



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

BOARD OF COMMISSIONERS Regular Board Meeting Agenda

Tuesday, October 21, 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 - October 7th, 2025	
4.2	Gambling Permit - Long Prairie Hockey Association	
4.3	Accept the resignation of Mari VanHeel, Admin Assistant 10/2/2025	
4.4	Hire Dulce Villeda-Gonzalez PT Correctional Officer Start date: TBD	
4.5	Hire Social Worker - Marissa Gonzalez Start date: TBD	
5	Commissioners	9:05
5.1	2025 Employee 3rd Quarter Service Awards	
6	County Auditor-Treasurer	9:10
6.1	Commissioner Warrants	
6.2	Health & Human Services Commissioner Warrants	
6.3	Health & Human Services SSIS Warrants	
6.4	Adopt the 2026 County Fee Schedule	
7	Facilities	9:15
7.1	Justice Center Bridge	
7.2	Battle Point Park Well	
8	County Assessor	9:20
8.1	Abatement 33-0033800	
9	Planning & Zoning	9:25
9.1	October Planning Commission Information	
9.2	Wm Bontrager Request for CUP	
9.3	Byler Request for CUP	
9.4	J. Bontrager Request for CUP	
9.5	A. Borntrager Request for CUP	
10	Health & Human Services	9:35
10.1	MFIP Biennial Service Agreement 2026-2027	
11	Administration	9:40
11.1	Personnel Policy Revisions - Section 7.25 Safety Committee	
11.2	Deferred Compensation Vendor Options	

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BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Standing Reports

County Auditor-Treasurer Report

County Attorney Report

County Coordinator's Report

County Commissioners' Report

Adjourn



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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20251021-01
Agenda Topic Title for Publication:		Meeting Minutes Approval - October 7th, 2025
Date of Meeting: October 21 st , 2025		Agenda Time Requested: ☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Minutes for the following meetings are attached: October 7 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 October 7 th , 2025 as presented.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		
		Seal



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*Minutes of the Meeting of the Todd County Board of Commissioners held on
October 7th, 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 7th day of October, 2025 at 9:00 AM. The meeting was called to order by Chairperson Byers. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Approval of Agenda

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented with addition of item 4.8 Hire Seasonal Office Support Specialist II – Cynthia Wardien and 13.2 Separation Agreement for Employee #3145.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for September 16th, 2025 as presented.

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.

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

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

To hire Danielle Johnson to fill the open Payroll and Benefits Specialist Position, Grade H/8 Step K, \$39.22/hr. Start Date TBD

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.

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.

To approve the hire of Cynthia Wardien to fill the open Seasonal Office Support Specialist II position at \$20.97/hr. Start date: TBD

Auditor-Treasurer

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

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 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.

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

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601810 through 601819 and (Regular) 518625 through 518645 for a total amount of \$80,896.82.

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

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.

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

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.

Hands of Hope Resource Center

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

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.



County Fee Schedule – Public Hearing

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. Public hearing and discussion was held with no public input received in oral or written comment.

Public Works

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

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.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: Approve the attached Engineering Services Agreement from Widseth for the Bridge R0405 Replacement Project.

Ditch/Ag Inspector

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: Acting as Ditch Authority, approves 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.

County Sheriff

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

Solid Waste

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To award the bid to Oberg Fence in the amount of \$35,196.00.

Health & Human Services

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the funding request for the 2025 Criminal Justice Mental Health Summit.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the funding request for the Sheriff's Office purchase of LPR cameras.

Administration

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Separation Agreement for Employee #3119 to be signed by the Board Chair and County Coordinator.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the Separation Agreement for Employee #3145 to be signed by the Board Chair and County Coordinator.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported attending committee meetings and reminded of the upcoming real estate tax payment deadline on October 15, 2025.

County Coordinator's Report

The County Coordinator reported attending interviews, UofMn research project preparation, energy audit walkthrough, Facilities, Safety, MACA, Paycom, Personnel, Policy and Initiative Foundation meetings. Reminded of the Comprehensive Plan meeting this evening at 6pm. Extended thanks for Verna Toenyan for her years of service to Todd County.

County Commissioner's Report

The Commissioners reported on meetings and events attended.



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Commissioner Becker attended the Extension and MRC Annual meeting with discussion on legislative priorities and our delegates to this committee group.

Commissioner Denny has attended regular meetings including extension and personnel.

Commissioner Noska has attended regular meetings including HRA.

Commissioner Byers attended regular meetings including Opioid, Personnel, Facilities, Safety, Personnel, and Policy meetings.

Commissioner Neumann attended the Sauk River Watershed, Rainbow Rider, Planning Commission, MRC. Discussion was also held regarding a violation concern within his district and awareness for repair.

Recess

On motion by Denny and second by Becker, the meeting was recessed until October 21, 2025.

AUDITOR WARRANTS

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



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

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
CENTRAL APPLICATORS INC	\$ 13,862.27
FASTENAL	\$ 2,350.09
FRIEDRICH'S TIRE & OIL CO INC	\$ 13,569.90



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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
Total:	\$	148,138.40

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
V#18008	\$ 3,000.00
V#18029	\$ 2,000.00
KARVONEN FUNERAL HOME	\$ 3,500.00
V#18005	\$ 2,700.00
USPS-POC	\$ 5,351.62
9 PAYMENTS LESS THAN 2000	\$ 5,565.57
V# 4106 - Cost Eff Health Ins	\$ 2,121.00
Rural MN CEP Inc	\$ 14,175.93
Todd County Attorney's Office	\$ 2,150.00
119 Payments less than 2000	\$ 50,469.80
Total:	\$ 91,033.92

VENDOR NAME	AMOUNT
DHS - MSOP - MN SEX OFFENDER PROG - 462	\$ 6,572.00
GERARD TREATMENT PROGRAMS	\$ 3,021.90
GREATER MN FAMILY SRVS INC	\$ 3,278.73
HEARTLAND GIRLS RANCH	\$ 11,139.23
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$ 2,818.20
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$ 4,514.85
NORTHERN PINES MENTAL HLTH CTR INC	\$ 2,225.00
NORTHWOOD CHILDRENS SERVICES	\$ 7,447.44
PINE MANORS INC	\$ 3,200.00
VILLAGE RANCH INC	\$ 29,600.59
27 PAYMENTS LESS THAN 2000	\$ 7,078.88
Total:	\$ 80,896.82



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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20251021-02
Agenda Topic Title for Publication:		Gambling Permit - Long Prairie Hockey Association
Date of Meeting: October 21, 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 Long Prairie Hockey Association to hold gambling activities at Oscar Jacobson American Legion 417 in Little Sauk Township at the address 16268 County 50, Long Prairie, MN effective October 21, 2025 until revoked or otherwise cancelled as provided by law.		

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



GAMBLING PERMIT – LONG PRAIRIE HOCKEY ASSOCIATION

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Long Prairie Hockey Association through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Long Prairie Hockey Association to hold gambling activities at Oscar Jacobson American Legion 417 in Little Sauk Township at the address 16268 County 50, Long Prairie, MN effective October 21, 2025 until revoked or otherwise cancelled as provided by law.



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Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20251021-03
Agenda Topic Title for Publication:		Accept the resignation of Mari VanHeel Admin Assistant
Date of Meeting: 10/21/2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Administrative assistant Mari VanHeel has submitted her resignation effective 10/2/2025.		
Options:		
Accept the resignation of Mari VanHeel		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Accept the resignation of Administrative Assistant Mari VanHeel effective 10/2/2025.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



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Type of Action Requested (Check one):		Board Action Tracking Number :
☒ Action/Motion	☐ Report	(Issued by Auditor/Treasurer Office)
☐ Discussion	☐ Resolution	20251021-04
☐ Information Item	☐ Other	
Agenda Topic Title for Publication:		Hire Dulce Villeda-Gonzalez PT Correctional Officer
Date of Meeting: 10/21/2025		Agenda Time Requested: ☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Hire Dulce Villeda-Gonzalez PT Correctional Officer state date TBD. An interview process was completed and Dulce Villeda-Gonzalez was selected as the best candidate for the PT Correctional Officer position.		
Options:		
1-Hire Dulce Villeda-Gonzalez		
2-Do not hire Dulce Villeda-Gonzalez		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Hire Dulce Villeda-Gonzalez for the PT Jailer position start date TBD at a starting wage of \$25.46 Grade 6/F step A.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$	☒ Yes ☐ No	
Funding Source(s):		
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		
		Seal



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	20251021-05
Agenda Topic Title for Publication:		Hire Social Worker - Marissa Gonzalez
Date of Meeting: 10/21/2025	Agenda Time Requested: 5 min	☒ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och		
Background: Supporting Documentation enclosed ☐		
An open Social Worker position exists within the Child Services Unit. Interviews were conducted and it is recommended to hire applicant Marissa Gonzalez to fill the position. Start date: TBD		
Options:		
1. To approve the hire of Marissa Gonzalez 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 Marissa Gonzalez to fill the open Social Worker position. Grade I/9, Step A at \$32.08/hr. Start date: TBD		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 32.08/hr Grade I/9, Step A Funding Source(s): 11-Social Services	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion	☐ Report	20251021-06
☐ Discussion	☐ Resolution	
☒ Information Item	☐ Other	
Agenda Topic Title for Publication:		3rd Quarter Service Awards
Date of Meeting: October 21, 2025		Agenda Time Requested: 10 Minutes ☐ Consent Agenda
Organization / Department Requesting Action: Commissioners		
Person Presenting Topic at Meeting: Jackie Bauer, County Coordinator		
Background: Supporting Documentation enclosed ☐		
The Todd County Board of Commissioners recognizes that County employees are our most valuable asset and would like to recognize staff for their years of service. 3 rd Quarter 2025 Service Awards will be presented.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion:		

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

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20251021-07
Agenda Topic Title for Publication:		Approve Commissioner Warrants
Date of Meeting: October 21st, 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) 404131 through 404155 in the amount of \$35,398.19 and (Regular) 59282 through 59318 in the amount of \$100,236.20 for a total of \$135,634.39.		

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

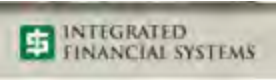
STATE OF MINNESOTA}

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 10/21/2025 For Payment 10/24/2025

<u>Vendor Name</u>	<u>Amount</u>
A.W. RESEARCH LABORATORIES, INC.	2,105.00
CENTRAL APPLICATORS INC	7,838.71
FORTE	6,050.00
FRIEDRICH'S TIRE & OIL CO INC	17,686.44
JOE RILEY CONSTRUCTION INC	14,344.32
KNOW iNK	8,125.00
KRIS ENGINEERING INC	14,228.12
LONG PRAIRIE LEADER	3,397.50
NUSS TRUCK & EQUIPMENT	2,125.44
RTVISION INC	2,765.38
SUMMIT COMPANIES	3,672.00
TODD CO PUBLIC WORKS	25,988.95
WIDSETH SMITH NOLTING INC	10,823.39
49 Payments less than 2000	16,484.14
Final Total:	135,634.39



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	20251021-08
Agenda Topic Title for Publication:		Health & Human Services Commissioner Warrants
Date of Meeting: October 21 st , 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) 806946 through 806991 and (Regular) 713483 through 713532 for a total of \$61,832.33.		

