



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

BOARD OF COMMISSIONERS Regular Board Meeting Agenda

Tuesday, October 7, 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 - September 16th, 2025	
4.2	Hire Deputy Auditor-Treasurer Angela Johnson Start Date: TBD	
4.3	Hire Administrative Assistant II - Bilingual Maria Vazquez Botello Start date: TBD	
4.4	Hire Social Worker - Laura Dalland Start date: TBD	
4.5	Hire Payroll/Benefits Specialist - Danielle Johnson Start Date: TBD	
4.6	Gambling Permit - Browerville Sportsman Club 03/01/2026	
4.7	Gambling Permit - Swanville Innovative Schools Project 11/30/2025	
5	County Auditor-Treasurer	9:05
5.1	Auditor Warrants - September 2025	
5.2	Commissioner Warrants	
5.3	Health & Human Services Commissioner Warrants	
5.4	Health & Human Services SSIS Warrants	
5.5	Assessment Payment Terms for County Ditch 42 Tile Repair Project	
5.6	County Ditch Maintenance Assessments for Taxes Payable 2026	
6	Hands of Hope Resource Center	9:10
6.1	October 2025 Domestic Violence Awareness Month Proclamation	
7	County Fee Schedule - Public Hearing	9:15
7.1	2026 County Fee Schedule - Public Hearing	
8	Public Works	9:25
8.1	Final Payment Authorization - 2025 Pavement Marking Contract	
8.2	Engineering Services Agreement for Bridge R0405 Replacement Project	
9	Ditch/Ag Inspector	9:30
9.1	County Ditch 41 - Maintenance Project - Quote - Additional Laterals	
10	County Sheriff	9:35
10.1	Add alternate designee to Central Minnesota Emergency Services Board (CMESB) Regional Advisory Committee, Owners and Operators Committee and User Committee	
11	Solid Waste	9:40
11.1	Oberg Fence Installation	
12	Health & Human Services	9:45
12.1	Opioid Settlement Funding Request: 2025 Criminal Justice Mental Health Summit	
12.2	Opioid Settlement Funding Request: Sheriff's Office LPR Cameras	
13	Administration	9:50
13.1	Separation Agreement for Employee #3119	



BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Standing Reports

County Auditor-Treasurer Report

County Attorney Report

County Coordinator's Report

County Commissioners' Report

Recess



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	20251007-01
Agenda Topic Title for Publication:		Meeting Minutes Approval - September 16th, 2025
Date of Meeting: October 7 th , 2025		Agenda Time Requested: ☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: <i>Supporting Documentation enclosed</i> ☒		
Minutes for the following meetings are attached: September 16 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 September 16 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 Meeting of the Todd County Board of Commissioners held on
September 16th, 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 16th day of September, 2025 at 9:00 AM. The meeting was called to order by Chairperson Byers. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Approval of Agenda

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

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for August 28th & September 2nd, 2025 as presented.

Accept the resignation of Intern Nathan Benning effective 7/30/2025.

Accept the resignation of Deputy Camden Terwey effective 8/28/2025.

Hire Chad Lenk for the FT Deputy position start date 9/21/2025 at a rate of pay of \$28.48 Grade 10 Step 1.

To approve a one day Dance License for Saukinac Campground at the address of 21914 Bay Loop, Sauk Centre, MN in Kandota Township effective September 27th, 2025.

Auditor-Treasurer

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 404065 through 404096 in the amount of \$17,369.04 and (Regular) 59202 through 59232 in the amount of \$106,380.79 for a total of \$123,749.83.

On motion by Noska and second by Denny, the following motion as introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 806823 through 806874 and (Regular) 713375 through 713417 for a total of \$101,811.91

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601791 through 601809 and (Regular) 518600 through 518624 for a total amount of \$118,418.09.

Long Prairie Hockey Association

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To reaffirm the LPHA Lease Agreement with the presented terms and conditions.

MIS

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve hiring Deb Warner for the MIS Specialist position starting at grade H, step D at \$32.28 starting 09/17/2025.

County Sheriff

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

A RESOLUTION ESTABLISHING SUPPORT FOR THE TODD COUNTY SHERIFF'S OFFICE TO SEEK FUNDING FROM SOURCEWELL FOR IMPACT FUNDING

WHEREAS, Sourcewell is providing Impact Funding for Public Safety; and

WHEREAS, the Todd County Sheriff's Office is in need of new portable radios, in the interest of public safety.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approves the Sourcewell Impact Fund Application submitted by the Todd County Sheriff's Office; and

BE IT FURTHER RESOLVED, that Todd County Board of Commissioners fully supports the Todd County Sheriff's Office in submitting a Impact Funding application to Sourcewell to request financial support in the amount of \$50,000 for portable radios from Motorola.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: Approve the purchase of the Flock Safety LPR camera system includes 4 mounted cameras for the price of \$12,000.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: Approve the purchase of 5 radars from Stalker for the price of \$12,884.50 paid for by our Forfeiture Fund.

Solid Waste

On motion by Denny and second by Neumann, the following motion was introduced and adopted by unanimous vote: To award the bid for the west drainage improvement to Diversified Foundation for \$20,607.00.

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

A RESOLUTION ESTABLISHING Market Price for the Solid Waste Management Tax

WHEREAS, the solid waste management tax requires political subdivisions to identify by resolution a market price if the political subdivision: and subsidizes the cost of service at a facility. and;

WHEREAS, the political subdivision will be liable for the solid waste management tax based only on the market price amount identified through this resolution, and;

WHEREAS, the market price is identified in the state statutes as the "lowest price available in the area" and;

WHEREAS. Todd County has performed research to identify the lowest price available in the area;

NOW, THEREFORE BE IT RESOLVED, the County of Todd declares a market price of \$82.00 per ton at the Morrison County Landfill.

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: Award the bid to MN Tarp and Liner for tarp system in the amount of \$8,000.00.

Planning & Zoning

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and approve the preliminary plat of Brown Bear North Preliminary Plat with no conditions.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To adopt the findings of the Planning Commission and grant the CUP for parcel 13-0032601 to establish a sawmill operation with the conditions below.

1. Hours of operation shall be restricted to 7:00 AM to 6:00 PM CST, Monday through Saturday.
2. Operation of the sawmill shall be conducted within a permitted structure.
3. 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.
4. There shall be no loading or unloading of materials within the road right of way.
5. The engine powering the sawmill shall include the use of a muffler.
6. Applicant shall abide by all other applicable federal, state, and local standards.

Health & Human Services

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the amendment of BAF 20250902-05 to the correct resignation date of 8/28/2025.

Administration

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To authorize the adoption of the LELS-Records Coordinators/Administrative Specialists Collective Bargaining Agreement for 2025-2027.

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

A RESOLUTION ESTABLISHING SUPPORT FOR SEEKING FUNDING FROM SOURCEWELL FOR COMMUNITY IMPACT GRANT FUNDS

WHEREAS, Sourcewell is providing Community Impact Grant Funds for Cities and Counties in Region Five, and;

NOW, THEREFORE BE IT RESOLVED, that Todd County Board of Commissioners approves the Sourcewell Community Impact Grant Funding application submitted by Todd County Administration and;

BE IT FURTHER RESOLVED, That Todd County Board of Commissioners fully supports Todd County Administration in submitting a Community Impact Grant Funding application to Sourcewell to request financial support for in the amount of \$50,000.00 for county projects.

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

**A RESOLUTION ESTABLISHING SUPPORT FOR SEEKING FUNDING FROM
SOURCEWELL FOR COMMUNITY MATCH FUNDING**

WHEREAS, Sourcewell is providing Community Match Funds for Cities and Counties in Region Five, and;

NOW, THEREFORE BE IT RESOLVED, that Todd County Board of Commissioners approves the Sourcewell Community Match Funding application submitted by Todd County Administration and;

BE IT FURTHER RESOLVED, That Todd County Board of Commissioners fully supports Todd County Administration in submitting a Community Match Funding application to Sourcewell to request financial support for in the amount of \$40,000.00 for county projects.

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: Approve requested compensation bank pay-out for Employee #951.

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous vote: Approve the MOAs regarding Paid Family and Medical Leave (PFML) for the corresponding bargaining agreements.

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous vote: Approve MetLife as the PFML vendor with a two-year rate guarantee (2026 and 2027).

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported that the absentee voting will be opening on September 19th for the Upsala and Wadena Deer Creek special school elections this November. Attended several committee meetings and conference events.

County Coordinator's Report

The County Coordinator reported attending Policy, Paycom, Sourcewell grant, Expo walkthrough, interviews, personnel, dept head, AMC Conference and mental health town hall meetings.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Becker attended the TWCC meeting that included discussion of a potential merger with OtterTail, and the AMC Conference.

Commissioner Denny has attended regular meetings and prep work for cannabis meetings.

Commissioner Noska has attended regular meetings, promoted the TCDC Director job opening, TWCC potential merger with OtterTail discussion, and the Fair board set the 2026 dates.

Commissioner Byers attended regular meetings including the AMC Conference and completion of the paving of the new courthouse parking lot location.

Commissioner Neumann attended the CMCOA, AMC Conference with highlights of support to the HHS software necessary upgrades, VRBO commercial classification tracking, and potential data center construction and impacts to the region/state, Millers Bay work group discussion and upcoming topic regarding firearm regulation changes.

Adjourn

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

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
A.W. RESEARCH LABORATORIES, INC.	\$ 3,995.00
ARC ELECTRIC SERVICE	\$ 6,600.13
FARM-RITE EQUIPMENT, INC	\$ 6,758.12
FRIEDRICH'S TIRE & OIL CO INC	\$ 4,058.40
KRIS ENGINEERING INC	\$ 45,561.29
LONG PRAIRIE OIL COMPANY	\$ 25,172.99
TODD SOIL & WATER CONS DIST	\$ 7,191.89
56 PAYMENTS LESS THAN 2000	\$ 24,412.01
Total:	\$ 123,749.83

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
V# 17992 - Cost Eff Health Ins	\$ 4,101.65
V# 16675 - Cost Eff Health Ins	\$ 4,346.28
DHS - SWIFT	\$ 23,109.22
FRESHWATER EDUCATION DISTRICT 6004	\$ 23,429.00
INNOVATIVE OFFICE SOLUTIONS, LLC	\$ 2,270.50
79 PAYMENTS LESS THAN 2000	\$ 42,561.82
11 PAYMENTS LESS THAN 2000	\$ 1,993.44
Total:	\$ 101,811.91

VENDOR NAME	AMOUNT
# 17598	\$ 4,836.00
BUNDY/BETH	\$ 2,520.00
DHS - MSOP - MN SEX OFFENDER PROG - 462	\$ 6,038.80
# 17950	\$ 2,076.13
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$ 3,844.62
NORTH HOMES CHILDREN & FAMILY SRVS	\$ 38,077.90
# 15442	\$ 2,485.32
# 16359	\$ 2,242.54
VALLEY LAKE BOYS HOME INC	\$ 30,504.00
35 PAYMENTS LESS THAN 2000	\$ 25,787.78
Total:	\$ 118,413.09



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	20251007-02
Agenda Topic Title for Publication:		Hire Deputy Auditor-Treasurer Angela Johnson
Date of Meeting: October 7, 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 ☐		
An opening exists in the Auditor-Treasurer's Office for a full-time Deputy Auditor-Treasurer. Interviews were conducted and a recommendation for hire is being presented for County Board approval.		
Options:		
1. To hire Angela Johnson as a full-time Deputy Auditor-Treasurer		
2. Do not hire		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To hire Angela Johnson as a full-time Deputy Auditor-Treasurer at Grade F/6, Step A \$25.46 per hour with a start date to be determined.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 25.46/hr Funding Source(s): 01-042 Aud/Treas	☒ 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	20251007-03
Agenda Topic Title for Publication:		Hire Administrative Assistant II - Bilingual Maria Vazquez Botello
Date of Meeting: 10/7/2025	Agenda Time Requested: 5 min	☒ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och		
Background: <i>Supporting Documentation enclosed</i> ☐		
An open Administrative Assistant II - Bilingual position exists within the Community Health Unit. Interviews were conducted and it is recommended to hire applicant Maria Vazquez Botello to fill the position. Start date: TBD		
Options:		
1. To approve the hire of Maria Vazquez Botello to fill the open Administrative Assistant II - Bilingual position.		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the hire of Maria Vazquez Botello to fill the open Administrative Assistant II - Bilingual position. Grade D/4, Step A at \$21.83/hr. Start date: TBD		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 21.83/hr Grade D/4, Step A Funding Source(s): 21-Public Health	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

