions regarding your property's tax classification contact the Todd County's Assessor's Office at chris.oddn@co.todd.mn.us or 320-732-4430.
7. Submit all required documentation listed above, along with your completed license application, and license fee to Todd County Health & Human Services, 212 2nd Ave S, Long Prairie, MN 56347 at least two weeks prior to operating for short-term/vacation rental.
8. Once your license application is approved ensure the following:
 - A. Post within the rental unit in a prominent/easily seen location and read by the guests:
 - i. License issued by Todd County Health & Human Services
 - ii. Name and contact information of owner or operator.
 - iii. Local emergency contact information.
 - iv. Maximum allowed number of overnight guests of property.
 - v. E-911 Address of the site.
 - B. Provide a copy of a valid short-term/vacation home license to Todd County Planning & Zoning.

Short-Term/Vacation Rentals

(Added to Section 3.02- Definitions)

Short-Term Rental- A dwelling structure or unit within a structure, which is planned to be rented for more than 14 days in a calendar year, rented for periods of less than 30 days and containing fewer than four units.

Vacation Rental- See “Short-Term Rental”

(Added to Section 6.04- Uses permitted in zoning districts part C- Commercial Uses)

	AF-1	AF-2	R-10	R-2	UG	RT	C	L-MI	S
Short-Term/ Vacation Rentals	A/CU ¹	A/CU ¹	A/CU ¹	A/CU ¹	A/CU ¹	A/CU ¹	X ²	X	A/CU ¹

A/CU¹ Licensing required, Conditional Use Permit required if over a certain capacity- See Section 9.23

X² Only allowed if structure was permitted prior to August 30th, 2006. See “Single-Family” within part B, Residential Uses.

Section 9.23- Short-Term and Vacation Rentals

A. Purpose, Scope, & Objectives

(i) Purpose

It is the purpose and intent of this Ordinance to regulate short-term and vacation rentals within Todd County, continuing the allowed use of these rental units, while also mitigating possible adverse impacts to health, safety, welfare, and quality of life of surrounding properties, as well as water and environmental quality, through the establishment of a licensing program for the review and approval of short-term/vacation rental unit operations.

(ii) Scope

Pursuant to Minnesota Statutes 145A.01 – 145A.11, Chapter 157, Chapter 327, Chapter 375.51- 375.55, Minnesota Rules 4625.0100 – 4625.2355 relating to lodging establishments, and Minnesota Rules, Parts 4717.0150 to 4717.3975 relating to pools/spas; including all subsequent amendments thereto, are hereby adopted by Todd County by reference.

(iii) Objectives

- 1)** To provide and enforce standards for the maintenance of short-term/vacation rentals
- 2)** To provide local governance to promote health, safety, and wellness to Todd County citizens and patrons of short-term/vacation rentals.

B. Effective Date

- (i)** All short-term/vacation rentals existing prior to the adoption of this ordinance on March 1st, 2022, shall obtain a license at those times required by this Ordinance. No Conditional Use

Permitting shall be required at their current capacity, but any expansion of capacity shall be reviewed, licensed, and if necessary, permitted by Todd County.

- (ii) An approved license provides no vested rights.

C. License and Permits

- (i) Short-term/vacation rental licenses shall be obtained pursuant to Minnesota Rule 4625.2300. No short-term/vacation rental may operate without both a valid license issued pursuant to this Ordinance and a copy of said valid license on file with Planning & Zoning.
- (ii) It shall be the responsibility of the landowner to provide a copy of a valid license to Planning & Zoning each time it is obtained.
- (iii) Each separate dwelling structure shall have its own license. Each dwelling structure may have up to 4 separate units within it.
- (iv) Conditional Use Permitting shall be required when the total capacity of all short-term/vacation rental units on a site are proposed to be greater than, either or both, 15 guests or 5 bedrooms.
- (v) This section does not exempt from compliance with Section 7.04 & 7.05 of this Ordinance.

D. Performance Standards

- (i) All Licensed short-term/vacation rental units shall have a compliant SSTS consistent with Section 9.08 of this Ordinance prior to licensing.
- (ii) Any expansion of capacity shall first be licensed and permitted if necessary.
- (iii) Any listing for the unit may not advertise more allowed guests than the licensed amount.
- (iv) All parking must be on-site and be on a driveway or other designated suitable parking surface. Parking shall not be allowed within road right-of-ways and shall not be allowed at any time to block access for emergency services, impede any ingress or egress of property owners, or encroach on neighboring properties.
- (v) Recreational Vehicles, Campers, Tents, Ice- Houses, and accessory structures shall not be allowed to be occupied or rented unless licensed and permitted separately.
- (vi) Quiet Hours are between the hours of 10 PM to 7 AM, Sunday through Thursday; and 12 AM through 7 AM, Friday and Saturday. The owner of the unit shall be expected to enforce this rule.
- (vii) The boundaries of the property shall be in some manner demarcated- via posted signage, fencing, natural vegetative buffers, or similar manner.
- (viii) The exterior appearance of the structure shall not be altered from its single-family character.
- (ix) Each separate structure with living space shall have its own assigned E-911 Address.
- (x) Each unit shall post in a prominent location so as to be easily visible and read by guests:
 - 1) Name and contact information of owner or operator.
 - 2) Local emergency contact information.
 - 3) Maximum allowed number of overnight guests of property.
 - 4) E-911 Address of the site.