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 10/21/2025 For Payment 10/24/2025

<u>Vendor Name</u>	<u>Amount</u>
CS NELSON PROPERTIES LLC	2,700.00
MCCC, MI33	6,724.35
13 Payments less than 2000	6,688.36
Final Total:	16,112.71

Warrants for Publication

Approval Date

10/21/2025

Payment Date

10/24/2025

Vendor name or #

Amount

Children Youth & Families Dept

\$ 2,828.00

Rural MN CEP Inc

\$ 16,708.63

79 Payments less than 2000

\$ 26,182.99

Final Total

\$45,719.62



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	20251025-09
Agenda Topic Title for Publication:	Health & Human Services SSIS Warrants	
Date of Meeting: October 21 st , 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) 601820 through 601842 and (Regular) 518646 through 518673 for a total amount of \$303,109.08.		

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:

10/24/2025

Approval Date:

10/21/2025

Vendor name or #

Amount

# 17598	4680.00	Foster care provider
CARLSON/BARBARA	3800.00	
# 17950	3419.70	Foster care provider
HEARTLAND GIRLS RANCH	10779.90	
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	3720.60	
NORTH HOMES CHILDREN & FAMILY SRVS	111658.19	
NORTHERN PINES MENTAL HLTH CTR INC	2889.00	
# 15442	2289.60	Foster care provider
PRAIRIE LAKES YOUTH PROGRAMS	22573.07	
PRESBYTERIAN FAMILY FOUNDATION INC	17785.33	
STEP	11955.36	
# 16359	2170.20	Foster care provider
VALLEY LAKE BOYS HOME INC	28864.00	
VILLAGE RANCH INC	33789.51	
WEST CENTRAL REG JUVENILE CTR	17498.00	

\$25,236.62	36 Pymts less than \$2000
-------------	---------------------------

Final Total

\$303,109.08



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	20251021-10
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Adopt the 2026 County Fee Schedule	
Date of Meeting: October 21 st , 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 ☐		
Todd County has built a County Fee Schedule to be implemented for 2026 and a public hearing was held on October 7th, 2025 to gather any public input on the proposed fees.		
Options:		
To adopt the 2026 County Fee Schedule as presented.		
Do not adopt the 2026 County Fee Schedule as presented.		
To adopt the 2026 County Fee Schedule with alterations.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To adopt the 2026 County Fee Schedule to be effective January 1, 2026 per the attached document.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official 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 + \$.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
5. Cannabis Business Land Use Permit Fee	\$1,000.00 Per 100 sq. ft.
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

(All Fees are non-refundable)

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
• 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)	\$100.00/day
• 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)
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Updated: 10-14-2025

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 each	\$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	20251021-11
Agenda Topic Title for Publication:	Justice Center Bridge	
Date of Meeting: October 21 st 2025	Agenda Time Requested: 5 mins	☐ Consent Agenda
Organization / Department Requesting Action: Facilities Department		
Person Presenting Topic at Meeting: Facilities Manager Mitch Johnson		
Background: Supporting Documentation enclosed ☐		
During a repair on the Justice Center bridge, it was found that the bridge was in worse shape than anticipated. The main structure metal supports were rusted through and in need of replacement. This project was completed for a cost of \$5,585.33 from Arnzen Construction.		
Options:		
1) Approve Arnzen Construction for bridge repair cost of \$5,585.33		
2) do not approve the request		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve Arnzen Construction for bridge repair cost of \$5,585.33		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 5,585.33 Funding Source(s): Building Improvement fund 111-6601	☐ Yes ☒ No	Cost rose due to unforeseen issues
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal

OCT 06 2025

Todd County
 HHS

1098
 TODD CO COURTHOUSE-PUBLIC WC
 212 2ND AVE S
 LONG PRAIRIE, MN 56347

Statement as of: 10/2/2025

Invoice Dt	Invoice No.		Job Information	Total Invoice Amount	ROA	Amount Due
9/23/2025	5085	2	Welding Shop	\$5,096.27	\$0.00	\$5,096.27
10/2/2025	5122	2	Welding Shop	\$489.06	\$0.00	\$489.06

Aging 1	Aging 2	Aging 3	Over 90 Days
\$5,585.33	\$0.00	\$0.00	\$0.00

Total Amount Due \$5,585.33



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion	☐ Report	20251021-12
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Battle Point Park Well	
Date of Meeting: October 21 st 2025	Agenda Time Requested: 5 mins	☐ Consent Agenda
Organization / Department Requesting Action: Parks and Trails committee		
Person Presenting Topic at Meeting: Facilities Manager Mitch Johnson		
Background: <i>Supporting Documentation enclosed</i> ☐		
During the October 8 th Parks and Trails meeting, it was discussed to have a hand pump for water added to the Battle Point Park area. This will be an added benefit to those who use the park as well as help with some cleaning. Bids were submitted with the low bid from Wheels Water Service for a total cost of \$7,232.76		
Options:		
1) Approve the addition of water to be added from Wheels Water Service for a cost of \$7,232.76		
2) do not approve the request		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the addition of water to be added from Wheels Water Service for a cost of \$7,232.76		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 7,232.76 Funding Source(s): Fund 16 - Parks and Trails	☒ 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



Wheels Enterprise Inc
PO Box 233
Melrose, MN 56352
3202564146

Estimate

ADDRESS

Todd County Parks y & Trail
12902 Faraway Lane
Osakis, MN 56320

ESTIMATE # 2834

DATE 09/15/2025

ACTIVITY	QTY	RATE	AMOUNT
Project: Battle Point Park Todd County / Gordon TWP 128-35-5			
Drilling5 Drilling 5" Well (50 foot minimum) -billed per foot	75	33.00	2,475.00
SCR5SS15 Screen 5" Tele Stainless Steel 15 Slot	4	195.00	780.00
Dry Hole If drilling is abandoned and no casing set \$12 per Ft casing set additional \$2 per ft grouting hole \$2 per ft	1	0.00	0.00
Grouting grouting & drilling fittings	1	450.00	450.00
Permit Fee Permit Fee	1	332.00	332.00
Water Sample/Chlorinate Chlorinate Well / Water Sample / Well Record	1	310.00	310.00
Development If extra development and/or test pumping is needed, it will be billed at a per hour rate		135.00	0.00
VAC TRUCK VAC TRUCK	0	500.00	0.00
Well Witching Service Well Witching Service -will apply if witcher is used	1	75.00	75.00
			Subtotal: 4,422.00
PUMPING SYSTEM - HAND PUMP			
MiscWell Hand Pump 54 ft to cylinder with Tail Pipe	1	2,255.76	2,255.76
Fittings Guestement Fittings Guestement	1	150.00	150.00
Well Service	3	135.00	405.00

Payment in full upon receipt of invoice, unless otherwise noted.

ACTIVITY	QTY	RATE	AMOUNT
----------	-----	------	--------

Well Service - 1 Man

Subtotal: 2,810.76

HOMEOWNER

1

0.00

0.00

Homeowner IS responsible for adequate access in and out of the jobsite. By each of us signing this, if an accident should occur, or damage to lawn, drive or landscape, we agree to hold each other harmless, and waive our rights of subrogation.

THIS IS AN ESIMTATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Wheels Water Service as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED.

SUBTOTAL

7,232.76

TAX

0.00

TOTAL

\$7,232.76

ESTIMATE IS valid for 30 days.
Down Payment of \$6000.00 required before work is started.

I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for ALL work performed.

Accepted By

Accepted Date



4" PVC Domestic Well Proposal

754 Cross Country Ln. S.W. Alexandria, MN 56308

Phone: (320) 762-1528 Fax: (320) 763-7156

Submitted To: Todd County		Mitch	Phone: 320-874-1226		Date: 9/17/2025
Street: 215 1st Ave S. Suite 201			Job Name: Battle Point		
City, State, Zip: Long Prairie, MN. 56347			Job Location: 12902 Faraway Lane Osakis		
Gopher State Called	Existing Wells Y <u> </u> N <u> </u> X <u> </u>	County: Todd	Township: Gordon		
ID#	Used <u> </u> Unused <u> </u>	Township	Range	Sec	Fraction:
Date/ Time		128 N	35 W	5	NE

- 4 inch diameter well drilled to approximate depth of 100 ft. at \$29.00 per ft. \$2,900.00
(add or subtract price per ft. for more or less than depth of estimate)
- 4 inch stainless steel screen with approximate length 4 ft. at \$175.00 per ft. \$700.00
- Screen fittings and Drilling Materials. \$995.00
- Grout Annular space with Bentonite. Grout the top 50 feet. **Full Length Grout/Gravel Pack** \$1,595.00
- Chlorinating well, state well log and one state approved water analysis - additional chlorination and water analysis - if needed is \$270 per treatment. If customer rechlorinates well himself, the charge for the water analysis is only \$160 (cost of chlorine is free of charge). **Please do no use this water for potable use until the sample results are returned stating at minimum Coliform meets MDH standards.** \$270.00
- Pitless unit installation, includes grade A pitless, galvanized swing joint and 50 feet of 1" poly pipe and 12-3 UF wire. Add \$6.25 per foot for more than 50 feet of pipe and wire installed. ***** (Excavating not included). ***** **Baker Hand Pump with Cylinder** N/A
- Pump Installation Hand Pump pressure tank 20 ft. pump setting on 1" Galv pipe and wire. Add \$6.95 per foot for more than 20 feet of pipe and wire installed. \$3,595.00
***** (Hookup wire from main service not included) *****
- Our firm will recommend the proper water condition to be installed at the time of pump installation based upon water analysis and usage. We also have rentals, and payment plans available.
- If drilling is abandoned and no casing was installed charges will be at \$21 per ft. If production casing was installed material will remain with Traut Wells to pull if possible and charges will be at 1/2 price to compensate for operation and abandonment costs. If new well is drilled, the well drilling charges for the new well will be in addition to the charges of the first well. The undersigned agrees that the title in and to any and all materials furnished by Traut Wells, whether in the ground or attached to the premises, shall remain with Traut wells and Traut wells shall have the right to withdraw the casing from the ground and materials from the premises until such time as full payment is received by Traut Wells
- If payment is not made in accordance with the payment terms, the undersigned agrees to pay all cost of collections including collection agency fees, reasonable attorney's fees, legal expenses and interest at 1.5% per month (18% APR) on outstanding balance.
- Our firm has a (2) year 100% parts and labor Warranty. However, we will not be responsible for consequential damages
- NOTE: THE ABOVE FIGURE DO NOT INCLUDE DIGGING, SNOW REMOVAL, ELECTRICAL WORK OR PERMITS. ALL WELLS MUST BE CLEARLY STAKED AND ALL UNDERGROUND WIRE MARKED. DURING WELL CONSTRUCTION WE WILL NOT BE RESPONSIBLE FOR DAMAGES DONE TO WIRE, TREES, LAWNS, BURIED FUEL, SEWER LINES, TANKS, ECT.

OTHERS:

Optional: If Brass underground fittings are desired over standard galvanized-add \$170.00 ☒ Yes ☐ No

Optional: If Blowout For hydrant line is desired-add \$180.00

EXTRA: Drain Down System \$180.00

Subtotal \$10,235.00

Payment to be made as follows:	DUE UPON COMPLETION	BASE TOTAL-----	\$10,235.00
		TOTAL W/ UPGRADE	\$10,235.00

Acceptance of Proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted.

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

****Well Notification is non-refundable if any drilling is preformed.**

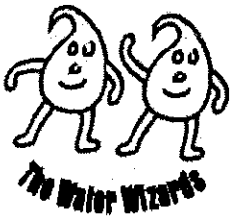
Authorized Signature: Rob Stanley

Note: This proposal may be withdrawn by us if not accepted within 14 days.