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	20251007-04
Agenda Topic Title for Publication:		Hire Social Worker - Laura Dalland
Date of Meeting: 10/7/2025	Agenda Time Requested: 5 min	☒ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och		
Background: <i>Supporting Documentation enclosed</i> ☐		
An open Social Worker position exists within the Child Services Unit. Interviews were conducted and it is recommended to hire applicant Laura Dalland to fill the position. Start date: TBD		
Options:		
1. To approve the hire of Laura Dalland to fill the open Social Worker position.		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the hire of Laura Dalland to fill the open Social Worker position. Grade I/9, Step E at \$35.85/hr. Start date: TBD		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 35.85/hr Grade I/9, Step E 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 : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20251007-05
Agenda Topic Title for Publication:		Hire Payroll/Benefits Specialist - Danielle Johnson
Date of Meeting: October 7, 2025		Agenda Time Requested: ☒ Consent Agenda
Organization / Department Requesting Action: Administration		
Person Presenting Topic at Meeting: Consent Agenda		
Background: <i>Supporting Documentation enclosed</i> ☐		
An open Payroll/Benefits Specialist Position exists within the Administration Office. It is being recommended to hire Danielle Johnson to fill the open Payroll and Benefits Specialist Position Grade H/8, Step K \$39.22/hour. Start Date TBD		
Options:		
1. To hire Danielle Johnson to fill the open Payroll & Benefits Specialist position.		
2. Not Approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To hire Danielle Johnson to fill the open Payroll and Benefits Specialist Position, Grade H/8 Step K, \$39.22/hr. Start Date TBD		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 39.22 Grade H/8, Step K Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20251007-06
Agenda Topic Title for Publication:		Gambling Permit - Browerville Sportsman Club
Date of Meeting: October 7 th , 2025		Agenda Time Requested: ☒ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☐		
Application has been filed in the Auditor-Treasurer's Office.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve a gambling permit for the Browerville Sportsmen Club to hold a raffle event at the Clarissa Ballroom in Eagle Valley Township at the address of 19281 Kotter Road, Clarissa, MN on March 1 st , 2026.		
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



GAMBLING PERMIT – BROWERVILLE SPORTSMAN CLUB

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Browerville Sportsman Club through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Browerville Sportsman Club to hold a raffle event at the Clarissa Ballroom in Eagle Valley Township at the address 19281 Kotter Road, Clarissa, MN on March 1st, 2026.



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	20251007-07
Agenda Topic Title for Publication:		Gambling Permit - Swanville Innovative Schools Project
Date of Meeting: October 7 th , 2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☐		
Application has been filed in the Auditor-Treasurer's Office.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve a gambling permit for the Swanville Innovative Schools Project to hold a raffle event at the Shattuck's Hub Supper Club in Burnhamville Township at the address of 30905 County 13, Burtrum, MN on November 30 th , 2025.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		
		Seal



GAMBLING PERMIT – SWAVILLE INNOVATIVE SCHOOLS PROJECT

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Swanville Innovative Schools Project through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Swanville Innovative Schools Project to hold a raffle event at the Shattuck's Hub Supper Club in Burnhamville Township at the address 30905 County 13, Burtrum, MN on November 30th, 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 : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20251007-08
Agenda Topic Title for Publication:		Auditor Warrants - September 2025
Date of Meeting: October 7th, 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 September 2025 Auditor Warrants number (ACH) 905348 through 905405 in the amount of \$736,328.64 (Manual) 1124 through 1132 in the amount of \$97,052.27 and (Regular) 245032 through 245226 in the amount of \$1,107,678.86 for a total of \$1,941,059.77.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal

**Auditor Warrants for Publication
September 2025**

Vendor Name	Amount
CAROLINA SOFTWARE	\$ 31,592.29
CENTRA CARE	\$ 12,714.58
LAKES AREA BLASTING	\$ 20,000.00
LIBERTY TIRE SERVICES LLC	\$ 2,456.05
LINDQUIST/AARON AND AMY	\$ 23,120.21
LONG PRAIRIE SANITATION INC	\$ 4,673.25
SHI CORP	\$ 74,200.05
STANTEC CONSULTING SERVICES INC	\$ 38,740.61
STEARNS ELECTRIC ASSOCIATION	\$ 3,370.50
VERIZON	\$ 6,151.05
WIDSETH SMITH NOLTING INC	\$ 5,387.50
23 PAYMENTS LESS THAN 2000	\$ 10,105.42
CARD SERVICES COBORNS	\$ 3,047.60
FLEET SERVICES/WEX BANK	\$ 8,344.15
HEALTH PARTNERS DENTAL	\$ 8,469.54
LENK/WAYNE AND JOANN	\$ 11,522.60
METRO SALES INC	\$ 3,122.47
PETERS LAW OFFICE, P.A.	\$ 5,575.00
POPE DOUGLAS SOLID WASTE MANAGEMENT	\$ 32,049.95
SCR CENTRAL DIVISION	\$ 2,739.32
STEP	\$ 11,640.33
TODD CO AUD-TREAS	\$ 9,509.50
32 PAYMENTS LESS THAN 2000	\$ 16,612.37
AULDS COMMUNICATIONS	\$ 2,995.58
AULDS COMMUNICATIONS	\$ 13,568.11
BLOMBECK CONSTRUCTION CO INC	\$ 7,100.00
CENTRA CARE	\$ 12,714.58
COUNTIES PROVIDING TECHNOLOGY	\$ 7,240.00
EBSO INC	\$ 316,408.00
FOOD EQUIPMENT SUPER STORE	\$ 3,066.00
FOOD EQUIPMENT SUPERSTORE, INC	\$ 3,236.00
GALLAGHER BENEFIT SERVICES INC	\$ 2,000.00
MINNESOTA POWER	\$ 16,626.06
MINNESOTA UI	\$ 6,233.22
MN DEPT OF FINANCE	\$ 8,534.50
MORRIS ELECTRONICS INC	\$ 15,660.00
MORRISON COUNTY	\$ 25,372.36
NORTHERN STAR COOP	\$ 2,805.45
OLDCASTLE INFRASTRUCTURE INC.	\$ 24,734.44
PETERSON BROTHERS FUNERAL HOME	\$ 3,500.00
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH	\$ 93,473.61
SWENSON AGGREGATE & CONSTRUCTION	\$ 278,901.90
TRANSWEST TRUCKS	\$ 168,619.55
WARNER LAW, LLC	\$ 4,485.00
WONDERLICH/SCOTT A	\$ 9,022.50
68 PAYMENTS LESS THAN 2000	\$ 33,343.20
AULDS COMMUNICATIONS	\$ 3,705.15
BIG SWAN LAKE IMPROVEMENT ASSOCIATION	\$ 8,280.00
BIG SWAN LAKE IMPROVEMENT DIST.	\$ 18,536.25
BRUNN/STEPHEN AND CARLA	\$ 16,954.85
CENTRAL APPLICATORS INC	\$ 20,041.09
G S EQUIPMENT INC	\$ 6,100.00
GOVERNMENT MANAGEMENT GROUP	\$ 5,500.00
JOE RILEY CONSTRUCTION INC	\$ 52,276.60
LAKES AREA BLASTING	\$ 14,000.00
MN DEPT OF TRANSPORTATION	\$ 4,773.32
MOTOROLA	\$ 22,439.52
STAPLES ADVANTAGE	\$ 5,761.42
THE WEBSTaurant STORE, LLC	\$ 2,149.00
48 PAYMENTS LESS THAN 2000	\$ 26,316.80
ALL OCCASION RENTAL	\$ 2,905.00
ARC ELECTRIC SERVICE	\$ 3,255.76
BOULDER CREEK, INC.	\$ 131,320.80
CENTRAL APPLICATORS INC	\$ 3,427.41
CITY OF BROWERVILLE	\$ 70,848.52
QUINLIVAN & HUGHES, PA	\$ 6,036.60
WEX BANK-SINCLAIR	\$ 2,570.60
19 PAYMENTS LESS THAN 2000	\$ 12,024.41
US BANK - CC	\$ 12,508.97
MN DEPT OF REVENUE	\$ 74,937.92
MN DEPT OF REVENUE	\$ 2,982.00

Auditor Warrants for Publication
September 2025

Vendor Name	Amount
WEX BANK-SINCLAIR	\$ 2,381.71
6 PAYMENTS LESS THAN 2000	\$ 4,241.67
TOTAL:	\$ 1,941,059.77



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	20251007-09
Agenda Topic Title for Publication:		Approve Commissioner Warrants
Date of Meeting: October 7th, 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) 404097 through 404130 in the amount of \$102,315.52 and (Regular) 59233 through 59281 in the amount of \$45,822.88 for a total of \$148,138.40.		
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 10/07/2025 For Payment 10/10/2025

<u>Vendor Name</u>	<u>Amount</u>
CENTRAL APPLICATORS INC	13,862.27
FASTENAL	2,350.09
FRIEDRICH'S TIRE & OIL CO INC	13,569.90
HILLYARD	3,319.11
JMD MANUFACTURING INC	3,790.05
JOE RILEY CONSTRUCTION INC	2,754.00
LITTLE FALLS MACHINE INC	8,938.14
LONG PRAIRIE LEADER	2,916.00
METAL CULVERTS INC.	43,651.56
NUSS TRUCK & EQUIPMENT	8,203.42
ROSSCO EQUIPMENT INC	4,000.00
SIR LINES-A-LOT, LLC	4,150.00
STANTEC CONSULTING SERVICES INC	3,032.28
SUMMIT COMPANIES	5,030.70
69 Payments less than 2000	28,570.88
Final Total:	148,138.40



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	20251007-10
Agenda Topic Title for Publication:		Health & Human Services Commissioner Warrants
Date of Meeting: October 7 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) 806875 through 806945 and (Regular) 713418 through 713482 for a total of \$91,033.92.		

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 10/07/2025 For Payment 10/10/2025

<u>Vendor Name</u>	<u>Amount</u>
V#18008-RENT	3,000.00
V#18029-RENT	2,000.00
KARVONEN FUNERAL HOME	3,500.00
V#18005-RENT	2,700.00
USPS-POC	5,351.62
9 Payments less than 2000	5,565.57
Final Total:	22,117.19

Warrants for Publication

Approval Date

10/7/2025

Payment Date

10/10/2025

Vendor name or #

Amount

V# 4106 - Cost Eff Health Ins
Rural MN CEP Inc
Todd County Attorney's Office
119 Payments less than 2000

\$ 2,121.00
\$ 14,175.93
\$ 2,150.00
\$ 50,469.80

Final Total

\$68,916.73



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	20251007-11
Agenda Topic Title for Publication:	Health & Human Services SSIS Warrants	
Date of Meeting: October 7 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) 601810 through 601819 and (Regular) 518625 through 518645 for a total amount of \$80,896.82.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal

Warrants for Publication

Payment Date:

10/10/2025

Approval Date:

10/7/2025

Vendor name or #

Amount

DHS - MSOP - MN SEX OFFENDER PROG - 462
GERARD TREATMENT PROGRAMS
GREATER MN FAMILY SRVS INC
HEARTLAND GIRLS RANCH
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL
GUARDIANSHIP OPTIONS
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL
NORTHERN PINES MENTAL HLTH CTR INC
NORTHWOOD CHILDRENS SERVICES
PINE MANORS INC
VILLAGE RANCH INC

6572.00
3021.90
3278.73
11139.23
2818.20

4514.85
2225.00
7447.44
3200.00
29600.59

\$7,078.88

27 Pymts less than \$2000

Final Total

\$80,896.82



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	20251007-12
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Assessment Payment Terms for County Ditch 42 Tile Repair Project	
Date of Meeting: October 7, 2025	Agenda Time Requested: 5 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
The Todd County Board of Commissioners have approved a tile repair project for CD42. The tile repair project is completed and all contracted expenses have been accounted for. The County Auditor-Treasurer and County Ditch Inspector presented an update on this project and proposed assessment schedule at the September 16, 2025 Worksession for the Commissioners to review.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: That acting as the Todd County Ditch Authority approves the attached resolution for the Assessment Payment Terms for County Ditch 42 Tile Repair Project.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 74,417.63 Funding Source(s): Special Assessment	☒ 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 ●

TODD COUNTY DITCH AUTHORITY

ASSESSMENT PAYMENT TERMS FOR COUNTY DITCH 42 TILE REPAIR PROJECT

WHEREAS, the Todd County Board of Commissioners have approved and authorized a repair project on County Ditch 42 as a result of public meetings held on May 22nd, 2023, January 16th, 2024, May 7th, 2024 and May 21st, 2024 with BA#20240521-16 adopted to commence the project, and;

WHEREAS, the Todd County Board of Commissioners has the authority to set unique payment terms by Resolution due to the size and scope of the repair project in place of the standing policy approved via board resolution #20130806-13, and;

WHEREAS, the Todd County Board of Commissioners desires to ensure that ditch assessments are as minimal of a hardship to landowners as possible while defining a clear expectation of terms for the landowners, and;

WHEREAS, the County Ditch 42 tile repair project is completed and all contracted expenses have been accounted for, and;

WHEREAS, Minnesota Statute 103E.611 depicts the processes necessary to place these assessments onto the tax rolls and application of any penalty/interest payments received.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners acting as the Todd County Ditch Authority does hereby approve the County Ditch 42 tile repair project Assessment collection of \$74,417.63 as a lump sum assessment and directs that any assessments not paid in full within the 60-day window set forth by the Todd County Auditor-Treasurer be placed onto the tax rolls beginning with Taxes Payable 2026 granting a **10 year repayment** term with 2% interest added.