Date of Acceptance: _____

Signature: _____

****Not Included in bid-----Well Notification Fee/Sealing to Minnesota State Treasurer in the amount of \$ 350.00 ****



Klimek Bros. Well Drilling, Inc.

702 1/2 CO. RD. #22 NW • Alexandria, MN 56308

"We Specialize in Satisfied Customers"

Office: 320-762-8669

1-800-295-9261

Fax 320-762-0276

Don: 320-834-2705

PROPOSAL SUBMITTED TO <u>Mr Mitch Johnson</u>		PHONE: H: <u>1-320-874-1226</u> W:		DATE: <u>1/25</u>	
STREET		JOB LOCATION <u>Battle Point Park</u>			
CITY, STATE, ZIP		LEGAL DESCRIPTION		TOWNSHIP NAME	
		COUNTY NAME			
Gopher State Called ID#	Existing Wells Yes ☐ No ☐	TOWNSHIP NO N S	RANGE NO E W	SECTION NO.	FRACTION 1/4 1/4 1/4
Date/Time Called	On Property Used ☐ Unused ☐				

1. 4" diameter well drilled approximate depth of 100' at \$ 39⁰⁰ per ft.
(Add or subtract \$ 39⁰⁰ per ft. for more or less than 100' estimate) \$ 3900⁰⁰
2. 4" inch 8 foot type SS screen at 198⁰⁰ per foot \$ 1584⁰⁰
3. Screen fitting, drilling materials, grout, chlorinating well, state well log and one state approved water analysis.
Please do not use this water for potable use until the sample results are returned stating it meet Minnesota Dept. of Health standards. Still Length Grout \$ 1390⁰⁰
4. Pitless unit installation, includes grade A pitless, brass swing joint and 12-40F wire. Add or subtract 650 per foot for more or less than 40' feet of wire installed.
(Excavating not included) (Brass underground fittings included) Pump House / system \$ 1280⁰⁰
5. Pump installation 1/2 h.p. 202 w/x gal. tank 40' ft. pump setting on 1 1/2" Sch 80 PVC pipe and 12-4506 wire. Add or subtract 18⁰⁰ per foot for more or less than 40' feet of pipe and wire installed. (Hookup wire from main service not included) \$ 4990⁰⁰
6. If drilling is abandoned and no casing was installed charges will be at 8⁰⁰ per ft. If production casing was installed material will remain with KLIMEK BROS. WELL DRILLING, INC. to pull if possible and charges will be at 1/3 price to compensate for operation and abandonment cost. If new well is drilled, the well drilling charges for the new well will be in addition to the charges for the first well. The undersigned agrees that title in and to any and all materials furnished by KLIMEK BROS. WELL DRILLING INC. and shall have the right to withdraw the casing from the ground and materials from the premises until such time as full payment is received by KLIMEK BROS. WELL DRILLING, INC.
7. Interest at the rate of 1.7 % per month will be charged on all past due accounts.
8. Our firm has a two (2) year 100% parts and labor warranty. However, we will not be responsible for consequential damages.
9. NOTE: THE ABOVE FIGURES DO NOT INCLUDE DIGGING OR ELECTRICAL WORK. WE WILL NOT BE RESPONSIBLE FOR DAMAGE DONE TO TREES, LAWNS, SEWER LINES OR TANKS, ETC. DURING CONSTRUCTION OF WELL.
10. Well Notification Fee payable to Minnesota Department of Health \$ 275⁰⁰
11. Well Abandonment Fee payable to Minnesota Department of Health \$ 13419⁰⁰

Total Dollars

\$ 13419⁰⁰

Acceptance of Proposal - The above price specifications, terms and conditions set forth above are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. The parties agree to be bound by the contract terms and conditions set forth on the back of this agreement.

Klimek Bros. Well Drilling, Inc. Customer(s)

By [Signature]

Its _____

Date _____

Date _____

OUR FIRM ALSO HAS WATER SOFTENERS AND DRINKING WATER SYSTEMS AVAILABLE.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion	☐ Report	20251021-13
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Abatement 33-0033800
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Date of Meeting: 10/21/2025	Agenda Time Requested: 5 min.	☐ Consent Agenda
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Organization / Department Requesting Action: Assessor's Office
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Person Presenting Topic at Meeting: Chris Odden

Background: Supporting Documentation enclosed ☐

Homestead was removed on parcel 33-0033800 for the 2023 assessment. Parcel owner, Daniel Schroeder, filed an application for abatement and a homestead application on September 8, 2025. The application states that he has owned and occupied this parcel continuously during his ownership, beginning in December 2017. The difference in tax amounts due is \$296 in 2024 and \$376 in 2025.

Options:

1. Approve abatement request for taxes payable in 2024 & 2025 in the amount of \$672.
2. Deny the abatement request.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
To approve abatement request for taxes payable in 2024 & 2025 in the amount of \$672.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 672	☐ Yes ☒ No	
Funding Source(s): General Fund		
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	☐ Report	20251021-14
☐ Discussion	☐ Resolution	
☒ Information Item	☐ Other	
Agenda Topic Title for Publication:		October Planning Commission Information
Date of Meeting: 10/21/2025		Agenda Time Requested: 0 ☐ Consent Agenda
Organization / Department Requesting Action: Planning and Zoning		
Person Presenting Topic at Meeting: Adam Ossefoort		
Background: Supporting Documentation enclosed ☒		
Attached here are the October 2025 Planning Commission minutes in draft form along with the October staff report. Information is provided for review of the following Board Actions.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion:		

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

Auditor/Treasurer Archival Purposes Only:

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

Official 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

Planning Commission Meeting Minutes

October 2, 2025

Completed by: Sue Bertrand, P&Z Staff

Site visits completed for Robinson site by Adam Ossefoort and Jim Pratt on 8/28/2025

Site visits completed on all sites by Adam Ossefoort and Ken Hovet 9/24/2025

Meeting attended by board members: Chair Jim Pratt, Vice Chair Ken Hovet, Lloyd Graves, Roger Hendrickson, Andy Watland and Commissioner Tim Denny.

Staff members: Adam Ossefoort and Sue Bertrand

Other members of the public: Sign-in Sheet is available for viewing upon request.

Jim called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited as a collective group.

Introduction of the staff and board members by Jim.

Ken motioned to have the September 4, 2025 meeting minutes approved. Roger seconded the motion. Voice vote, no dissent heard. Motion carried.

Roger motioned to have the agenda approved as amended. Andy seconded the motion. Voice vote, no dissent heard. Motion carried.

AGENDA ITEM 1: Donniel Robinson-Section 28, Moran Township, Site Address: 40324 County Rd. 21, Browerville, MN 56438 PID: 19-0029102

1. Request to build a 60' x 120' building to grow Cannabis indoors as a licensed microbusiness, according to Statue, in AF-2 Zoning District.

Donniel was present as the applicant. She stated she is returning from the previous meeting in September to apply for her CUP for Buzzing Bee Farm. She presented her Power Point Presentation that addressed a few items from the previous meeting from community feedback and the Planning Commission. This may be viewed in full upon request at the Planning and Zoning office.

Staff Findings: Adam read through the new information in the staff report for October. The staff report is available for viewing upon request in the Planning & Zoning Office.

Proposed Conditions if approved:

1. Establishment of a commercial grade fence around the perimeter of the cannabis operation.
2. All exterior lighting shall be compliant with MN Rule 9810 but shall not cast light beyond the property boundary.
3. Establishment of vegetative screening on the north, west, and south sides of the cannabis operation on the exterior of the fencing. Vegetative screening shall consist of two rows of conifer trees that are no less than 10' tall at the time of planting. Trees in each row shall be offset from each other to provide maximum screening potential.
4. There shall be no signage of the business allowed at any time.
5. Applicant shall allow for periodic review of the property by County staff.
6. Applicant shall obtain all applicable State licenses prior to the start of operation.
7. Applicant must abide by all other applicable Federal, State, and local standards.

Considerations for denial:

1. Is the proposal in conformance with the Comprehensive Plan?
2. Has adequate information been provided to address the potential for discharge waters that may not enter the standard septic system?
3. Is the intensity of the proposed use reasonable for the area in which the use is proposed?
4. Are there potential negative impacts to surrounding properties that cannot be addressed by conditions? (odors, noises, visual impacts)
5. Is there sufficient access to emergency services?
6. Does any portion of the proposal have a detrimental impact on the health, safety, and welfare of the general public?

Correspondence received: Adam stated any new correspondence was from Todd Wadena and Chris Odden which were added and just read in the staff report.

Public comment: Neal Becker, 25089 430th St., a resident of Moran Township, and have lived 25 years in Colorado and has first hand experience with grow houses and what they bring and what they do not bring. He worked down town Denver where most of the big grow houses are. When he started there, they weren't there. He had left the company because of what they brought. The odors, the people that unfortunately came with. They had to build a fence around their parking lot so people's, the worker's cars, didn't get broke into. People that were there would come rummaging through your trash cans to find solid waste discrepancies from the warehouses because when the plant dies, where do they throw it? We have never talked about solid waste here, we always talked about the water. Where does that go? Do we put it in the ground? Throw it in the dumpster? Burn it out back? It brought a lot of unhealthy things to a neighborhood that was very nice in part of Denver. Above that, if you have a micro license in the state of Minnesota, you have the right do retail sales. In Todd County, in the statutes, you can only do retail sales within a Commercial area. This is not a Commercial zoned area.

Jim asked Adam to address the retail sales.

Adam explained the application doesn't involve a retail sales request. Even though the State license states they could apply for that, out Ordinance doesn't allow it in this Zoning District, nor does this application contain a retail aspect.

Jim confirmed retail sales of it is not allowed in AF-1 zoning district and it would never be allowed in it.

Darren Heldman, from Moran township, had a couple things he had googled, this is in areas that have already had legalized Cannabis, noted examples of increased drug related health issues and public safety concerns. Particularly involving adolescent use and higher frequency of use and impaired driving. Increased emergency room visits and hospitalizations. Following the opening of retail cannabis stores, and he stated he realizes they cannot use that, in Colorado one analysis reported nearly a 30% increase in Emergency room visits and a 200% rise in hospitalizations related to marijuana and Cannabis. This also provides greater availability and normalization to use, and some researchers have raised concerns at increased access through legalization may have contributed to perception among young people that Cannabis is less risky, which could lead to accidental

consumption of edibles and abuse, as found in a 2022 study noting a 245% increase in teen Cannabis abuse. Impaired Driving. Some studies show a rise in impaired driving incidents following legalization. Some states experiencing an increase in drivers involved in fatal crashes testing positive for THC. In Colorado, the number of traffic fatalities that involve drivers who tested positive for THC more than quadrupled between 2013 and 2016. This all falls under #6 that Adam just went through, and one last thing, cattle may use more water, but they serve a broader purpose for life in general. They provide food, they help families provide work ethics for their kids, they provide fertilizer for other food crops like hay, corn and soybeans, and none of these listed will hurt anyone if they consume too much and certainly not cause anyone to go to the emergency room. Cattle, hay, soybeans and corn will not draw in strangers to our area either, which is a quiet small-town conservative community. With that, he asks the board to deny this building or any business of this kind.

Kimberly Harff, still has a few concerns, even though it is going to have a tight tank system for waste water, the waste water still contains THC in it and how are we going to monitor when these holding tanks get dumped and are you going to buy your own truck to haul the waste water and where are you going to dump it? Do you have an agreement with a city sewer system like Long Prairie or Staples to dump it? Doesn't know a lot of local septic system haulers are going to be really excited to sign up for hauling water that contaminated with THC, as how often will they have to flush it, and how will they determine if it is gone? Just like antibiotics in milk, zero tolerance. They are really going to have to rinse the tanks out, and are they really going to want to haul it? She stated she didn't know that there is a plan for the waste water. Even though you are going to recycle the water, you are still going to have waste water contaminated with THC. The other concern was the 30-minute response time. Yes, you have talked to the Sheriff about the building, but if you are not living there, it takes a low life 3 minutes with a portable saws-all to open the side of a building and get in there. Still concerns about security. She stated concerns on who is going to make sure the carbon air filters are changed regularly? New County position to check carbon filters, or another expense pushed onto the community to pay someone else to do it? What if this becomes an LLC and the owners' default on it? Who is responsible for the clean-up? The County? Will it be like an expensive meth lab? Unforeseen, how to clean up a Cannabis facility. Still has a problem with her not living there. She asked, how can you care about a community you don't even live in? Talked to the fire department the building is there about possible hazardous cannabis burning up and possible hazardous waste if it caught on fire? Too many questions and not enough answers to pass this. Should not be in a rural area far away from sewage disposal and fire dept. Recommends you don't pass this.

Nicole Zelgert, lives on the opposite side of the property as Kim does. One of Kim's questions is if they default who cleans up? Public records show they still have a loan out for this property, they do not own it. Stated she reached out to the bank, that has the deed, and they have a cannabis clause in theirs, they cannot have cannabis on that property, and expected them to reach out to Todd County as they informed her to call Todd County if she had questions. Nicole offered information if we would like to talk to her. They have a clause in their loan "there cannot be Cannabis on the property". They will not buy a contract for deed and they forbid Cannabis from being on that property. Law enforcement and fire department, is there a plan in place? No. She talked to Fire Dept. in Staples, because she is between Staples, Browerville and Clarissa. Who is going to respond first? If they don't know what is in there, how will they properly protect themselves? How do they know what they are supposed to bring for that fire? There are different materials needed for different fires. Law enforcement, they don't know what they are going to go into, some druggie? What's going to happen to that person? What is going to happen to our community with this? In the Todd County P & Z Ordinance almost every reference to Cannabis states retail. The only statutes are the setbacks. Addressed the board and

stated you have no reason, you can't vote no on this. She would like to see that updated to specify other Cannabis businesses, not just retail. Would like to have another statute that they would have to actually have a meeting with law enforcement to let them know what is happening in there and to prove they have done this, submit a notarized letter with multiple signatures testifying this has been done. Also, if they do not own the property, there should be another letter from the financial institution that states they will agree to this, notarized, with signatures from officers of the bank, not just employees.

Alan Halbersma, representing Moran township, commended Donniel for the additional information provided, that is quite helpful. He read in the Todd County Ordinance, Regulations on the Cannabis Business, Administration Section 12.01, Finding and Purpose. Todd County makes the following legislative findings: the purpose of this ordinance is to implement the provisions of MN Statutes Chapter 342, which authorizes Todd County to protect the public health, safety and welfare of Todd County residents by regulating the Cannabis business within the legal boundaries of Todd County. He stated Todd County has already said they are there to protect the people in Todd County. He then took the licensure requirements for running a micro-business from 342, and a lot has been met by Donniel, however, Todd County says with 342 sub 3: additional information required for her to get her license: Operating plan demonstrating the proposed layout facility including a diagram of ventilation and filtration system, plans for waste water and disposal for any manufacturing or cultivating activities, plans for providing electric and other utilities for normal operations, plans for compliance with applicable building codes, Federal and State environmental workplace safety requirements and policies, and plans to avoid sales to unlicensed businesses and individuals under age 21. Fair amount of that was covered by Donniel, tonight. His concerns; she made comparisons to crop growers, beef farmers and the dairy industry and he knows, working with the feedlot stuff, we have Ordinances and staff comes out and makes sure we cross the "t's" and dot the "i's" already. His concern is who is going to make sure the "t's are crossed and dot the "i's" on these Cannabis businesses that may come to Todd County? That is why the community looks to the board to protect the health, safety and welfare of us. He stated there is a purpose there that needs to be met, and everyone needs to know who do we report to when we see things are not right? Suggests if this is required by the state, she needs to address who is going to pump that tight tank and where is the water supposed to go? Doesn't think we should put the buggy before the horse, if we are approving it, and we are supporting the State 342, and she has to do more work for the state, and 342 is written by the state, then we should require it here, at this meeting.

Paul Kortie, neighbor, knows a lot has been addressed, some of the water, not a whole lot talked about fire. He brought it up last meeting, if a building this size catches fire, does Todd County have anything for fire suppression? If you are drying all these plants, and something goes south and they light up, guarantees in 30 minutes that building will be gone. Could also catch fields, trees and affect neighboring properties. We don't know how you are going to affect a neighboring property value. Would any of you go and buy property next to a Cannabis? It just needs to be put to rest.

Board discussion:

Ken addressed Donniel, what do you do with the dead plants? What is your plan for them?

Donniel, her initial plan was composting. Some of these questions are a little unknown, in that, if we don't have a building permit, we have not engaged architects and engineers. She is consulting with some, but she

would have a structured plan. Where they ask for the final plans in 342, that has to do with final licensure, and that's once you've begun the planning and begun the build. Ideally, it would be composting.

Ken, several have brought this up, the liquid waste water, you mentioned you would have a tight tank, who is going to pump and haul that and where is it going to go?

Donniel stated they do not know that. She knows from other states and communities, that the method that is used is they have a holding tank for the amount of water that comes off. She stated she thinks that is something the office of Cannabis Management is also going to have to address. In all fairness to the State, they are early and they have not done this either and some of these questions have remained unanswered for people like her hoping to join this industry, as well.

Ken, for the waste water contained, what are your consultants telling you the would-be contaminants?

Donniel, THC, any fertilizers they had used, anything they had done if it is past mitigation, potentially. The bigger issues are the THC and fertilization.

Jim, is the composting done inside or outside.

Donniel, stated inside.

Andy, main structure or separate structure for composting?

Donniel, likely have a secondary structure, with utility space within. There are also some closed system composting that allows it to do its work "contained".

Jim what is done with the compost afterwards.

Donniel stated some goes into tea, to fertilize the plant and she stated this is not her expertise and should be, but she would think some of the material would be used in the soil of the growing system itself, the plants themselves.

Jim selling them green or drying them?

Donniel, drying them. There is a separate space for growing and separate for drying. Also, to address the fire suppression, that is part of what the Engineers will design for them as part of the building.

Andy, a lot of these concerns are addressed by the state, and we don't have that in front of us, because it is a state consideration?

Jim, how do we make a decision when we don't have answers?

Andy, new for everybody, including us and including the state.

Jim stated he agreed, but if the state is going to cram something down our throats, they don't need to use us as Guinea pigs, either.

Donniel stated that was fair, as the state has not provided all of the answers and the direction we need yet. We are all trying to piece it together with what other states have done.

Andy stated with all of our CUP permits, we all abide by all applicable Federal, state and local laws and rules, but will that meet what these concerns are? He cannot answer that. Might be quite arduous to build into our CUP permit.

Ken write a book with the conditions.

Andy, the business vs the retail language, there is cultivation language in our Ordinance but very sparse, cultivation is allowed in AF-1, AF-2 and Commercial zoning, which this would fall under, as you are not a retail business.

Donniel stated the micro license allows for various types of work to be done within the business and she applies for endorsements. They can do some or all of them, depending on endorsement. Her business is for cultivation, transportation and processing, so they can cut the plant apart. Since we are not just pulling the plant out of the pot and handing it off. We have to have that additional endorsement.

Roger, asked if it does not say in our ordinance that they must have the permit from the state before we can ok it?

Adam stated part of the state's review process before they issue the license is to check with the local authority to make sure all of the permits are in place. So, they don't actually issue the license to the land owner until the local County, City or whoever, has gone through their process if they require permits. Then they get a preliminary approval from the state, develop plans, get local permitting then it circles back to the state, and part of that is making sure they have obtained local permitting.

Donniel added it includes building inspections as part of full licensure.

Andy stated we are required by state, to make the rules, to allow this. Gut feeling is they wish they could wait on this but we really can't, and don't want to delay somebody's plans because we are squeamish but there is an awful lot of public concern.

Adam stated the first 60 days is October 10th, so we have until then to notify the applicant in writing we have extended it another 60 days that brings us to December 9th to make that final decision. But, within that, you have to recognize the commissioners need time to review this and actually make the decision on it, too. There is probably time to gather more information or if there is things you need me to research, it's in there, but we do not want to put the commissioners in a position where they have very limited time to review this, also.

Andy on time, we are kicking the can 30-60 days down the road, waiting for more concrete direction on this.

Roger, going 60 days to make our decision, gives the commissioners time to make theirs.

Adam, Nov. 18th and December 2nd leaves us two commissioner's meetings before the 120 days is up for the decision to be finalized. Unless the applicant requests to table in writing to give the County more time.

Andy stated he is not even sure what he needs to know before then.

Jim stated there is a lot of stuff they want to know but probably won't get answers from the state.

Tim asked Adam about Cannabis not even allowed on this property through the lender?

Adam stated he couldn't even answer that tonight, but his immediate thoughts to that are it is not up to the County to do the bank's job for what is allowed out on the property through the loan, but if there is some connection there, I could not answer that tonight.

Tim asked if we are impeding the process if we allow it and it is not allowed through the lender? That's where he has questions.

Adam stated that would be the Bank's responsibility to take that up with the land owner.

Adam stated he could look into that, and gladly do that, again, that would require us not to make a decision tonight.

Donniel, stated she had spoken with the bank about the proposed use of the land, and that was not brought up at all. There is a minimal amount left on the loan and to simply satisfy the loan and pay it off, if that was necessary, and stated she is quite interested on how they shared personal information, too.

Andy, there are legitimate concerns that have been brought up on the societal impact, is outside our scope in decision making.

Ken stated that is something that has already been made for us by the state. We have no choice in the matter. They are all good points, but that is something you should have argued with your legislatures when they were making the law. You are way too late for that now.

Donniel stated as far as the facility itself, no one under the age of 21 is allowed, not even her own 18-year-old daughter can enter the facility. We have no intention of participating in retail in this community. It would likely all go to the metro unless there is a want and need for it, which she is not seeing.

Roger stated we are caught between a rock and a hard spot. Do we need this for a cash crop for our County? We grow a lot of corn and soybeans in the County, and very little is used in this County, it is put on a truck, as you would do with your marijuana and it is moved out of the County. Granted, you are not going to have the same problems with corn and soybeans as you would have with marijuana or possibility. If we don't need it why are we putting in so much corn and soybeans because we are not using it, but we still do it and that is the

nature of a farmer. Would like to see another 60 days for more research on it and motioned to table until November meeting, seconded Lloyd.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Yes
Jim Pratt	Yes

Motion carried. Jim noted the application will be tabled for more information collected.

Adam stated November 6, 6:00.

Jim took a short recess at 7:01 pm.

AGENDA ITEM 2: Off Grid Recovery Community Inc.-Section 18, Bartlett Township, Site Address:
48650 County 23, Verndale, MN 56481 **PID:** 01-0018200

1. Request a CUP to grow either up to 5000 sq. ft. of cannabis in a secured area, to host onsite cannabis events, and operate an onsite thrift store all located in AF-1 Zoning District.