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	20251007-13
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	County Ditch Maintenance Assessments for Taxes Payable 2026
--	--

Date of Meeting: October 7, 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 ☒
--

The Auditor-Treasurer's Office along with the County Ditch Inspector have been proactively working on improving the cash flow balances within Fund 40-County Ditches on an annual basis and presented assessment recommendations at the County Board Worksession on September 16, 2025. Attached are the maintenance fund assessments recommended for collection during the 2026 Tax Payable Year.

Options:

1. Approve the list of Ditch Maintenance Assessments for Taxes Payable 2026.
2. Do not approve the list of Ditch Maintenance Assessments for Taxes Payable 2026.
3. Propose alternative Assessment amounts for Taxes Payable 2026.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
That the Todd County Ditch Authority approves the attached resolution for County Ditch Maintenance Assessments for Taxes Payable 2026.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 37,760.09 Funding Source(s): Spec. Asmts	☐ 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 DITCH MAINTENANCE ASSESSMENTS FOR TAXES PAYABLE 2026

WHEREAS, the Auditor-Treasurer's office along with the County Ditch Inspector have been proactively working on improving the cash flow balances within Fund-40 County Ditches on an annual basis to maintain positive cash flow, and;

WHEREAS, recommendations for the July 2024 through June 2025 assessment cycle were discussed at the County Board Worksession on September 16, 2025, and;

WHEREAS, Minnesota Statute allows for the Ditch Authority to approve maintenance fund assessments on a yearly basis without incurring the expense of a public hearing if statute requirement criteria have been met, and;

WHEREAS, it is the goal of the County Board to transition from the past practice of *collecting after spending* to maintaining a *revolving collection* comparative to expense trends and to keep assessments occurring as close to real time as possible for the potential property owners affected.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners in their capacity as the Todd County Ditch Authority hereby approves the Maintenance Fund/Ditch Assessments for the 2026 Tax Payable Year as a one year repayment period without interest applied per the attached list.

Assessment Year: July 2024 - June 2025

Taxes Payable 2026

*****Maintenance Fund / Ditch Assessments*****

Ditch #	Assessment Total	Includes Prior Expenses	Includes Anticipated Expenses
CD 04	\$ 2,000.00	no	yes
CD 08	\$ 500.00	no	yes
CD 16	\$ 1,000.00	no	yes
CD 18	\$ 2,000.00	no	yes
CD 19	\$ 4,410.09	no	yes
CD 20	\$ 1,000.00	no	yes
CD 21	\$ 2,000.00	yes	yes
CD 28	\$ 1,500.00	yes	yes
CD 32	\$ 6,000.00	yes	yes
CD 33	\$ 500.00	no	yes
CD 34	\$ 500.00	no	yes
CD 36	\$ 700.00	yes	yes
CD 40	\$ 12,000.00	yes	yes
CD 43	\$ 2,000.00	yes	yes
CD 44	\$ 1,500.00	yes	yes
JD 2	\$ 150.00	yes	no



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	20251007-14
Agenda Topic Title for Publication:		October 2025 Domestic Violence Awareness Month Proclamation
Date of Meeting: 10/7/2025	Agenda Time Requested: 5 Minutes	☐ Consent Agenda
Organization / Department Requesting Action: Hands of Hope Resource Center		
Person Presenting Topic at Meeting: Barb Dinkel Goodrich		
Background: Supporting Documentation enclosed ☒		
See attached resolution and letter for background informatioin		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To proclaim October 2025 as Domestic Violence Awareness Month		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ 0 Funding Source(s): 0	☐ 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

October 2025 Domestic Violence Awareness Month Proclamation

WHEREAS, domestic violence is a pervasive issue that affects individuals across all communities, regardless of age, gender, race, religion, or socioeconomic status, and;

WHEREAS, the devastating consequences of domestic violence extend beyond the immediate victims, impacting families, children, workplaces, and entire communities, and;

WHEREAS, every person deserves to live free from fear and abuse, and it out collective responsibility to support survivors, hold perpetrators accountable, and prevent future violence through education and advocacy, and;

WHEREAS, Domestic Violence Awareness Month provides an opportunity to raise public awareness, honor survivors, remember those lost to violence, and recommit to ending abuse in all its forms, and;

WHEREAS, domestic violence impacts millions of people each year, but it can be prevented. It requires the unified voice and strength of local organizations, advocates, law enforcement, healthcare providers, and community leaders working to build a culture where violence has no place, and;

NOW, THEREFORE BE IT RESOLVED, that communities stand together against abuse, support survivors, and promote healthy, respectful relationships so that every individual has the opportunity to live free from violence, and;

BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners does hereby proclaim October 2025 as Domestic Violence Awareness Month, knowing that each of us has a role in supporting survivors, fostering healing, and preventing domestic violence in Todd County.



October 7, 2025

Dear Todd County Board of Commissioners:

October marks Domestic Violence Awareness Month (DVAM)—a time to shine a light on a crisis that too often remains hidden in the shadows of our homes and communities. Domestic violence affects people of every age, race, gender, and socioeconomic background. It is not confined to bruises or broken bones—it includes emotional manipulation, financial control, and psychological trauma that can last a lifetime.

The theme for DVAM 2025 is "With Survivors, Always." This theme emphasizes the importance of partnership with survivors, focusing on safety, support, and solidarity. It encourages advocates and community members to show up for survivors and recognize the ongoing threats they face, including physical, emotional, and financial safety. It's a call to action for all of us to stand beside survivors—not just during October, but every day.

In Minnesota alone, thousands of individuals—mostly women and children—seek help each year to escape abusive environments. Yet many more suffer in silence, afraid to speak out, unsure where to turn, or unaware that help exists.

This month, I urge our community to take a stand. Learn the signs of abuse. Support local shelters and advocacy organizations. Talk to your children about healthy relationships. And most importantly, believe survivors when they speak.

Domestic violence thrives in silence. But together, we can break that silence. We can build a culture of compassion, accountability, and safety. Let this October be more than a month of awareness—let it be a turning point.

Should you have any questions and/or concerns, please feel free to contact me at 320-732-2319, Ext. 301.

Sincerely,

Barb Dinkel Goodrich
Lead Advocate/Supervisor
Hands of Hope Resource Center



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	20251007-15
☐ Discussion	☐ Resolution	
☐ Information Item	☒ Other Public Hearing	
Agenda Topic Title for Publication:		2026 County Fee Schedule - Public Hearing
Date of Meeting: October 7, 2025		Agenda Time Requested: 10 Minutes ☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Todd County is in the process of building the County Fee Schedule to be implemented for 2026 and is required by MN Statute to hold a public hearing to gather any public input on the proposed fees. Notice of this public hearing has been published in the Todd County Newspapers the weeks of September 22 & 29, 2025 and also posted on the County Website. A copy of the proposed 2026 County Fee Schedule document is attached for 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

Todd County Fee Schedule

(NOTE: some county offices have separate fee schedules)

GENERAL COUNTY	
Copies or print screens (per side, up to 8 ½" x 14"):	\$0.25/page up to 100 pages; actual cost* when > 100 pages
CD's	\$5 per CD
Computer Printouts (reports/labels)	\$5 setup fee + \$0.50/page
Fax or Email Service	Actual cost*
NSF Fee	\$30
Research Fee	Actual cost*
ADMINISTRATION/HUMAN RESOURCE OFFICE	
Rental Fee-Conference Rooms:	
Forest Conference Room-Historic Courthouse	\$50 half day - \$75 full day
Prairie Conference Room-Historic Courthouse	\$50 half day - \$75 full day
Lakes Conference Room-Historic Courthouse	\$50 half day - \$75 full day
ATTORNEY'S OFFICE	
CD/DVD of Documents	\$15
Blu Ray of Documents	\$20
Flashdrive 16 gb of Documents	\$15
Flashdrive 32 gb of Documents	\$20
Flashdrive 64 gb of Documents	\$25
Flashdrive 128 gb of Documents	\$30
Email copies	\$5
Copies	\$.25 per page
Child Support Services-TCHHS	\$100/hr-attorney
Fraud Services - TCHHS	\$130/hr
Probate Services-TCHHS	\$1,500 per case
ASSESSOR'S OFFICE	
Assessor Certification	Actual cost*
Assessor Tax Estimate	Actual cost*
Copy of Field Card, CAMA sheet, print screens, etc.	\$.25 per page
AUDITOR-TREASURER'S OFFICE	
(Minimum of returned coverage in fees - \$10.01)	
Licenses and Permits:	
<i>Alcohol Licenses (M.S. 340.A)</i>	
On & Off Sale 3.2 Beer License (12 month)	\$100
On Sale 3.2 Beer License (12 month)	\$85
Off Sale 3.2 Beer License (12 month)	\$15
On & Off Sale 3.2 Beer License (6 month)	\$50
Temporary On Sale 3.2 Beer License (1 day; per permit)	\$15
On Sale Liquor License (12 month) (w/out Sunday)	\$2,000
Off Sale Liquor License (12 month)	\$300
Sunday On Sale Liquor License (12 month)	\$150
Bottle Club On Sale Liquor License (12 month)	\$330
Wine License (12 month)	\$150
Temporary On Sale Liquor License (1-4 day; per permit)	\$50
Setups	\$50
Auctioneer License (M.S. 330.01)	\$20
<i>Dance License</i>	
Dance (12 month)	\$50
Dance (1 day)	\$5
<i>Dangerous Dog License (M.S. 347.51)</i>	
Registration of a Dangerous Dog (one time)	\$50
Renewal Fee for a Dangerous Dog (annual renewal)	\$10
Dangerous Dog Sign	\$14 each
Dangerous Dog Tag	\$6 each
Fireworks Permit (M.S. 640.20)	\$25
Transient Merchant License (M.S. 329.11)	\$150
Fairgrounds Storage and Rental:	
Use of Grounds - w/o restrooms	\$150/day + \$300 deposit
Use of Grounds - with restrooms S of Prairie Motors	\$300/1st day, \$75/each add'l + \$500 deposit
Rental Expo Building	\$450/1st day, \$125/each add'l + \$1,000 deposit
Grandstand (Seating and Arena)	\$250/1st day, \$100/each add'l + \$500 deposit
Entertainment Pavilion	Contact Ag Society
Prairie Motors Building	Contact Ag Society
Winter Storage (Oct - May)	\$100 per item
Service Charges:	
Auditor Cert Bond	\$150
Certified Copy of Voter Registration	\$5
Confession of Judgment Program Fee	\$200 1 st parcel; \$50 each add'l
Ditch Lien Search	\$5 per parcel
Ditch Lien Release Prep Fee	\$5 per parcel
Duplicate Tax Statement	\$1
Duplicate Bill Fee	\$5 per parcel

*Actual costs can include cost of media, employee time to prepare, etc.
Postage expense borne by requestor.

Todd County Fee Schedule

(NOTE: some county offices have separate fee schedules)

Service Charges:	
Election Roster/Master List (non-Co. Elec.)	\$0.25 per page
Election/Admin Setup Fee (non-Co. Elec.)	\$250
Escrow Refund Execution Fee	\$50
Forfeited Land List	No Fee
Mobile Home Clearance Sheet	\$5
Publication Cost	\$50
Repurchase Fee	\$250
Research Fee	Actual cost*
Special Assessment Setup Fee (less than 5 parcels)	\$5
Special Assessment Setup Fee (more than 5 parcels)	\$25
Special Assessment Service Fee	\$1/parcel
Special Assessment Search	\$5 per parcel
Standard Data Report Generation Fee	\$50 per request; If >1 hour then Research Fee applies
Tax Forfeiture – Admin Fee	\$250
Tax Search	\$5 per parcel
TIF Setup Fee	\$100
GIS/MIS OFFICE	
Maps:	
Minimum 24" or 36" paper roll	\$3.00/sq foot
Custom Map Setup	Hourly rate plus printing cost
Research Fee: Tax Mailing List/Data Research	Hourly rate plus printing cost
Mailing Costs: Map Tube	\$5 plus shipping
Labels: SetUp / Per Page	\$5 and \$.50 per page
Highway Map	\$3
Plat Book	\$40 plus shipping
RECORDER'S OFFICE	
(Minimum of returned overage in fees - \$10.01)	
Research Fee	\$50/hr
Uncertified Copy	\$1/page
Certified Copy	\$10
Copy of Plat (Certified or Non-Certified)	\$10
State or Federal Tax Lien Search	\$20
Certified Birth Certificate - 1st copy	\$26
Additional copies	\$19
Non-Certified Birth Certificate	\$13
Certified Death Certificate - 1st copy	\$13
Additional copies	\$6
Non-Certified Death Certificate	\$13
Marriage License - regular	\$125
Marriage License - reduced (Educators Statement required)	\$50
Marriage Certificate - each certified copy	\$9
Marriage: Consent for Minor to Marry	\$20
Marriage: Amendment to Application or License	\$20
Ordination Filing Fee	\$40
Notary Commission Filing Fee	\$20
Verification of Vital Record	\$9
Credit Card Charge (VitalCheck for vitals stat orders only)	\$7
Certified Copy of Coroner's Certificate	\$9
Certified Copy of Notary Commission	\$9
LandShark Fees: Initial set-up	\$50
Level 1 (up to 200 images)	\$50/month
Level 2 (up to 950 images)	\$100/month
Daily Access: (Credit Card usage only)	\$2.00 per image viewed
Recording Fee - except plats (abstract or torrens division)	\$46
Multiple Document cited - per # cited after first 4	\$10
Recording Fee for plats (abstract & torrens division)	\$56
Well Disclosure Certificate	\$54
State Deed Tax (discounted price submit DT1 form)	.0033 x sales price
Mortgage Registration Tax (discounted price submit MRT1 form)	.0023 x mortgage amount
Attested Copy of recording fee	\$2
Residue Certificate of Titles (Torrens division)	\$40
Cancelling a Certificate of Titles (Torrens division)	\$20
Exchange Certificate of Tiles (Torrens division) - per new Certificate	\$20
Entry of Memorial onto add'l Certificate - per certificate	\$20
Certificate of Possessory Title (CPT)	(Contact Registrar of Titles)
Judicial Real Property Notice	\$75
Torrens Directive (contact Torrens Examiner)	(Not a county fee)
Todd County Parks and Trails	
Battle Point Park - Pavillion Rental	\$100

*Actual costs can include cost of media, employee time to prepare, etc.
Postage expense borne by requestor.

Todd County Planning & Zoning – 2026 Fee Schedule

A. Residential Construction	
1. Dwelling structure (<i>includes all floors</i>) (\$50.00 minimum)	\$15.00 Per 100 sq. ft.
2. Decks (a) 0 – 250 sq ft	\$50.00
(b) 251 sq ft and over	\$75.00
B. Accessory & Agricultural structures	
1. Non-residential structure (<i>cap of \$500 per structure</i>) (\$50 minimum)	\$10.00 Per 100 sq. ft.
2. Semi-trailers, Cargo Containers (two per parcel allowed in Cmm1 & AF1, AF2)	\$25.00 each
3. Grain Bin (flat fee)	\$50.00 each
C. Commercial & Industrial	
1. Per 100 sq ft of structure (<i>cap of \$500 per structure</i>) (Minimum \$50 fee)	\$10.00 Per 100 sq. ft.
2. Commercial Towers over 100 ft (plus C.U.P)	\$500.00
3. Mining or Gravel Pits (with or without C.U.P.) – valid for four years	\$300.00
4. Adult Use Business Land Use Permit Fee	\$750.00
D. Structural Alteration to Existing Conforming Structure or Dwelling	\$50.00
Note: If making an outward expansion in any direction, use A, B or C above for fee. Structural alterations are those that affect supporting structural elements of the building and <u>do</u> require a permit – i.e roof rafters, foundation, outside walls, etc... Non-structural “normal maintenance” – shingles, doors, windows, siding, etc ... <u>do not</u> require a permit.	
E. Nonconforming Structure Replacement (a building permit will also need to be purchased)	
1. Major Construction (>50% rebuild of houses, sheds, boathouses)	\$300.00 + permit fee
2. Minor Construction (decks, roof or foundation modification within ordinance)	\$150.00 + permit fee
F. Shoreland Alteration Permits	\$250.00
G. Shoreland Access Permits	\$150.00
H. Recreational Vehicle Unit Permit	\$50.00
I. Sewage Treatment Systems	
1. SSTS Permit with site inspection and soils verification (Type I and III)	\$300.00
2. Holding tank fee (Type II)	\$150.00
3. Soil verification/additional inspection (per visit for 3 or more visits to the site)	\$150.00
4. Advanced SSTS with inspection (fee increases or decreases per actual cost)	\$1,500.00
5. Cluster system (3+ homes)	\$200 + \$50 per tank installed
J. Cannabis	
1. Initial Adult Use Cannabis Retail Registration Fee	\$500.00
2. Annual Adult Use Cannabis Retail Registration Fee	\$1000.00
3. LPHE Retail Registration Fee	\$125.00
4. Temporary Cannabis Event	\$150.00
K. Applications	
1. Conditional Use Permit (includes recording fee)	\$600.00 ATF=\$1200.00
2. Variance Application (includes recording fee)	\$600.00 ATF= \$1200.00
3. Administrative SSTS Variance (including recording fee)	\$150.00
4. Administrative Acreage Cluster Application	\$150.00
5. Rezoning Application (includes recording fee)	\$600.00
6. Application to Plat: 1 – 4 lots (includes recording fee)	\$600 plus \$200 per lot
5 lots & over (includes recording fee)	\$1,000 plus \$200 per lot
7. Administrative Split, Property Line Adjustment, or Combining Parcels	\$100.00
8. Planned Unit Development Review	\$250.00
9. Environmental Assessment Worksheet Review	\$600.00
10. Application to Amend Zoning Ordinance	\$800.00
11. Appeal of Land Use Decision to Board of Adjustment	\$200.00
L. Other Fees	
1. After-the fact charges	Up to 3 times the fee
2. Special hearing fees	actual cost + application fee
3. County Ordinance Copy	\$35.00
4. Special Requests	staff hourly rates apply
5. Permit renewal	\$25.00
6. Permits to replace structures destroyed by “An act of God”	No Charge
7. Administrative Penalty Order (only for Buffers Section 9.22)	\$50 to \$200/mo. Initial Violation
	\$50 to \$200/day Repeat Violation
8. Noncompliance Fee (1X First year, 2X Second year, 3X Third year)	\$1,000.00
<u>(All Fees are non-refundable)</u>	

SHERIFF'S OFFICE FEE SCHEDULE

	<u>FEES</u>
• PERSONAL or ABODE service	50.00
• MILEAGE (computed on a round trip basis)	Current IRS Mileage Rate (\$0.655)
• FLAT FEE MILEAGE FOR CITY OF LONG PRAIRIE	5.00 Flat Fee
• WRIT OF EXECUTION (based on the amount collected or stipulated to by the parties as a result of a Sheriff's Levy • service fees and mileage)	5%
• WRITS OF EXECUTION returned unsatisfied	50.00
• POSTING NOTICE	50.00
• SECURING PROPERTIES seizure under Writ of Attachment, Writ of Restitution, etc. (for each Deputy involved)	50.00
• NOTIFICATION TO JUDGEMENT DEBTOR	10.00
• LEVY FEE on Writ of Execution	10.00
• SHERIFF'S SALES	
• JUDGEMENT & DECREE	100.00
• EXECUTION	100.00
• MORTGAGE FORECLOSURE	65.00
• OUTSIDE BIDDER CERTIFICATE	100.00
• MECHANIC LEIN	60.00
• LEIN	100.00
• UNIFORM COMMERCIAL CODE	60.00
• ABANDONED PROPERTY	60.00
• REDEMPTIONS:	
• FEE OWNER	200.00
• CREDITOR	200.00
• FILING REDEMPTION WITH SHERIFF'S OFFICE	50.00

Per Diem/Room and Board/Booking Fees

• BOARD OF PRISONERS (for other counties)	\$60.00/day \$ 100.00
• ROOM AND BOARD (Todd County)	\$25.00/day
• BOOKING FEE	\$25.00

Reports/Tapes

• Accident and Police Reports	\$ 0.25 per page (up to 100 pages)
• Photo Reproduction	\$5.00 per CD
• Video, Audio and Voice Logger Tapes and CD's	\$5.00 each.

Drug Testing/Fingerprinting

• Drug Tests	\$30.00
• PBT's	\$10.00
• Alcohol Tests for DOT	\$10.00
• Civilian Fingerprinting (ie. Employment, passport, adoption, etc.)	\$15.00

Impound/Evidence Storage

Impound Storage – Outdoor	\$20.00 per day after the 3 rd day
Impound Storage – Indoor	\$20.00 per day after the 3 rd day.
Evidence Storage	\$ 5.00 per day after two weeks of case closing.

Escorts/Private Security

Deputy Time	\$70.00 per hour (Two Hour Minimum)
-------------	-------------------------------------

Updated: 08/30/2023

2026 Todd County Public Works Fee Schedule		
Item	Unit	Unit Cost
Materials		
Winter Road Salt	Ton	Cost + 15%
Winter Road Sand	Ton	Cost + 15%
Winter Road Salt/Sand Mix	Ton	Cost + 15%
Bituminous Patch Mix	Ton	Cost + 15%
Bituminous Patch Mix	Pail	\$ 10.00
Winter Road Salt/Sand Mix	Pail	\$ 5.00
Winter Road Salt	Pail	\$ 25.00
Winter Road Sand	Pail	\$ 2.00
Supplies		
Metal Culverts, Metal Bands, and Metal Aprons	Each	Cost + 30%
Metal Culvert Delivery (0 -20 miles in Todd County only)	Lump Sum	\$ 250.00
Metal Culvert Delivery (20+ miles in Todd County only)	Lump Sum	\$ 300.00
Road Signs (Government Sales Only)	Each	Cost + 15%
Sign Posts (Government Sales Only)	Each	Cost + 15%
Mailbox Supports	Each	Cost + 15%
Used Sign Posts	Each	\$ 3.00
Used Cutting Edges	Each	\$ 15.00
Used Culverts (Conditions Varies)	Each	Case by Case Basis
Permits		
Entrance Permit	Each	\$ 300.00
Moving Permit	Each	No Charge
Right of Way Permit	Each	No Charge
Special Event Permit	Each	No Charge
Utility Permit	Each	No Charge
Labor and Equipment Rates		
Heavy Equipment Rate	Hour	Cost + 10%
Employee Labor Rate	Hour	Cost + 10%
Beaver Trapping	Each	\$ 100.00