Jason Adams e-mailed and requested to postpone his application until next month.

AGENDA ITEM 3: William Bontrager-Section 8, Eagle Valley, Site Address: 18032 County Rd 78, Eagle Bend, MN 56446 **PID:** 07-0007200

1. Request to add retail sales to existing wholesale greenhouse operation and construct 4 additional greenhouse structures and 2 canopies located in AF-1 Zoning District.

William was present as the applicant.

Staff Findings: Adam read through the staff report. The staff report is available for viewing upon request in the Planning & Zoning Office.

Proposed updated conditions:

1. The greenhouse operator must provide adequate off-street parking for all greenhouse traffic. No parking will be allowed within the road right of way.
2. No loading or unloading of materials will be allowed within the road right of way.
3. The business is restricted to construction of 4 additional greenhouses and 2 canopies as identified in the application. Construction of additional greenhouses will require review by the Planning Commission.
4. Applicant must obtain additional permitting and/or licensing from additional government agencies as necessary.

Correspondence received: None

Public comment: Karen Asfeld, from all of the hoopla on the last one about what are we bringing into the community and area, this is going to be totally opposite. Everybody knows about the Amish green houses and stands and how they are drawing business from multiple cities even St. Cloud, and even restaurant owners have said they can always tell when greenhouses are open as their business picks up, because of all of the consumers who stop somewhere along the line. This is a good addition for Eagle Valley township. Her sister lives close on that road and they live close to Twin Eagle Dairy and talk about trucks running all the time with silage, there is really no concern with semi's coming and traffic to the roads or anything, and thinks with the boards' approval with will be a great addition and good for the community. Talk about the sales tax revenue, they pay just like everyone else and this is a plus, plus, all the way around.

Board discussion:

Roger states it says commercial, but does it include retail sales?

Adam stated the previous permit limited to wholesale only, this application does include retail onsite if this permit is approved.

Ken went through his site visit report. This report may be viewed in full upon request, at the Planning and Zoning office. Suggested a condition to make the driveway wide enough for two-way traffic, otherwise they will be stacked up on the County road, and we wouldn't want that.

Andy asked where will the retail part of the business occur, as that is where the larger parking area needs to be?

William, by the existing greenhouse.

Lloyd asked how long was the driveway?

William stated about a ¼ mile and his plans included widening and building up an area in the center of the driveway.

Andy and Roger talked of widening the approach.

William stated the approach is extra wide, plans to take out the fence to widen it out.

Ken tight on parking now, but ample room to expand fairly quickly.

Andy basically tripling the capacity?

William, yes.

Jim planning on building right away the four?

William stated not right away.

Andy after three years must come back if he only builds two?

Adam read out of the ordinance substantially completed within 36 months, means the necessary permit obtained and acted upon the permit, that not it needs to be completed.

Andy stated more for Williams information.

Jim stated Adam added #3 to allow for the two-way traffic condition.

Ken motioned to approve with the five conditions, Andy seconded.

Conditions:

1. The greenhouse operator must provide adequate off-street parking for all greenhouse traffic. No parking will be allowed within the road right of way.
2. No loading or unloading of materials will be allowed within the road right of way.
3. The driveway access shall be widened to allow for two way traffic prior to the start of operation.
4. The business is restricted to construction of 4 additional greenhouses and 2 canopies as identified in the application. Construction of additional greenhouses will require review by the Planning Commission.
5. Applicant must obtain additional permitting and/or licensing from additional government agencies as necessary.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Yes
Jim Pratt	Yes

Motion carried. Jim noted the application will be presented to the County Board of Commissioners on October 21, 2025.

AGENDA ITEM 4: Amos Byler-Section 03, **Little Sauk Township, Site Address:** 20752 200th Street, Long Prairie, MN 56347 **PID:** 17-0003100

1. Request to establish a machining/repair shop business and construct a 40'x80' building for the operation in AF-1 Zoning District.

Amos was present as the applicant.

Staff Findings: Adam read through the staff report. The staff report is available for viewing upon request in the Planning & Zoning Office.

Proposed conditions:

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

Public comment: None.

Correspondence received: None.

Board discussion:

On Site Visit Report by: Ken, stated no concerns whatsoever. This report may be viewed, in full, at the Planning and Zoning Office, upon request. Ken stated he filled out nine questions on this and has no concerns whatsoever. All looks good to him.

Ken asked if he had been to the township?

Amos, yes.

Lloyd stated it is about time you have something like that over there.

Andy asked if this is a machine shop customizing in repair?

Amos, both.

Ken motioned to approve, Roger seconded with the conditions as presented.

Conditions:

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

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Yes
Jim Pratt	Yes

Motion carried. Jim noted the application will be presented to the County Board of Commissioners on October 21, 2025.

AGENDA ITEM 5: Joseph Bontrager-Section 20, Eagle Valley Township, Site Address: 17849 352nd St., Clarissa, MN 56440 PID: 07-0023500

1. Request to amend CUP#2020-021 to eliminate condition #3, to add an additional 30'x100' greenhouse and a 12'x20' storage space, to eliminate the sheet metal business and construct poly furniture in the existing structure in AF-1 Zoning District.

Joseph was present as the applicant.

Staff Findings: Adam read through the staff report. The staff report is available for viewing upon request in the Planning & Zoning Office.

Proposed conditions:

1. The greenhouse operator must provide adequate off-street parking for all greenhouse traffic. No parking will be allowed within the road right of way.
2. No loading or unloading of materials will be allowed within the road right of way.
3. The business is restricted to construction of one additional greenhouse as identified in the application. Additional greenhouses shall require the review of the Planning Commission.
4. Applicant must obtain additional permitting and/or licensing from additional government agencies as necessary.

Correspondence received: Yes. Adam read aloud the e-mail letter from Zalesak. This letter may be viewed, in full, at the Planning and Zoning office, upon request.

Adam mentioned he took it to mean a township road not a County road, as it is a township road they are on.

Public comment:

Karen Asfeld, from Iona township, just a public comment, not an adjoining neighbor, has visited greenhouses many times, probably since their existence, well written letter that was just read. She stated since she has many relatives in the community in that area, over the years, we have all appreciated everything the Amish have done. Stated she is so glad she has Amish neighbors. But they have been met with such discrimination and hatred from people who just dislike them for being different. The first time they applied for the greenhouse was during covid, and it was a call-in meeting that she had participated in, and it is really frustrating that they are taking the brunt for the road condition, and the traffic and the dust. She has contacted as many townships in Todd County as she can, and had spoken with the late Allen Parish, who was on the Hartford Township board for many years, and he had said the problem is obvious. We don't have these issues in Hartford, we learn to raise the taxes to take care of the roads. Hartford has very nice tar roads. What's happening in Eagle Valley township? Chopped the tar up and went to gravel, said it was cheaper. She stated what's happening in Eagle Valley township, they think it is cheaper with road grading all of the time. She stated she rode the bus route to school for twelve years in Eagle Valley township and she stated two other roads were turned to gravel, during the covid lock down. Do you think they are going to spend any money? Do you think they are going to raise any taxes? During covid, when she found out they wanted to have the land owners be responsible, that is when she reached out to other townships that have these businesses with semi's and traffic, and the other townships have no problem complying and keeping up with the roads. Are these board members too afraid to speak up to the one that is in control of dictating this hatred? She expressed her concerns with the harassment towards the Amish, when the Amish have contributed so much to the community during a time when there has been a decline of farming and income. She is very much in support of this application, and is not in support of the ten-year agreement from previous CUP. She stated, like Allen Parish stated, someone should have the State look into that governing township board, as they are being negligent of upholding their responsibilities.

Board discussion:

Joseph (owner of property) stated his daughter has taken over the business located at this location, and Joseph took the responsibility to help Leroy out. Joseph's business is on 183rd, about half a mile apart, he will attest to John's letter and feels it is unjust charging the young couple with additional \$2,000.00 per year in fees for the road maintenance. He hasn't seen any additional road maintenance, and is leaving it up to the board to decide. Stated do what you think is best.

Jim asked if they chloride any of that?

Joseph, no. Stated they did chloride in front of Nelson's and Steve Yates, who lives North of Clarissa. He stated he didn't know why, but those people did not have to pay for it.

Jim stated you shouldn't have to pay for upkeep if that is not what it's being used for. It's quite obvious what is going on here.

Roger has pig farms around him, no contract, calls contractor and sends the bill to the farmer responsible. Agreed with Jim, especially where they are not blading the road, they should not have to pay an extra \$2,000.

Andy, has anyone confronted the township about not maintaining the road there to a little higher degree?

Joseph, yes, Ramona Ladue, of East West Realty, neighbors to them, she requested road maintenance, and there have been quite a few calls. They did put gravel on 344th Street after the green house season, and stated he appreciates that.

Andy, once this last year they did that?

Joseph, yes.

Andy, is the township aware of the request to terminate the \$2000.00 per year?

Joseph, yes, he was at the meeting, township just laughed at Joseph. Thought maybe it was an absurd request, he guesses.

Lloyd, that doesn't seem fair to have to pay that every year.

Andy, we didn't get any correspondence from the township?

Adam stated, no, the township supervisor was in to his office this past week and Adam offered to write up what he had to say being no one was available from the township to attend the meeting tonight and he would not submit anything for the record.

Ken asked to hear the old condition #3.

Adam re-read the old condition from the existing CUP: An annual donation of \$2,000 to Eagle Valley Township for the next 10 years for continued road maintenance on access roads to the greenhouse. Review must be conducted by the Planning Commission after 10 years to determine the need of a continued donation. This condition lapses in the event of closure of the business.

Ken, stated if they are not getting anything for the \$2,000.00, then scrap that condition completely.

Adam stated that is exactly what this application is requesting and the amendment of adding a second greenhouse, and to convert the metal business to a poly furniture type business.

Ken added, he thought it was over reach by the County to put that \$2,000.00 in there. If anything, they should have required them to get an agreement with the township on the road, but leave the contents of that agreement up to them.

Andy, 25 mph speed limit signs condition been met?

Adam, yes, those signs have been placed. He has confirmed with the township that the \$5,000 up front and the yearly \$2,000 have all been paid and are current.

Andy, looks like the agreement has been met in good faith.

Jim, right, and added it has been kept by Joseph, on his end, but not by the township.

Andy agreed, that is where he was going with it.

Joseph added they prepaid \$1,000 the first of the year, in advance, to see how it would go, as far as road maintenance and there is no difference.

Roger, take that off, and approve the greenhouse addition separate?

Adam explained, it is all one application. It is really an amendment to the existing one. It will be the same CUP except that the condition #3 will be removed, allow one more greenhouse, so, we have a total of two out there, then convert the steel business to the poly furniture business.

Ken stated he did the site visit and doesn't see a problem with an extra greenhouse. It's going to be back behind the existing one, and doesn't think anyone will be able to see it at all.

Andy asked wholesale or retail?

Adam & Ken, retail.

Tim suggested. If Joseph has been paying money forward, and the work has not been done, should we have the County Attorney review the contract?

Adam stated there is no existing contract, it is just meeting the #3 condition of the first CUP.

Roger asked if we needed to add a condition that we are removing the \$2,000.00 annual fee?

Adam stated no, when the commissioners get it, Joseph has already requested to drop that fee as the application request has stated.

Jim stated if that is what the decision is, it would be on here that we recommend amending it and eliminating that third condition.