TODD COUNTY HEALTH & HUMAN SERVICES
2026 ENVIRONMENTAL HEALTH FEE SCHEDULE- PROPOSED

BASE FEE Base Fee for Food, Beverage, School, Lodging, Manufactured Home Park, Recreational Camping Area, Pool/Spa, and Sexually Oriented Business LATE PAYMENT PENALTY FEE	\$250.00 \$200.00	RE-INSPECTION FEE Applicable to all licensed establishments After hours or weekend ADMINISTRATIVE PENALIES (3 rd NOTICE VIOLATION) Priority 2 & 3 (per violation) Priority 1 (per violation) Critical-Imminent Health Hazard (per violation)	\$200.00 \$400.00 \$100.00 \$200.00 \$500.00
FOOD/BEVERAGE SERVICE Low Risk Establishment Medium Risk Establishment High Risk Establishment Catering Food Service Mobile Food Unit Mobile Unit/Food Cart with Catering Seasonal Permanent Food Stand Seasonal Temporary Food Stand USDA/MDA Inspection School food service School inspection Beer or Wine Table Service Alcohol Service from Bar	\$100.00 \$200.00 \$400.00 \$215.00 \$200.00 \$375.00 \$225.00 \$225.00 \$200.00 \$200.00 \$200.00 \$50.00 \$125.00	SEXUALLY ORIENTED BUSINESS Live on site Initial Investigative Fee Criminal Background Check Annual license Media on site Initial Investigative Fee Criminal Background Check Annual license <i>For details, please refer to the Todd County Ordinance Regulating Sexually Oriented Businesses.</i>	 \$2120.00 \$530.00 \$1060.00 \$1060.00 \$530.00 \$530.00
LODGING Hotel/Motel/Resort per bedroom Short-Term/Vacation Rental: 0-4 capacity 5-8 capacity 9- 14 capacity 15 or more (require a CUP) MFG HOME PK, RCA Per site	\$10.00 \$250.00 \$300.00 \$350.00 \$400.00 \$5.00	YOUTH CAMPS 200 or less campers 201 – 400 campers 401 or more campers SPECIAL EVENT FOOD STAND Special Event Food Stand Discount for Food Safety Training Late Fee	\$100.00 \$200.00 \$400.00 \$50.00 \$10.00 \$20.00
PLAN REVIEW* Remodel Existing/New Small Construction Construct/Convert New Establishment Menu Only Hazard Analysis Critical Control Point Plan Variance Fee <i>* Pool/Spa Plan Reviews are done by MDH.</i>	\$250.00 \$350.00 \$50.00 \$500.00 \$200.00	SPECIAL EVENT CAMPING AREA Special Event Camping Area 5-25 sites 26-50 sites 51 or more sites Late fee	\$50.00 \$40.00 \$80.00 \$120.00 \$20.00
POOL/SPA Public Swimming Pool/Spa	\$200.00	<i>For more information, please refer to the Todd County Environmental Health Ordinance and fee schedule definitions.</i>	

Todd County

MINNESOTA



Todd County Solid Waste

30433 US Highway 71
Browerville, MN 56438
Phone: 320-594-2210
Fax: 320-594-3022

Hours: Open Monday -Friday 8:00 a.m. to 4:30 p.m. Saturday 8:00 a.m. to 12:00 p.m.

WINTER SATURDAY HOURS: ONLY 3rd Saturday of Month November - March

		2025	2026
Garbage	(Assorted material that is not specifically identified on this list)*		
	ALL GARBAGE MUST BE WEIGHED - Minimum Charge	\$4.00	\$4.00
	Price Per Pound for self-haulers (\$160/ton)	\$0.08	\$0.08
	For Licensed Haulers (per ton)	\$149.50	\$160.00
	Discount for Contracted Haulers (per ton)	\$10.00	\$10.00
	Unsorted Load Fee (per ton)	\$270.00	\$270.00
Furniture	(couches, chairs, dressers, etc.)	\$10.00	\$10.00
Mattresses, Box springs and Hide-a-bed		\$15.00	\$15.00
Electronics	VCRs, Stereos, printers, satellite boxes, etc.	\$5.00	\$5.00
	Computer monitors/TV's	\$10.00	\$10.00
	Commercial Copiers	\$20.00	\$20.00
Bulbs			
	Flourescent bulb ballast	\$5.00	\$5.00
	Flourescent bulb 4' and 8'	\$1.00	\$1.00
	Mercury Vapor	\$5.00	\$5.00
APPLIANCES			
	Freon Appliances (refrigerators, freezers, A/C units, etc.)	\$10.00	\$15.00
	Non Freon Appliances (stoves, dishwashers, washers, dryers, etc.)	\$5.00	\$5.00
Propane Tanks	(20 pounds and larger)	\$5.00	\$5.00
Tires			
	Passenger vehicle (each, without rim)	\$5.00 REMOVE	
	Passenger vehicle (each, with rim)	\$10.00	\$10.00
	Semi Tire (each, withouth rim)	\$15.00	\$15.00
	Semi Tire (each, with rim)	\$30.00	\$30.00
	Large tractor Tires (per ton)	\$20.00	\$400.00
	Tires (per ton)	\$290.00	\$305.00
Construction and Demolition Waste (per State Statute)			
	Large Quantity (10 CY or more) price per cubic yard	\$16.00	\$18.00
	Demolition (Transfer Station) price per yard	\$18.00	\$20.00
	Sort Fee Per Cubic Yard	\$10.00	\$10.00
	Clean Shingles (Transfer Station) per cubic yard	\$7.00	\$9.00
	Clean Concrete (Transfer Station) per cubic yard	\$9.00	\$9.00
	Clean Concrete (Landfill) per cubic yard	\$5.00	\$5.00
	Demolition Landfill Gate Fee	\$10.00	\$10.00
Brush and logs (4" diameter & smaller)			
	Residential loads of logs & brush	No Charge	No Charge
	Commercial loads of Logs per cubic yard	\$3.00	\$3.00
	Commercial loads of brush per cubic yard	\$5.00	\$5.00
Compost & Woodchips Loading Fee			
	Loaded with skidsteer (per scoop)	\$5.00	\$5.00
	Loaded with Front End Loader (per scoop)	\$15.00	\$15.00
No Charge Items	(Clean Recyclables, Leaves, Grass clippings, Auto batteries, Compost and Scrap iron)		

HHW	Household Hazardous Waste - Paints, Automobile products, Pesticides, acids, bases, solvents, flammables	No charge	No Charge
	No Charge - Open May to September		
Scale Fee	(for personal use)	\$3.00	\$3.00
FINANCIAL PROCESSING FEES			
	Credit Card minimum fee (per transaction)	\$1.50	\$1.50
	Credit Card fee for charges over \$60 (per transaction)	2.50%	2.50%
	Late Fee on Credit Accounts (per month)	1.50%	1.50%
PARCEL FEE			
	Residential Dwelling	\$58.00	\$58.00
	Commercial Business, Minimum Amount	\$58.00	\$58.00
	Commercial Business, per ton after first ton	\$48.00	\$48.00
RECYCLABLES			
	In County Recyclables Processing per ton	No Charge	No Charge
	Out of County Recyclables Processing per ton	\$120.00	\$130.00
	Subsidy per month per household for curbside collection	\$0.75	\$0.75
	Film Plastic Collection Fee		\$35.00
LOAD SECUREMENT	Unsecured load Fee		\$25.00
SOLID WASTE COLLECTION AND TRANSPORTATION LICENSE			
	Annual License Fee (include one vehicle)	\$100.00	\$100.00
	Additional Vehicle (per year each additional vehicle)	\$10.00	\$10.00
	Non-cancellable surety bond	\$5,000.00	\$5,000.00
	Auto Liability Combined Single Limit	\$1,000,000	\$1,000,000.00
	Commercial General Liability		
	Each Occurrence	\$1,000,000	\$1,000,000.00
	General Aggregate	\$2,000,000	\$2,000,000.00
	Products and Completed Operations Aggregate	\$2,000,000	\$2,000,000.00
	Personal Injury and Advertising Injury	\$1,000,000	\$1,000,000.00
	Fire Damage	\$100,000	\$100,000.00

NOTES

1. FEES AS SHOWN INCLUDE STATE SOLID WASTE MANAGEMENT TAX (17% FOR MSW AND \$0.60/CY FOR CONSTRUCTION & DEMOLITION WASTE) EXCEPT FOR MSW RATE FOR LICENSED HAULERS.
2. SCALEHOUSE HAS FINAL SAY ON RATES TO BE CHARGED
3. OUT OF COUNTY WASTE IS CHARGE TWICE THE LISTED RATE.



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	20251007-16
Agenda Topic Title for Publication:		Final Payment Authorization - 2025 Pavement Marking Contract
Date of Meeting: 10/07/2025	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 attached resolution for Final Payment Authorization - 2025 Pavement Marking Maintenance Contract.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 9,660.74 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 Pavement Marking Maintenance Contract

WHEREAS, the contract with Sir Lines-A-Lot, LLC for the 2025 Pavement Marking Maintenance Contract known as CP 77-25-03 located on various routes in Todd County, has 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 \$183,431.22, and;

WHEREAS, partial payments amounting to \$173,770.48 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$9,660.74 still remains to be paid to Sir Lines-A-Lot, LLC.

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 authorize final payment as specified.

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

Page 1 of 6

Contract Number: 202503
 Final Pay Request Number: 2

Project Number	Project Description
CP 77-25-03	2025 Todd County Maintenance Striping Project

Contractor: Sir Lines-A-Lot, LLC 7175 Cahill Road Edina, MN 55439	Vendor Number: 0000 Up To Date: 07/22/2025
---	---

Contract Amount

Original Contract	\$167,555.04	Original	\$167,555.04
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$167,555.04	Total	\$167,555.04

Funds Encumbered

Work Certified To Date

Base Bid Items	\$183,431.22
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$183,431.22

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 77-25-03	\$514.93	\$183,431.22	\$0.00	\$173,770.48	\$9,660.74	\$183,431.22

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$514.93	\$183,431.22	\$0.00	\$173,770.48	\$9,660.74	\$183,431.22
Percent: Retained: 0%			Percent Complete: 109.48 %		
Amount Paid this Final Pay Request: \$9,660.74					

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:



Sir Lines-A-Lot, LLC
Contractor

Date: 9/18/2025

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

Page 3 of 6

Project No. : CP 77-25-03
Final Pay Request No. : 2
Contract No.: 202503

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 \$183,431.22 and agrees to the amount of \$9,660.74 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Sir Lines-A-Lot, LLC

By C. VanDerbeke

And _____ And _____ State of ,

On This 18th Day September, 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)

Chaise VanDerbeke And _____, to me personally known, who, being each by me duly sworn

each did say that they are respectively the President and _____ of the

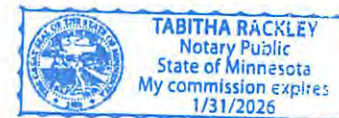
Sir Lines-A-Lot Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

_____ and said _____ and _____

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

Notarial My Commission as Notary Public in Hennepin County

Seal Expires 1/31/2026 Signature Tabitha Rackley



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: 202503
Final Pay Request No. 2

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

Contract Number: 202503
Contractor: Sir Lines-A-Lot, LLC
Date Certified: 7/22/2025
Payment Number: 2

Whereas; Contract No. 202503 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	2025-06-04	\$182,916.29	\$9,145.81	\$173,770.48
2	2025-07-22	\$514.93	(\$9,145.81)	\$9,660.74

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 Striping	10	\$183,431.22	\$0.00	\$173,770.48	\$9,660.74	\$183,431.22

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
10	Local (Striping)	\$9,660.74	\$167,555.04	\$167,555.04	\$183,431.22

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
CP 77-25-03	1	2025-06-04	\$182,916.29	\$9,145.81	\$173,770.48
CP 77-25-03	2	2025-07-22	\$514.93	(\$9,145.81)	\$9,660.74

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 77-25-03	Local Levy Striping	\$183,431.22	\$0.00	\$173,770.48	\$9,660.74	\$183,431.22

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
CP 77-25-03	10	\$9,660.74	\$167,555.04	\$167,555.04	\$183,431.22

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 77-25-03	1	2582.503	4" SOLID LINE PAINT	L F	\$0.07	2246293	6883	\$481.81	2462090	\$172,346.30
CP 77-25-03	2	2582.503	4" BROKEN LINE PAINT	L F	\$0.069	149486	480	\$33.12	160651	\$11,084.92
Base Bid Totals:								\$514.93		\$183,431.22

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
CP 77-25-03	PAVEMENT MARKING	\$514.93	\$183,431.22

Contract Total	\$183,431.22
-----------------------	---------------------



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	20251007-17
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Engineering Services Agreement for Bridge R0405 Replacement Project
--	--

Date of Meeting: 10/07/2025	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 ☒
--

As described in the Cooperative Construction Agreement for the Bridge R0405 Replacement Project, the County will act as the project administrator and fiscal agent for the project. The County will also select and contract with an engineering firm to develop the construction plans and permits so that the County can eventually go out for bids and award a construction contract.

Options:

#1 Approve the attached Engineering Services Agreement from Widseth for the Bridge R0405 Replacement Project.

#2 Do not approved the attached Engineering Services Agreement from Widseth at this time.