Tim stated he would feel better about getting the County attorneys opinion on it, and feels it should be reviewed.

Jim agreed, but is the County Attorney going to want to stick his nose in township business?

Andy, that's his job. If there is something illegal going on.

Adam stated separate from this board, we can look into that.

Joseph stated he certainly didn't want to cause any trouble.

Roger stated we've been known to cause trouble.

Joseph added, sometimes you just have to let the dust lay.

Andy stated he understood Joseph's position and reason, but if there is corruption, and not saying there is, it is our responsibility as citizens to ask questions, because if we are all quiet, that allows corruption to persist. That is one of the things we try to prevent.

Adam made the clarification, he should not have had those proposed conditions in there, as when you are amending an existing CUP, you are restricted to the conditions that are there. The request is to remove one. So, really it is just to allow the additional green house, convert to the poly furniture and to remove condition #3 and there will be no new conditions put on that.

Jim, basically amending what exists.

Adam these conditions will stand, minus #3 if you guys decide to remove that. The signs are already in place, they have adequate parking space, the condition to create additional parking space to accommodate peak level of business would still exist, we could still do the review after 10 years, and obviously #6 would be irrelevant because we are adding another green house.

Andy, do we need a review in ten years? Stated he is usually in favor of simplification.

Ken motioned to recommend amending of the original CUP with removing #3 as per the request, and adding the 30' x 100' green house with the 12' x 20' storage structure and converting the sheet metal business to poly furniture.

Jim asked Joseph if that covers everything for you?

Joseph, yes

Motion seconded by Roger.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Yes
Jim Pratt	Yes

Motion carried. Jim noted the application will be presented to the County Board of Commissioners on October 21, 2025.

AGENDA ITEM 6: Alvin Borntreger-Section 17, Iona Township, Site Address: 17916 300th St., Clarissa, MN 56440 PID: 13-0016902

1. Review of CUP-2023-024 and a request to add an additional 34'x148' greenhouse in AF-1 Zoning District.

Alvin was present as the applicant.

Staff Findings: Adam read through the staff report. The staff report is available for viewing upon request in the Planning & Zoning Office.

One note: We have no documented complaints against this site for the existing green house that is there,

Recommendation:

Continuation of the existing CUP and allow the addition of one additional green house.

Conditions: No additional conditions.

Correspondence received: None.

Public comment:

Karen Asfeld, stated she is the next-door neighbor on this one, looking East. It is on a gravel road and shouldn't be any problem, because anybody who has lived on gravel knows just what that is like, and her township seems to be taking care of things.

Board discussion:

On Site Visit Report by: Ken, no trouble building another green house as there is a lot of space. Ken stated maybe a little short on is parking.

Adam stated this allows another greenhouse but the conditions still exists to cover the parking.

Ken, other than that, he has no concerns.

Jim stated he doesn't have anything, pretty simple request.

Roger stated we know who the next-door neighbor is on this one, so we know we are not going to have any problems and motioned to approve with no additional conditions, Andy seconded.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Yes
Jim Pratt	Yes

Motion carried. Jim noted the application will be presented to the County Board of Commissioners on October 21, 2025.

Roger motioned to adjourn and Lloyd seconded. Voice vote to adjourn the March Planning Commission Meeting, no dissention heard. Motion carried and meeting adjourned at 8:09 PM.

Planning Commission Staff Report

October 2, 2025

Completed by: Adam Ossefoort

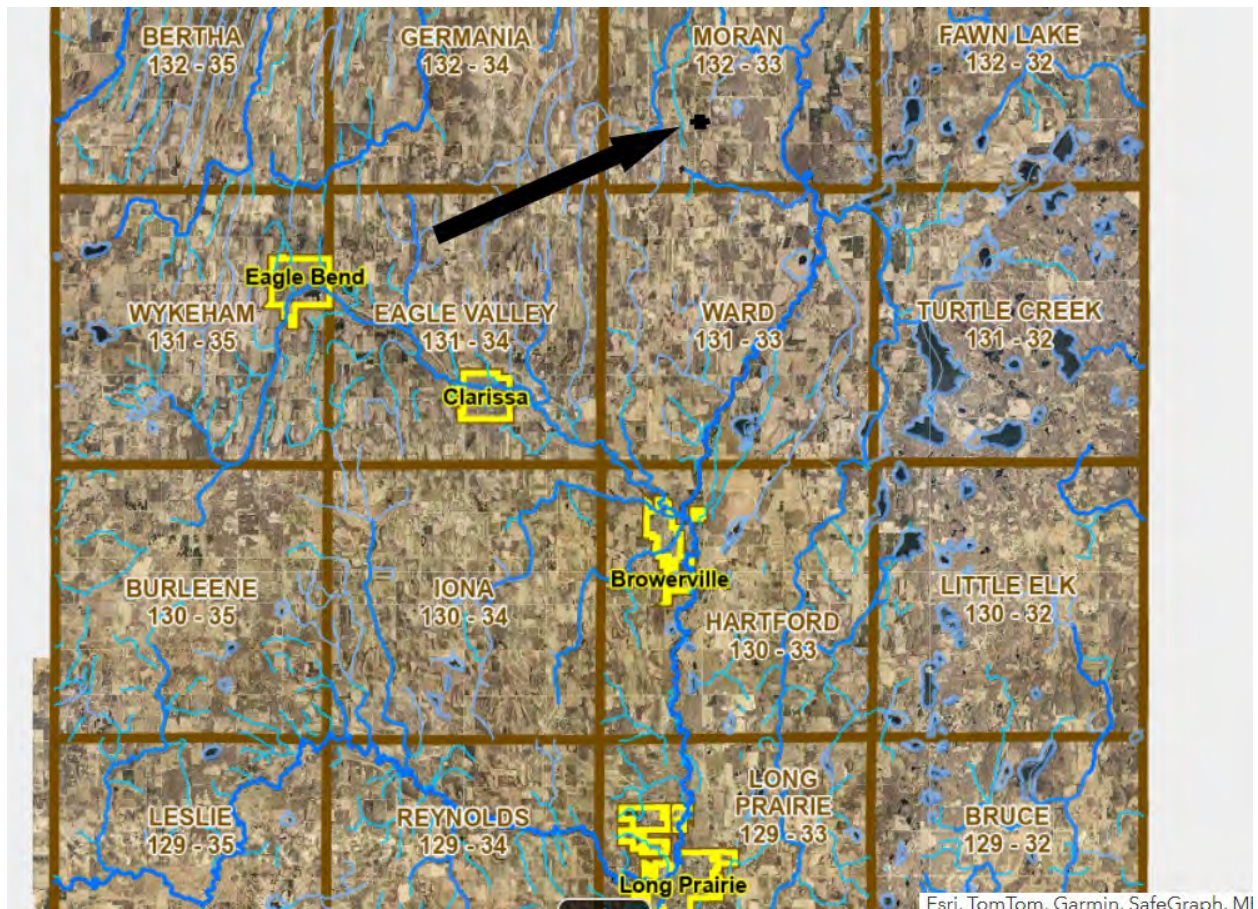
Site visits completed for Robinson site by Adam Ossefoort and Jim Pratt on 8/28/2025

Site visits completed on all other sites by Adam Ossefoort and Ken Hovet 9/24/2025

AGENDA ITEM 1:

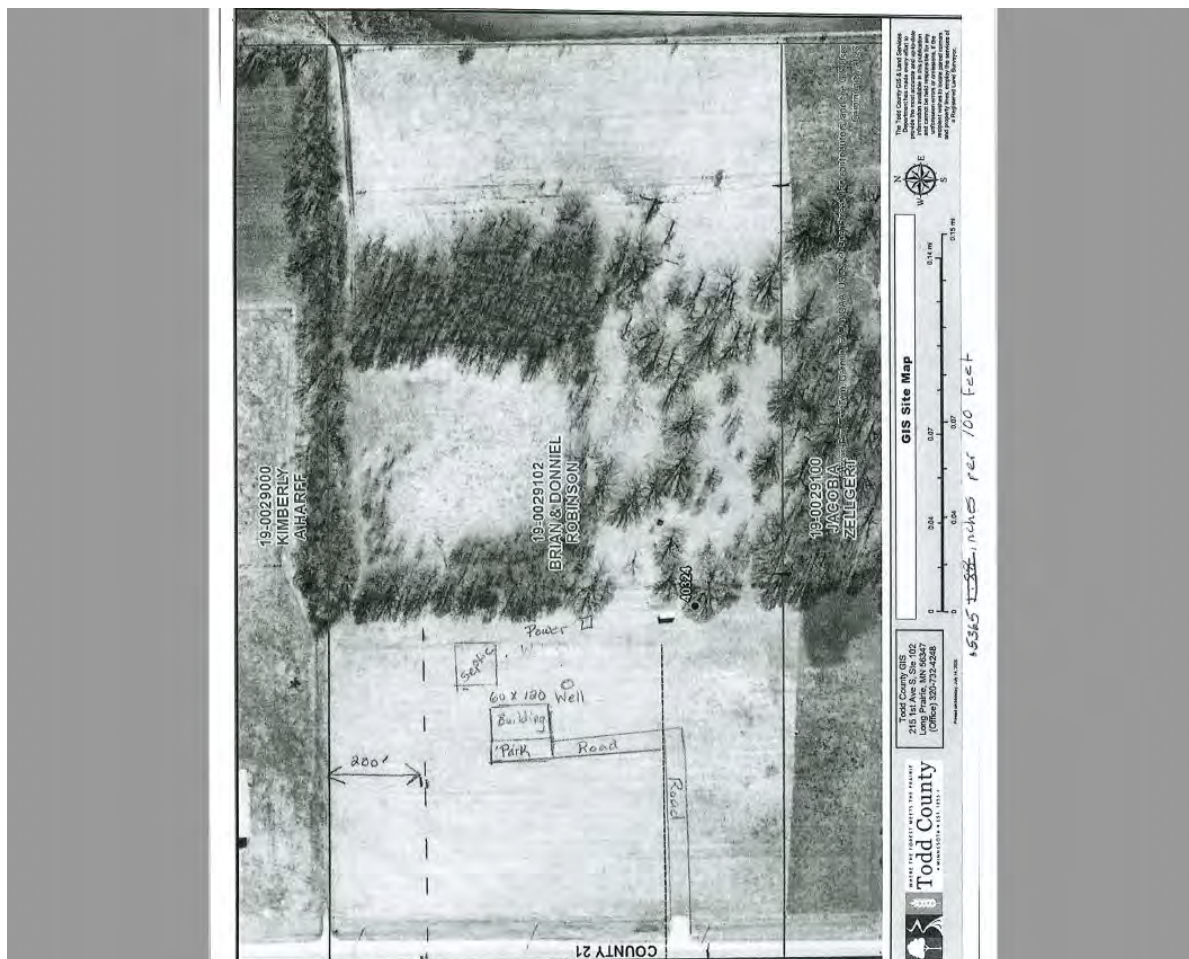
Applicant	Donniel Robinson
PIN	19-0029102
Site Address	40324 County 21
Zoning District	AF2

Applicant Request: Request to build a 60'x120' building to grow cannabis indoors as a licensed microbusiness, according to Statute, in AF2 Zoning.