Recommendation:

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

Approve the attached Engineering Services Agreement from Widseth for the Bridge R0405 Replacement Project.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 34,982.00 Funding Source(s): State Townbridge and Township Funds	☒ Yes ☐ No	The County will not be fiscally responsible for this agreement per the Project's Cooperative Construction Agreement.
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



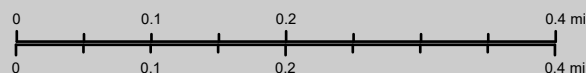
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, 2023

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

**CONFIRMATION OF REQUEST
FOR
ENGINEERING SERVICES****CLIENT:** Todd County Highway Department**LOCATION:** Long Prairie, Minnesota**SERVICE REQUESTED BY:** Loren Fellbaum, PE**DATE:** September 9, 2025**PROJECT:** Replacement of Bridge R0405

DESCRIPTION OF WORK INVOLVED: Prepare bridge replacement plans and supporting documents as outlined in the attached Work Plan/Cost estimate for replacement of bridge R0405 on Ward Twp Rd 79 over Turtle Creek. Horizontal alignment to match existing, vertical profile will be coordinated with county. Preliminary and Final Plans will be submitted to Todd County and District State Aid for review and comments. Cost based on replacement structure being multiple lines of concrete box culverts.

ESTIMATED ENGINEERING COSTS:

Bridge Replacement Plans

WSN LABOR & EXPENSES

\$34,982.00

See attached Work Plan/Cost Estimate for breakdown of costs.

TIME SCHEDULE FOR SERVICES: Complete plans and supporting documents by April 15, 2026. Schedule can be accelerated if requested by the County.

BILLING METHOD:

- ☒ Hourly
☐ Percentage
☐ Lump Sum
☐ Other

BILLING SCHEDULE:

- ☒ Monthly
☐ Phased
☐ Upon Completion

REMARKS: Billing to be on an hourly basis and per the attached General Provisions. WSN will not exceed stated cost without additional authorization from client.

WIDSETH SMITH NOLTING agrees to perform the described work as set forth above. The **CLIENT** agrees to make payment for work performed within thirty (30) days after receipt of billing.

SUBMITTED:**APPROVED:****WIDSETH SMITH NOLTING & ASSOC. INC.**

BY: _____

Kurt A. Rohr, Vice President

BY: _____

DATE: _____

Widseth Smith Nolting: Work Plan/Cost Estimate for Todd County Bridge R0405 Replacement

Based on replacement bridge being multiple lines of Concrete Box Culverts

9-Sep-25

WORK TASK NO. AND SUBTASK	ELEMENT OF WORK									Total Item Cost
		Project Engineer	Project Engineer	Project Engineer	Design Engineer	Engineering Technician	Engineering Technician	Engineering Technician	Expenses	
		Engineer IV \$200.00	Engineer III \$192.00	Engineer II \$165.00	Engineer I \$140.00	Technician IV \$155.00	Technician III \$140.00	Technician II \$120.00		
	Design Services									
1	Complete survey sheet based on County survey					6				\$930.00
2	Hydraulic Analysis, Risk Assessment and Scour Analysis	4			18					\$3,320.00
3	Bridge Options with Road Profiles			2		4				\$950.00
4	Easement descriptions, maps and layouts		12			6				\$3,234.00
5	Prepare Preliminary Bridge/Approach Plans	2		6		8	20			\$5,430.00
6	Prepare permit applications including wetland delineation			12	24				\$50.00	\$5,390.00
7	Prepare Final Bridge/Approach Plans, including Traffic Control/Detour Plans	4		16		16	48			\$12,640.00
8	In House QA/QC review		4			4				\$1,388.00
9	Submit Final Bridge and Approach plans and supporting documents	2		6		2				\$1,700.00
	TOTAL ESTIMATED PROJECT HOURS	12	16	42	42	46	68	0		226
	TOTAL ESTIMATED PROJECT COST	\$2,400.00	\$3,072.00	\$6,930.00	\$5,880.00	\$7,130.00	\$9,520.00	\$0.00	\$ 50.00	\$34,982.00

Final Bridge Package includes Signed Plans, SB Specifications, Engineers Estimate, Checklists, Material Testing Forms and Bridge Rating

Approach grading costs based on 300'-400' of grading on each side of the bridge

2025 FEE SCHEDULE

CLASSIFICATION	RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer/Project Manager	
Level I	\$140 / Hour
Level II	\$165 / Hour
Level III	\$192 / Hour
Level IV	\$200 / Hour
Level V	\$210 / Hour
Technician	
Level I	\$100 / Hour
Level II	\$120 / Hour
Level III	\$140 / Hour
Level IV	\$155 / Hour
Level V	\$170 / Hour
Computer Systems Specialist	\$180 / Hour
Senior Funding Specialist	\$145 / Hour
Marketing Specialist	\$123 / Hour
Funding Specialist	\$120 / Hour
Administrative Assistant	\$ 85 / Hour

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
ATV 4-Wheeler Rental	\$100 / Day
ATV Side by Side Rental	\$200 / Day
Waste Water Sampler	\$40 / Day
ISCO Flow Recorder	\$60 / Day
Photoionization Detection Meter	\$100 / Day
Explosimeter	\$50 / Day
Product Recovery Equipment	\$35 / Day
Survey-Grade GPS (Global Positioning System)	\$75 / Hour
Mapping GPS (Global Positioning System)	\$150 / Day
Lath & Hubs	\$150 / Day
Soil Drilling Rig	\$35 / Hour
Groundwater Sampling Equipment	\$125 / Day
Hydrographic Survey System	\$500 / Day
Subcontractors	Cost plus 10%

REPRODUCTION COSTS	
Black & White Copies: 8-1/2" x 11"	\$0.10 Each
Black & White Copies: 11" x 17"	\$0.50 Each
Black & White Copies: 24" x 36"	\$3 Each
Color Copies: 8-1/2" x 11"	\$2 Each
Color Copies: 11" x 17"	\$4 Each
Color Copies: 24" x 36"	\$12 Each
Color Plots: 42" x 48"	\$22 Each

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolting & Assoc., Inc., a Minnesota Corporation, hereinafter referred to as WIDSETH, and a CLIENT, wherein the CLIENT engages WIDSETH to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WIDSETH Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WIDSETH.

ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WIDSETH shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WIDSETH have an understanding of the expected work to be performed.

If WIDSETH is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

ARTICLE 3. COMPENSATION TO WIDSETH

A. Compensation to WIDSETH for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on an estimated percentage of completion of WIDSETH's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WIDSETH shall be paid for the actual hours worked on the Project by WIDSETH technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WIDSETH's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WIDSETH to CLIENT upon which to base periodic payments to WIDSETH.
3. In addition to the foregoing, WIDSETH shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
 - (a) Travel and subsistence.
 - (b) Specialized computer services or programs.
 - (c) Outside professional and technical services with cost defined as the amount billed WIDSETH.
 - (d) Identifiable reproduction and reprographic costs.
 - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WIDSETH in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WIDSETH shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WIDSETH may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WIDSETH has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WIDSETH shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WIDSETH's resumption of services, the time for performance of WIDSETH's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.

ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WIDSETH. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WIDSETH to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WIDSETH under this Agreement except for payment of an amount for WIDSETH's anticipated profit on the value of the services not performed by WIDSETH and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WIDSETH shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WIDSETH or its consultants are Instruments of Service and shall remain the property of WIDSETH or its consultants, respectively. WIDSETH and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WIDSETH and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WIDSETH shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WIDSETH shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WIDSETH for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WIDSETH. CLIENT shall indemnify, defend and hold harmless WIDSETH from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WIDSETH. This indemnity shall survive the termination of this Agreement.

Should WIDSETH choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WIDSETH. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WIDSETH makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WIDSETH to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WIDSETH.

ARTICLE 7. CLIENT'S RESPONSIBILITIES

A. To permit WIDSETH to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WIDSETH:

1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WIDSETH's services.
3. Furnish, as required for performance of WIDSETH's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
4. Provide access to, and make all provisions for WIDSETH to enter upon publicly or privately owned property as required to perform the work.
5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WIDSETH, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WIDSETH.
7. Give prompt written notice to WIDSETH whenever CLIENT observes or otherwise becomes aware of any development that affects the scope of timing of WIDSETH's services or any defect in the work of Construction Contractor(s), Consultants or WIDSETH.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.

If WIDSETH encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WIDSETH shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WIDSETH do not include identification of asbestos or pollution, and WIDSETH has no duty to identify or attempt to identify the same within the area of the Project.

With respect to the foregoing, CLIENT acknowledges and agrees that WIDSETH is not a user, handler, generator, operator, treater, storer, transporter or disposer of asbestos or pollution which may be encountered by WIDSETH on the Project. It is further understood and agreed that services WIDSETH will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WIDSETH's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WIDSETH and WIDSETH's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WIDSETH. This indemnification shall survive the termination of this Agreement.

9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WIDSETH may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.
11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WIDSETH may use any CLIENT provided information in performing its services.

WIDSETH shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WIDSETH finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WIDSETH shall endeavor to notify the CLIENT. However, WIDSETH shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WIDSETH's experience and qualifications and represent WIDSETH's judgment as an experienced design professional. It is recognized, however, that WIDSETH does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WIDSETH's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WIDSETH does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WIDSETH to CLIENT hereunder.

ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WIDSETH's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WIDSETH is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WIDSETH will not be responsible for, and CLIENT shall indemnify and hold WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WIDSETH has undertaken or assumed under this Agreement.

ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WIDSETH may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WIDSETH's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WIDSETH's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WIDSETH's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WIDSETH's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WIDSETH's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WIDSETH has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

ARTICLE 12. REQUESTS FOR INFORMATION (RFI)

If included in the scope of services, WIDSETH will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFI's are, in WIDSETH's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WIDSETH shall be entitled to compensation for Additional Services for WIDSETH's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

ARTICLE 13. CONSTRUCTION OBSERVATION

If included in the scope of services, WIDSETH will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WIDSETH to become generally familiar with the Work. WIDSETH shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WIDSETH shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WIDSETH shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WIDSETH that are connected with the performance of such services.

ARTICLE 14. BETTERMENT

If, due to WIDSETH's negligence, a required item or component of the Project is omitted from the construction documents, WIDSETH shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WIDSETH be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES

WIDSETH shall not be required to sign any documents, no matter by who requested, that would result in WIDSETH having to certify, guarantee or warrant the existence of conditions whose existence WIDSETH cannot ascertain. CLIENT agrees not to make resolution of any dispute with WIDSETH or payment of any amount due to WIDSETH in any way contingent upon WIDSETH signing such certification.

ARTICLE 16. CONTINGENCY FUND

CLIENT and WIDSETH agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WIDSETH, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WIDSETH with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

ARTICLE 17. INSURANCE

WIDSETH shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WIDSETH shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WIDSETH is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

ARTICLE 18. ASSIGNMENT

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WIDSETH as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

ARTICLE 19. NO THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WIDSETH or CLIENT. WIDSETH's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WIDSETH because of this Agreement.

ARTICLE 20. CORPORATE PROTECTION

It is intended by the parties to this Agreement that WIDSETH's services in connection with the Project shall not subject WIDSETH's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WIDSETH, a Minnesota corporation, and not against any of WIDSETH's individual employees, officers or directors.

ARTICLE 21. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 22. ASSIGNMENT OF RISK

In recognition of the relative risks and benefits of the project to both the CLIENT and WIDSETH, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WIDSETH, employees of WIDSETH and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WIDSETH, employees of WIDSETH and sub-consultants, to all those named shall not exceed WIDSETH's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

ARTICLE 23. NON-DISCRIMINATION

WIDSETH will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

ARTICLE 24. SEVERABILITY

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WIDSETH. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

ARTICLE 25. PRE-LIEN NOTICE

PURSUANT TO THE AGREEMENT WIDSETH WILL BE PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS OF REAL PROPERTY AND MAY CONTRACT WITH SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:

- (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.**
- (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**



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	20251007-18
Agenda Topic Title for Publication:		County Ditch 41 - Maintenance Project - Quote - Additional Laterals
Date of Meeting: October 7, 2025	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Ditch/Ag Inspector		
Person Presenting Topic at Meeting: Nancy Uhlenkamp CDI		
Background: Supporting Documentation enclosed ☒		
Attachment 1 - Quote - Todd Carry - Lakes Area Blasting		
Attachment 2 - CD41 - General Reference Map - Laterals marked		
Options:		
Approve CDI signing contract with contractor		
Do Not Approve CDI signing contract with contractor		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Acting as Ditch Authority, approves the County Ditch Inspector signing a contract with Todd Carry - Lakes Area Blasting, for services detailed in his Quote for Maintenance of Lateral 7 and Branch of Lateral 7, Branches 1, 2, 3, & 4 of Lateral 9 on County Ditch 41.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 50,000.00 Funding Source(s): CD41 Maintenance Fund	☐ Yes ☐ No	There will not be an assessment to the CD41 assessment roll because there is enough money in the Maintenance Fund to cover the expense.
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:

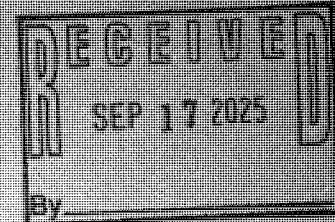
Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

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

Quote



Lakes Area Blasting, LLC
 41527 311th Ave
 Browerville, MN 56438
 Phone: (320) 412-0532

DATE: 09/16/25

BILL TO:

Nancy Uhlenkamp
 Todd Co. Ditch Inspector
 44 Riverside Dr
 Long Prairie, MN 56347-1389
 Phone: (320) 533-4651

QUANTITY	DESCRIPTION	RATE	AMOUNT
0 days	6.53 miles long (approx. 34,478 feet) Main Ditch based on 10-hr digging time per day (Thursday-Monday). -Spot cleaning of old beaver dams & sediment. -Ditch bottom won't be excavated. -There won't be any tree removal on the main ditch.	3,000.00/1 day	0
12.5 days	Branch 1 of Lateral 9, Branch 2 of Lateral 9, Branch 3 of Lateral 9, Branch 4 of Lateral 9, Lateral 7 and Branch of Lateral 7 based on 10-hr digging time per day (Thursday-Monday). - Vegetation removal. - Ditch bottom will not be excavated. -There will be some tree removal. - Spoil piles levelled with backhoe as the contractor moves along, leaving a channel in the spoil piles every few hundred feet & where there is a natural swale, to allow for overland drainage.	4,000.00/1 day	50,000.00
	Pricing includes levelling spoil banks where possible.		
	Any lateral add-ons would be priced at \$4,000 per day.		
Contractor Signature: <i>Todd Cury</i>		Date: <i>9/16/25</i>	
	TOTAL DUE		50,000.00



TODD COUNTY PUBLIC DITCHES

COUNTY DITCH 41

Map is to be used as a reference for the general locations of public ditches in Todd County. Not to be used as a legal document.

Legend

Design

- APPROVED
- ELIMINATED

asBuilt

Category

- APPROVED
- PRIVATE
- Major Highways
- County Roads
- Township Roads
- Municipal
- Private
- Minimum Maintenance
- Section Line
- Lakes / Wetlands
- Rivers / Streams

Boundaries

- City
- Township

1:50,000
0 0.25 0.5 0.75 Miles

This map represents the approximate location of the Todd County Public Ditches based on interpretation of the original ditch maps and aerial photos from various years.

Ditches as built: Based on aerial photos from 1939, 1992, and 2008. Drawn by the Todd County GIS & Land Services Department.

Ditches from design: Constructed from the original county ditch maps by the Todd County GIS & Land Services Department.

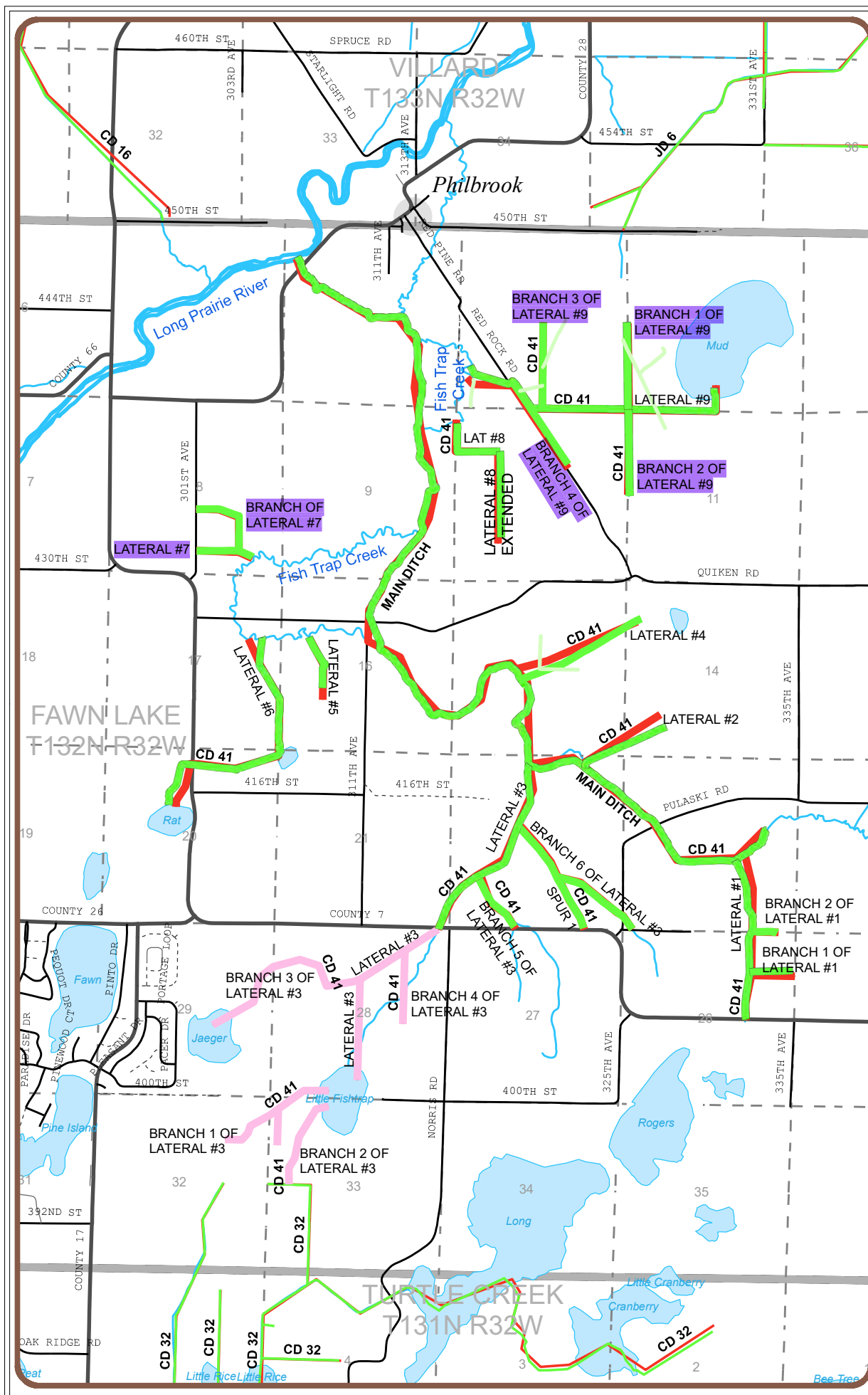
Map is to be used as a reference for the general locations of public ditches in Todd County.

Not to be used as a legal document.



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

January 2012





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	20251007-19
Agenda Topic Title for Publication:		Add alternate designee to Central Minnesota Emergency Services Board (CMESB) Regional Advisory Committee, Owners and Operators Committee, and User Committee
Date of Meeting: 10/7/2025	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 Central Minnesota Emergency Services Board Regional Advisory Committee, Owners and Operators Committee and User Committee have the option to add additional alternate members to each committee. The current delegate is Sarah Booker and the current alternate is Michael Wisniewski. The request is to add Kyle Drum as an additional alternate on each of the respective committees.		
Options:		
1. Appoint Kyle Drum as an alternate representing Todd County on the Central Minnesota Emergency Services Board Regional Advisory Committee, Owners and Operators Committee and User Committee.		
2. To not appoint Kyle Drum as an alternate representing Todd County on the Central Minnesota Emergency Services Board Regional Advisory Committee, Owners and Operators Committee and User Committee.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To appoint Kyle Drum as an alternate representing Todd County on the Central Minnesota Emergency Services Board Regional Advisory Committee, Owners and Operators Committee and User Committee.		

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

Central MN Emergency Services Board Appointment to USER Committee

The following appointments have been made by the governing body of Todd County in accordance with the terms of the Joint Powers Agreement governing the Central Minnesota Emergency Services Board to provide authorized representation to serve a term commencing 10/7/2025 on the Central MN ESB User Committee representing Todd County, a member of the Central Minnesota Emergency Services Board:

Members:

Sarah Booker	Emergency Communications Center Supervisor	Todd County Sheriff's Office	Sarah.booker@co.todd.mn.us
Michael Wisniewski	Emergency Management	Todd County	Michael.wisniewski@co.todd.mn.us
Kyle Drum	Law Enforcement	Todd County Sheriff's Office	Kyle.drum@co.todd.mn.us
Name	Discipline	Agency/Employer	email
Name	Discipline	Agency/Employer	email

I certify the appointments herein listed have been approved by the governing body of Todd County, a member of the Central Minnesota Emergency Services Board, this 7th day of October, 2025.

Signed:	
Title:	
Printed Name:	

Central MN Emergency Services Board Appointment to Owners and Operators Committee

The following appointments have been made by the governing body of Todd County in accordance with the terms of the Joint Powers Agreement governing the Central Minnesota Emergency Services Board to provide authorized representation to serve a term commencing 10/7/2025 on the Central MN ESB Owners and Operators Committee representing Todd County, a member of the Central Minnesota Emergency Services Board:

Delegate:

Sarah Booker	Emergency Communications Center Supervisor
320-732-7842	sarah.booker@co.todd.mn.us

Alternate:

Michael Wisniewski	Emergency Manager
320-533-4697	michael.wisniewski@co.todd.mn.us

Alternate:

Kyle Drum	Deputy
320-874-0633	kyle.drum@co.todd.mn.us

I certify the appointments herein listed have been approved by the governing body of Todd County, a member of the Central Minnesota Emergency Services Board, this 7th day of October, 2025.

Signed:	
Title:	
Printed Name:	

Central MN Emergency Services Board Appointment to Regional Advisory Committee

The following appointments have been made by the governing body of Todd County in accordance with the terms of the Joint Powers Agreement governing the Central Minnesota Emergency Services Board to provide authorized representation to serve a term commencing 10/7/2025 on the Central MN ESB Regional Advisory Committee representing Todd County, a member of the Central Minnesota Emergency Services Board:

Delegate:

Sarah Booker	Emergency Communications Center Supervisor
320-732-7842	sarah.booker@co.todd.mn.us

Alternate:

Michael Wisniewski	Emergency Manager
320-533-4697	michael.wisniewski@co.todd.mn.us

Alternate:

Kyle Drum	Deputy
320-874-0633	kyle.drum@co.todd.mn.us

I certify the appointments herein listed have been approved by the governing body of Todd County, a member of the Central Minnesota Emergency Services Board, this 7 day of October, 2025.

Signed:	
Title:	
Printed Name:	



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	20251007-20
Agenda Topic Title for Publication:		Oberg Fence Installation
Date of Meeting: 10-7-2025	Agenda Time Requested: 3 min	☐ Consent Agenda
Organization / Department Requesting Action: Solid Waste		
Person Presenting Topic at Meeting: Mike Eberle		
Background: Supporting Documentation enclosed ☒		
Construction has been completed on the City of Burtrum and the City of Bertha remote recycle drop sites. We solicited bids for fencing the two sites and Oberg Fence was low bidder at \$17,598.00 per site. Mn Pro Fence did not respond with a bid. This is a budgeted item through the Greater MN Recycle Grant. This was approved at our committee level.		
Options:		
1) Award the bid of Oberg Fence for \$17,598.00 per recycle site. 20 Do not Approve the bid.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To award the bid to Oberg Fence in the amount of \$35,196.00		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ \$35,196.00 Funding Source(s): Fund 51	☒ Yes ☐ No	Mn Greater Recycle Grant Funds
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



OBERG FENCE CO.

P.O. Box 118

Deerwood, MN 56444

Sales@obergfence.com

www.obergfence.com

218-534-3118

218-534-3119 fax

Date: November 14, 2024

Updated June 4, 2025

Name: Todd County

Address:

Phone Number:

Fax Number:

E-mail:

Description: Furnish and install 40x40x40x40 of 6' high 9 gauge galvanized chain link fence to include (1) 40' wide double sliding cantilever gate.

Prevailing wages included
frost installation/core drilling or grounding not included.

If permits or private locates needed, home owner/contractor is responsible. All brushing & removal of brush must be done prior to installation by owner. All electrical to any operated gate openers to be supplied by customer. Layout/staking by customer.