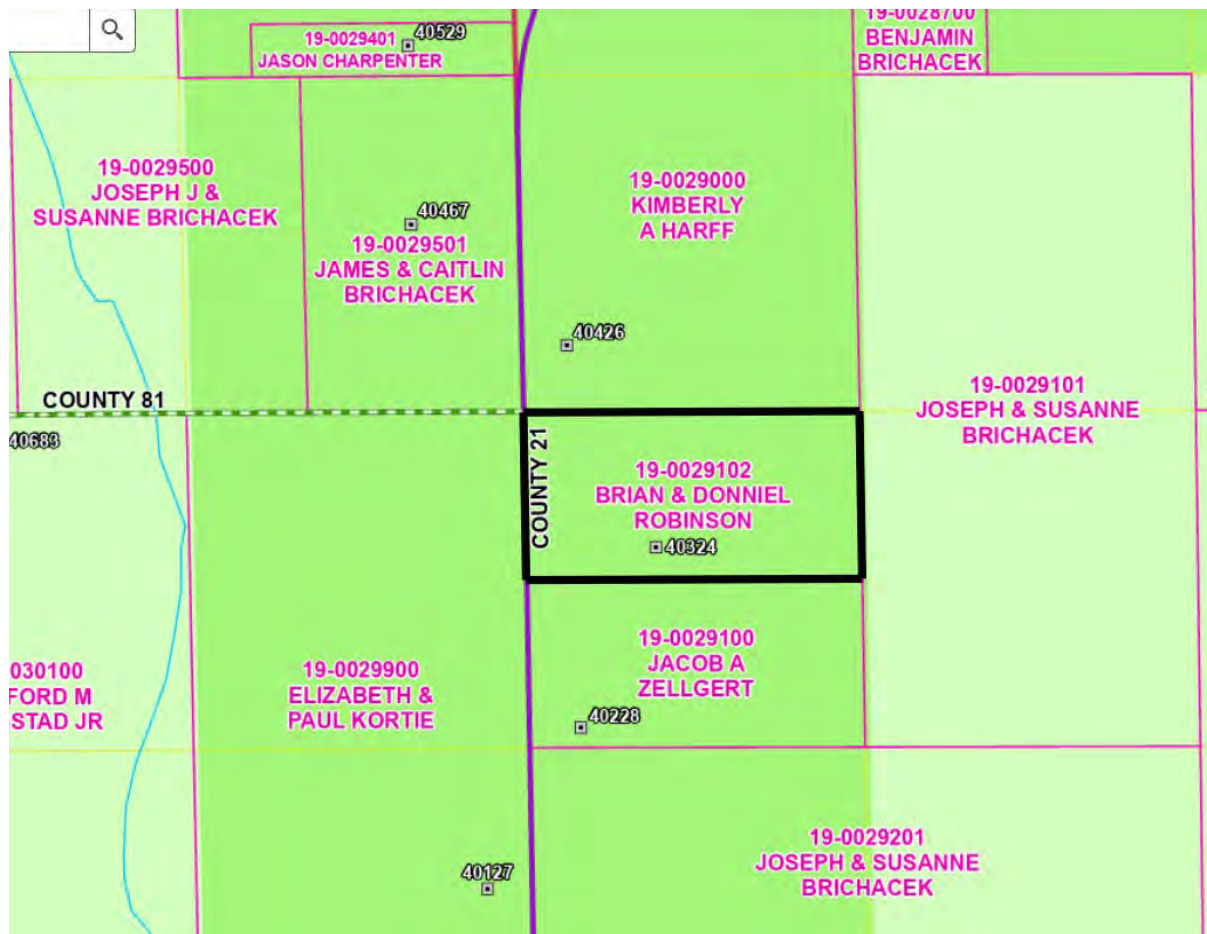




Site Image



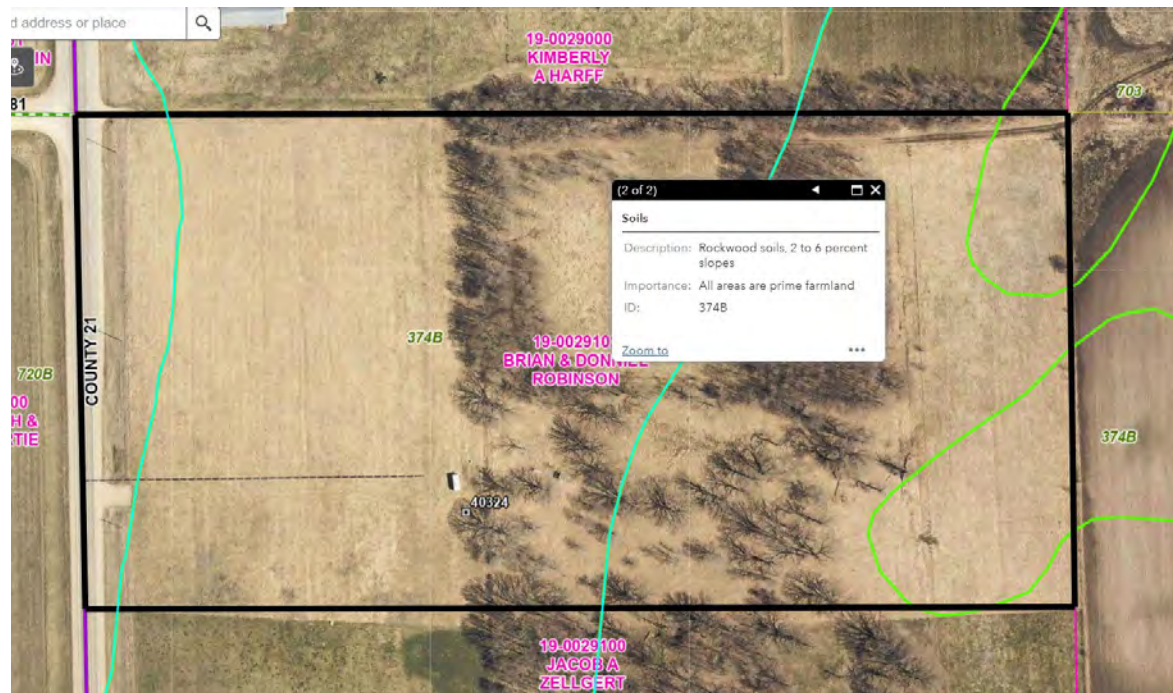
Site Sketch provided in application



Zoning



Topography and wetlands



Soils



Looking north across the property



Looking south



Looking east from County 21



Looking north down County 21 from the site access



Looking south

Application Considerations:

1. Is the use in conformance with the purposes of the Comprehensive Plan?

The Todd County Comprehensive Plan does not specifically address Cannabis related businesses.

Land Use Guiding Principle #1 – Promote and guide the orderly development and growth in Todd County in a fair and common-sense manner.

Land Use Guiding Principle #2 – Optimize the existing and future use of our land resources, to be consistent with good economic development practices and concern for the environment, in ways that minimize conflicts between citizens of the County.

Land Use Guiding Principle #5 – Control the disposal of solid, chemical and hazardous waste in the County.

Economic Development Guiding Principle #2 – Look to local options first but do not become isolationist.

- Recognize that bringing resources in from outside the County might be the only way for significant growth to happen and support the search for reasonable alternatives.

2. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding property.

The proposed Conditional Use would not impede the normal and orderly development of surrounding properties. Reciprocal setbacks do exist for establishment of a school, day care, residential treatment facility, public park, and a residence.

3. The applicant, in the opinion of the Planning Commission, has demonstrated a need for the proposed use and is reasonably related to the overall needs of the County and to the existing land use.

The existing land use of the area is mostly agricultural based. Cannabis is a new industry to the State of Minnesota. This proposal allows for new business to be conducted within Todd County.

4. The use will not create an excessive burden on infrastructure, including parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.

There are no parks, schools, streets or other public infrastructure in the vicinity. The public roadway is a paved County highway intended for higher traffic volumes.

Comment from Loren Fellbaum: "The construction and operation of this building on this parcel will have no measurable impact to the operation of County Road 21."

5. The use will not create a pollution hazard or other detrimental environmental effects both during and after construction. Effects to be considered shall include, but not be limited to, soil erosion and sedimentation, pollution or other degradation of surface waters and ground water supplies, impact on water supply, and adequacy of sewage treatment.

There are no surface waters in the vicinity of concern to the application. Impacts on groundwater supplies and groundwater quality should be considered.

A new septic system is proposed for discharge water from the operation. A standard septic system would be sufficient for normal sewage waste but may not be sufficient for discharge waters from the grow operation.

6. That adequate measures have been or will be taken to sufficiently minimize traffic congestion and provide sufficient off-street parking and loading space to serve the proposed use.

The proposed structure for the operation is set back off the roadway and has adequate space for off-street parking and loading space. Traffic congestion is of minimal concern as the operation is proposed to have no more than 7 total employees (including the owners). This operation will not have any retail sales on the site so customer traffic will be very limited.

7. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, glare, appearance and vibration so that none of these will constitute a public nuisance.

Odors, fumes, dust, and noise would be the main areas of concern with this application. Glare and appearance can be addressed with screening conditions.

The applicant shall demonstrate that all components will not rise to the level of creating a public nuisance.

8. The intensity of the proposed use is not inconsistent with the purposes of this ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.

Cannabis cultivation is identified as a conditional use in AF2 zoning.

Additional Notes:

Minnesota Statute, Chapter 342 was initially established in 2023 to legalize adult use cannabis in the State of Minnesota. The Statute allows for local governments to set reasonable restrictions on the time, place, and manner of the operation of a cannabis business.

Todd County adopted Article XII of the Planning and Zoning Ordinance to establish local standards for cannabis business which took effect on January 1, 2025.

Minnesota Rules, Chapter 9810 was established in April of 2025. Chapter 9810 sets statewide standards for adult use cannabis businesses.

The applicant has received a preliminary microbusiness license from the Office of Cannabis Management.

A microbusiness can:

- **operate:** A single retail location. Can allow on-site consumption on a portion of its premises where customers can consume edible cannabis products and lower-potency hemp edibles.
- **grow:** Up to 5,000 square feet of plant canopy indoors or up to one-half acre of mature flowering plants outdoors.
- **transport:** Between facilities under same license holder.
- **sell:** Immature cannabis plants and seedlings, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, and other products authorized by law to other cannabis businesses and customers.

A retail operation would not be an allowed use in this particular zoning district. The applicants could operate one retail operation but would need to be located offsite from this property.

For indoor cultivation, the canopy is measured by calculating the total square footage of each distinct cultivation area containing mature, flowering cannabis plants. Distinct cultivation areas include trays, tables, and shelves or may be demarcated by trellising, tiers, or other identifiable boundaries. A cannabis cultivator must not plant, propagate, harvest, or store cannabis plants in an area that is not identified in the cultivation plan or at a site that is not approved by OCM to cultivate cannabis.

What is the anticipated water usage of the operation?

Is there discharge water that needs to be treated? If so, how is the water proposed to be treated?

How are waste materials proposed to be managed?

Security of a cannabis business is established in MN Rule 9810. Required security measures consist of an alarm system, video surveillance, lighting, locks, and an immediate response protocol that must be initiated within 30 minutes after a security event occurs. Additional security features can be implemented that do not violate local, state or federal laws.

A cannabis business must also develop, document, implement, and maintain effective security measures that protect against theft and diversion of cannabis products.

A cannabis business may erect a commercial grade fence around the perimeter of the cannabis business. Fencing must meet local standards.

Is there a need for establishment of screening from neighboring properties and the public roadway?

The Office of Cannabis Management by rule has an expediated complaint response protocol. Initial response to the complaint must be provided within 7 days and any necessary inspection must be completed within 30 days.