Certificate of insurance is available upon request. All site preparation including grading, clearing, brushing, mowing, debris removal or disposal shall be by others. Signature on proposal indicates agreement with Oberg terms and conditions provided. Signed proposal and P.O. or 1/2 down are necessary to begin the scheduling process, balance is due upon completion. We will furnish material and labor in accordance with the above description for the sum of:

\$ 17,598.00

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Owner to carry fire, tornado, and all other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Salesman Signature: _____ This proposal may be withdrawn if not accepted in 3 days.

Acceptance of Proposal:

Signature: Michael J. Ebene

Date: 7-8-2025

You are authorized to do the work as specified. Payment will be made as outlined above.

This proposal may be withdrawn if not accepted within 7 days. Changes to above description must be executed with a written change order, and will become an extra charge over the above price. We are fully insured; also bonding is available if required at an additional cost.







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 :
☒ Action/Motion	☐ Report	(Issued by Auditor/Treasurer Office)
☐ Discussion	☐ Resolution	20251007-21
☐ Information Item	☐ Other	
Agenda Topic Title for Publication:		Opioid Settlement Funding Request: 2025 Criminal Justice Mental Health Summit
Date of Meeting: 10/7/2025	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 ☒		
The Todd County Opioid Settlement Advisory Committee at their September 17 th meeting approved the funding request for 2 HHS staff and 2 LPPD staff to attend the 2025 Criminal Justice Mental Health Summit.		
Options:		
1. To approve the funding request for the 2025 Criminal Justice Mental Health Summit..		
2. Not Approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the funding request for the 2025 Criminal Justice Mental Health Summit.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 2,416 Funding Source(s): Opioid Settlement	☒ 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

HEALTH AND HUMAN SERVICES



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

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

Opioid Settlement Funding Request Form

Project Name:	LETAC USA Criminal Justice Mental Health Summit 2025
Agency Requesting:	Health and Human Services
Main Project Contact:	Christine Lorentzen and Amy Brill
Memorandum of Agreement Justification¹:	B: Support People in treatment and recovery C: Connect people who need help to the help they need D: Address the needs of criminal justice-involved persons
Amount Requested:	\$908 \$2,416 for 4 people including hotel
Project Timeline:	October 22nd-24th, 2025
Project's Target Population (check all that apply):	☒ American Indian, Asian, Black or African American, Children & Youth, Hispanic, Homeless/Unhoused ☒ Individuals with Disabilities ☒ Justice Involved ☐ LGBTQ, Low-income individuals, Native Hawaiian, Other Pacific Islander, Pregnant Individuals, Recent Immigrants, White, Other- specify
Project Description: Describe the project's major activities, goals and anticipated outcomes and how it will assist in the abatement of the opioid epidemic.	
The 2025 Criminal Justice Mental Health Summit will feature a dynamic series of activities including expert-led workshops, panel discussions, and collaborative breakout sessions designed to foster interdisciplinary engagement among law enforcement, medical professionals, prosecutors, social workers, and other key stakeholders. The Summit's primary goals are to strengthen cooperation across sectors, promote innovative strategies for addressing mental health crises, and provide actionable tools for both professional and personal wellness. A key anticipated outcome is the development of integrated response models that reduce mental health emergencies and improve outcomes in high-risk populations. By equipping participants with advanced knowledge in self-assessment, self-care, and current best practices, the Summit directly contributes to the abatement of the opioid epidemic. Through enhanced cross-sector communication and targeted training, attendees will leave better prepared to identify and respond to substance use disorders, reduce the stigma associated with addiction, and implement interventions that prioritize recovery and community safety.	
Budget Description: Describe how the funds will be used to reach the anticipated outcomes.	
The funds will be used to cover hotel accommodations and entrance fees for myself and my coworker to attend the 2025 Criminal Justice Mental Health Summit. By supporting our participation, these funds will allow us to access specialized training, current best practices, and innovative strategies directly applicable to our roles in the field. The summit will enhance our ability to respond effectively to mental health crises, strengthen our collaborative approach, and deepen our understanding of how to reduce substance use emergencies—particularly those related to the opioid epidemic. The knowledge and tools we gain will be brought back to our community and applied in real-time co-response situations, ultimately improving outcomes for individuals in crisis and supporting long-term recovery efforts.	
Requestor Signature:	Christine Lorentzen

Action Taken:	
Opioid Advisory Council: (Date Reviewed)	County Board: (Date of BAF)
Approved 9/17/2025	Approved
Denied	Denied
Other	Other

¹ All projects must fall within the list of approved uses in Exhibit A of the Minnesota Opioids State-Subdivision Memorandum of Agreement, https://www.ag.state.mn.us/opioids/docs/MN_MoA.pdf



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	20251007-22
Agenda Topic Title for Publication:		Opioid Settlement Funding Request: Sheriff's Office LPR Cameras
Date of Meeting: 10/7/2025	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 ☒		
The Todd County Opioid Settlement Advisory Committee at their September 17 th meeting approved the funding request for the Sheriff's Office purchase of four License Plate Reader (LPR) cameras.		
Options:		
1. To approve the LPR camera request.		
2. Not Approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the funding request for the Sheriff's Office purchase of LPR cameras.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 12,000 Funding Source(s): Opioid Settlement	☒ 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 •

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

Opioid Settlement Funding Request Form

Project Name:	LPR Cameras
Agency Requesting:	Todd County Sheriff's Office
Main Project Contact:	Sheriff Mike Allen and Special Agent Brittney Hendricks
Memorandum of Agreement Justification¹:	
Amount Requested:	\$12,000
Project Timeline:	One year contract

**Project's Target Population
(mark all that apply):**

☐ American Indian

☐ Asian

☒ Black or African American

☒ Children & Youth

☒ Hispanic

☒ Homeless/Unhoused

☒ Individuals with
Disabilities

☐ Justice Involved

☐ LGBTQ

☒ Low-income individuals

☐ Native Hawaiian

☐ Other Pacific Islander

☒ Pregnant Individuals

☐ Recent Immigrants

☒ White

All Populations in the County

☒ Other:

Project Description:

Describe the project's major activities, goals and anticipated outcomes and how it will assist in the abatement of the opioid epidemic.

Law Enforcement is well aware that in the transport and sale of narcotics in our county we often find opioid for sale by the same dealers. By placing the LPR cameras in locations within our county we can intercept these dealers before they are able to distribute in our communities. This will create concerns for dealers to transport within the borders of Todd County.

Budget Description:

Describe how the funds will be used to reach the anticipated outcomes.

With the 4 cameras from FLOCK we will monitor chosen roadways and give our county access to the vast number of cameras in the Flock system statewide.

Requestor Signature: *Mike Allen* 1201

Action Taken:

Opioid Advisory Council

County Board

Date Review: 9/17/25

Date of BAF:

Approved: 9/17/25

Approved:

Denied:

Denied:

Other:

Other:

¹ All projects must fall within the list of approved uses in Exhibit A of the Minnesota Opioids State-Subdivision Memorandum of Agreement, https://www.ag.state.mn.us/opioids/docs/MN_MoA.pdf

Flock Safety LPR®



PROBLEM

Without key evidence, like a license plate or vehicle description, many cases go unsolved.

SOLUTION

Flock Safety LPR cameras provide vehicle data, real-time alerts, searchable evidence, and analytics to improve police response and investigations 24/7.

Eliminate crime on every roadway with hassle-free LPR. Solve more cases faster with Flock’s effective and trusted LPR technology.



IMPROVE EFFICIENCY AND MAXIMIZE INVESTMENT WITH A ONE-STOP-SHOP

With one annual subscription fee, Flock Safety® covers hardware procurement, permitting, deployment planning, policy creation, installation, maintenance, user training, customer support, and software upgrades.



CUT COSTS WITH PUBLIC-PRIVATE PARTNERSHIPS

Flock Safety® brings LPR to neighborhoods and businesses, providing law enforcement privately-funded **access to actionable evidence**.



GAIN TRUST WITH BUILT-IN DATA GUARDRAILS

Our LPR is designed for secure, responsible use with customized user permissions, usage audits, and limited data retention. Devices only capture vehicle data, not people, to mitigate bias and accelerate case clearance. **Your agency owns 100% of the data.**



Trusted by Thousands of Law Enforcement Agencies

Key Features & Functionality

SEARCH

Search full, partial, and temporary plates by time and location.

VEHICLE FINGERPRINT®

Filter by Flock’s patented Vehicle Fingerprint® attributes:
Vehicle make | Body type | Color | State Registration
Decals | Bumper stickers | Back racks | Top racks

AUDIT TRAIL

- Capture required reason for search field capture.
- Report on user behavior for audits and positive outcomes for proof of ROI.

CONVOY ANALYSIS

Identify associate suspect vehicles with convoy analysis.

ACCESS EXTERNAL ALPR DATA

Access external ALPR databases:
FBI NCIC | NCMEC Amber Alert | REJIS | CCIC & more

CUSTOM ALERTS

Automate email, text, and in-app alerts from custom and shared Hot Lists (i.e. NCIC).

HOT LIST SHARING

Create and share hot lists.

CJIS COMPLIANT

Meet CJIS security policy compliance.

LOCATION-BASED SEARCH

Perform single and multi-location-based searches to link a suspect vehicle to one, or multiple crime scenes.

REAL-TIME ROUTING

Determine possible vehicle path of travel with Real-Time Routing Analysis.

MOBILE APP

Access the FlockOS mobile companion app.



NIGHTVISION™ FOR CLEAR IMAGES AFTER DARK

Crime doesn’t stop at sundown. Identify unique VehicleFingerprint™ characteristics with your LPR, ensuring no vehicle lead is missed, plate visible or not."



Explore the LPR Camera Suite

Improve incident response and accelerate investigations with fixed and location-flexible devices that cover every roadway and use case.

STANDARD



Fixed, infrastructure-free LPR for standard two-lane roadways with moderate traffic.

- 75 MPH / 65' Distance
- Solar Power + LTE Connectivity

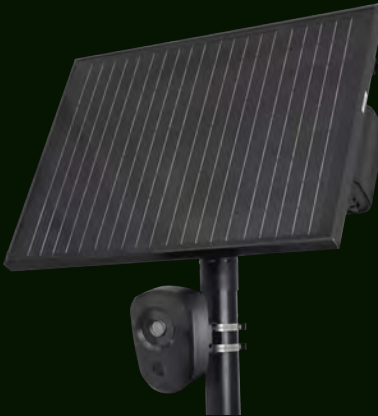
LONG-RANGE LPR



Fixed, long-range LPR for off-shoulder or high-speed, multi-lane highways with heavy traffic.

- 100 MPH / 150' Distance
- AC Power + LTE Connectivity

LONG-RANGE LPR WITH SOLAR



First of its kind infrastructure-free LPR for highspeed, high-volume roadways

- 100 MPH / 150' Distance
- Solar + LTE Connectivity

SHORT-RANGE LPR



Fixed, short-range LPR for parking lots and tight entries and exits.

- 25 MPH / Wide FoV
- Solar + LTE Connectivity

LPR VIDEO INTEGRATION



Embrace existing infrastructure - integrate third-party IP or LPR cameras into FlockOS®

FLEX LPR CAMERA



Location-flexible LPR for temporary coverage with easy, self-serve relocation and installation

- 75 MPH / 65' Distance
- Rechargeable Battery + LTE





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	20251007-23
Agenda Topic Title for Publication:		Seperation Agreement for Employee #3119
Date of Meeting: October 7, 2025	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Administration		
Person Presenting Topic at Meeting: Jackie and Nellie		
Background: Supporting Documentation enclosed ☐		
A separation agreement has been drafted for an employee who has expressed interest in retiring from employment with the County. Employee #3119 shall irrevocably retire from employment with the Employer effective January 2, 2026. Financial implications of this agreement include the Employer will pay the premium for Employee #3119's single health insurance and life insurance through June 30, 2026. Following June 30, 2026, they shall remain eligible for the benefits outlined in the Post-Retirement Article of the Collective Bargaining Agreement, effective July 1, 2026. Upon Employee #3119's retirement on January 2, 2026, the separation benefits and eligibility requirements outlined in the applicable provisions of the collective bargaining agreement and county personnel policies for payment of accrued vacation, sick leave, and compensatory time will be in effect. Employee #3119's agrees the Employer does not owe them anything in addition to the considerations in the settlement. The settlement does include a release and waiver of all claims.		
Options:		
1. Approve agreement to be signed by Board Chair and County Coordinator		
2. Do not approve agreement		
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