Options for tonight:

A motion to recommend approval to the County Board of Commissioners with conditions.

A motion to deny the request by establishing findings to support the denial.

A motion to table the request to allow for additional review time.

Proposed Conditions if approved:

1. Establishment of a commercial grade fence around the perimeter of the cannabis operation.
2. All exterior lighting shall be compliant with MN Rule 9810 but shall not cast light beyond the property boundary.
3. Establishment of vegetative screening on the north, west, and south sides of the cannabis operation on the exterior of the fencing. Vegetative screening shall consist of two rows of conifer trees that are no less than 10' tall at the time of planting. Trees in each row shall be offset from each other to provide maximum screening potential.
4. There shall be no signage of the business allowed at any time.
5. Applicant shall allow for periodic review of the property by County staff.
6. Applicant must abide by all other applicable Federal, State, and local standards.

Updates for 10/2/2025 Meeting:

30-minute response protocol (MN Rule 9810.1500) – The rule does not specifically state that the land owner/business owner shall be on site within 30 minutes. A representative, operator, or employees could respond to the protocol within 30 minutes.

Subp. 2. Required security measures.

A. Security measures under this part must include: (1) an alarm system; (2) video surveillance; (3) lighting; (4) locks; and (5) an immediate response protocol that must be initiated within 30 minutes after a security event occurs.

Impact on electrical grid – From Todd-Wadena Electric Cooperative “I did speak with both our operations manager and our staking engineer regarding the cannabis operation. Both confirmed that this service was built with a large enough capacity and even if it were to be overloaded, it would only burn their fuses/equipment not affect the grid. Also, there is no concern for reliability or capacity from a grid perspective if this load were to come to fruition. In short, there should be no concern regarding the capacity or reliability for the community.”

Increased security requirements – Nothing in the Statute or Rule specifically states that the County can or cannot require higher level security than what is stated in the Statute and/or Rule. This is an unknown area but the Statute does state the County can set reasonable standards as to the time, place and manner.

Handling of waste water – Waste water from the cannabis operation needs to be separated from the standard sewage waste from the facility. Components of growing cannabis, such as pesticides or fertilizer, are prohibited from entering a standard septic system. MPCA is currently guiding cannabis business operator to contact MPCA Industrial Waste Division for permitting, if needed.

Air filtration system – MN Rule 9810 requires plans for ventilation and air filtration systems as part of the cultivation plan requirements to receive the state permit.

Property value impacts – Response from Chris Odden, Todd County Assessor – “The primary method used to determine the value of real estate is the “Sales Comparison Approach”.

This method involves the Assessor’s Office reviewing local, similar sales of comparable properties to determine the current value of real estate.

In regards to the cannabis business example you provided; we don’t know what effect, if any, the business will have on the market value of the neighboring properties until we have actual sales of neighboring properties.”

342.13(b) Local Control – states “Except as provided in section 342.22, a local unit of government may not prohibit the establishment or operation of a cannabis business or hemp business licensed under this chapter.”

Options for tonight:

A motion to recommend approval to the County Board of Commissioners with conditions.

A motion to deny the request by establishing findings to support the denial.

A motion to table the request to allow for additional review time.

Proposed Conditions if approved:

1. Establishment of a commercial grade fence around the perimeter of the cannabis operation.
2. All exterior lighting shall be compliant with MN Rule 9810 but shall not cast light beyond the property boundary.
3. Establishment of vegetative screening on the north, west, and south sides of the cannabis operation on the exterior of the fencing. Vegetative screening shall consist of two rows of conifer trees that are no less than 10’ tall at the time of planting. Trees in each row shall be offset from each other to provide maximum screening potential.
4. There shall be no signage of the business allowed at any time.
5. Applicant shall allow for periodic review of the property by County staff.
6. Applicant shall obtain all applicable State licenses prior to the start of operation.
7. Applicant must abide by all other applicable Federal, State, and local standards.

Considerations for denial:

1. Is the proposal in conformance with the Comprehensive Plan?
2. Has adequate information been provided to address the potential for discharge waters that may not enter the standard septic system?
3. Is the intensity of the proposed use reasonable for the area in which the use is proposed?
4. Are there potential negative impacts to surrounding properties that cannot be addressed by conditions? (odors, noises, visual impacts)
5. Is there sufficient access to emergency services?
6. Does any portion of the proposal have a detrimental impact on the health, safety, and welfare of the general public?

AGENDA ITEM 2: Tabled by request of the applicant to the November meeting.

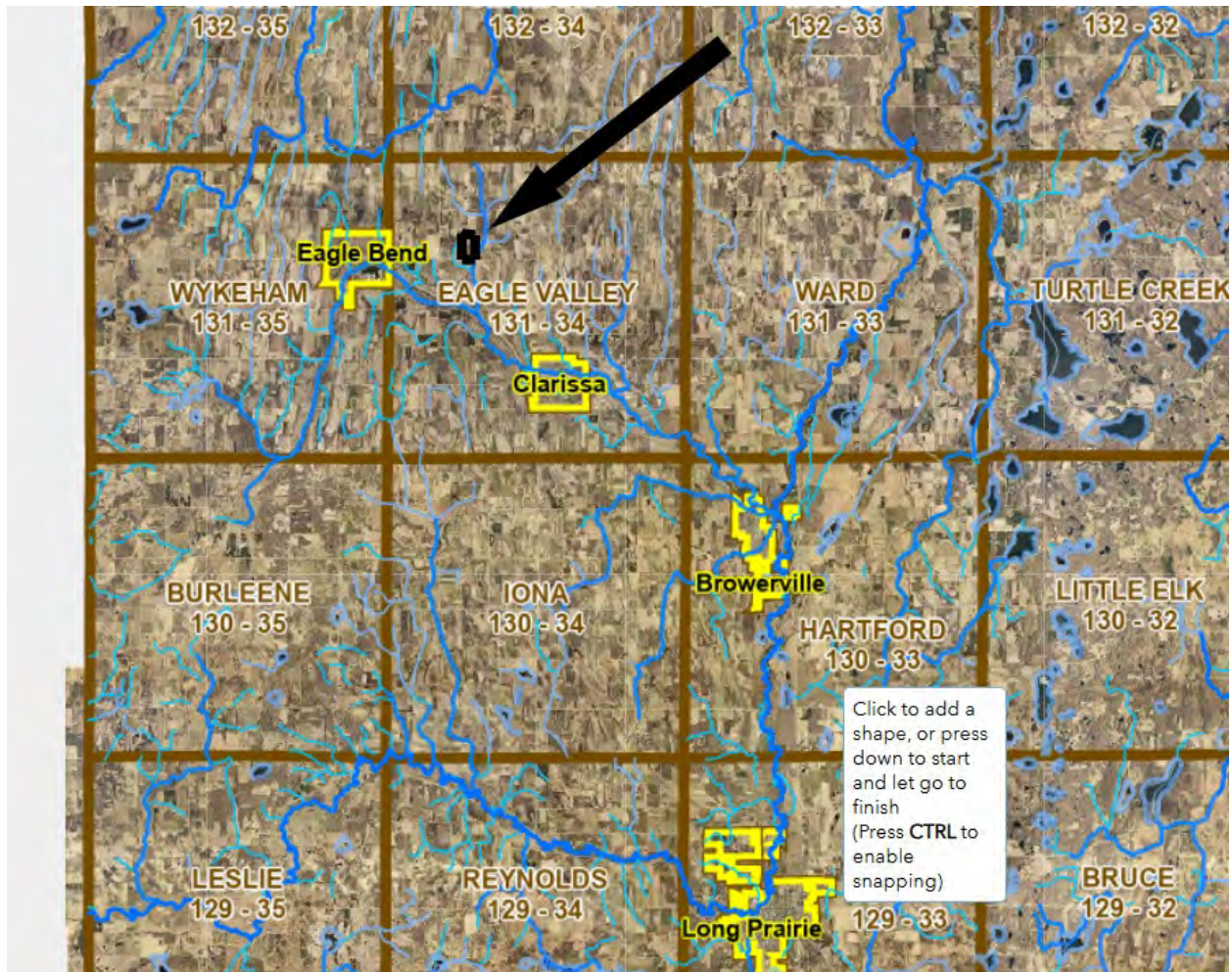
Applicant	Off Grid Recovery Community Inc
PIN	01-0018200
Site Address	48650 County 23
Zoning District	AF1

Applicant Request: Request a CUP to grow either up to 5000 sq. ft. of cannabis in a secured area, to host onsite cannabis events, and operate an onsite thrift store all located in AF-1 Zoning District.

AGENDA ITEM 3:

Applicant	William Bontrager
PIN	07-0007200
Site Address	18032 County Road 78
Zoning District	AF1

Applicant Request: Request to add retail sales to existing wholesale greenhouse operation and construct 4 additional greenhouse structures and 2 canopies.

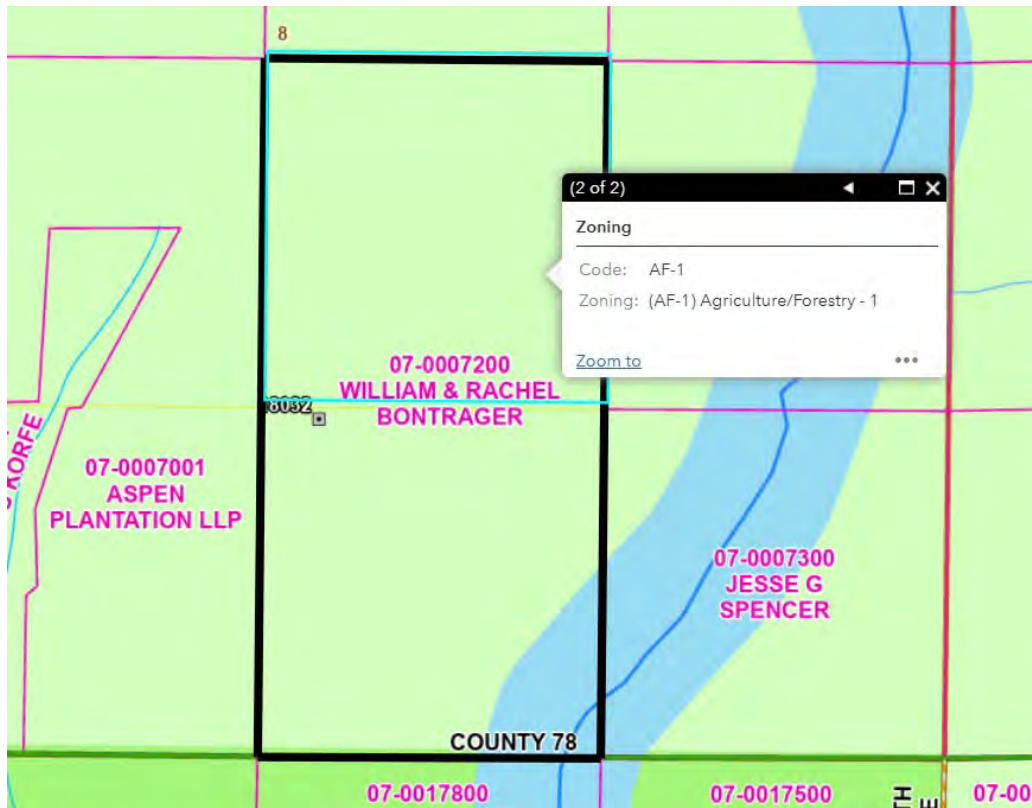




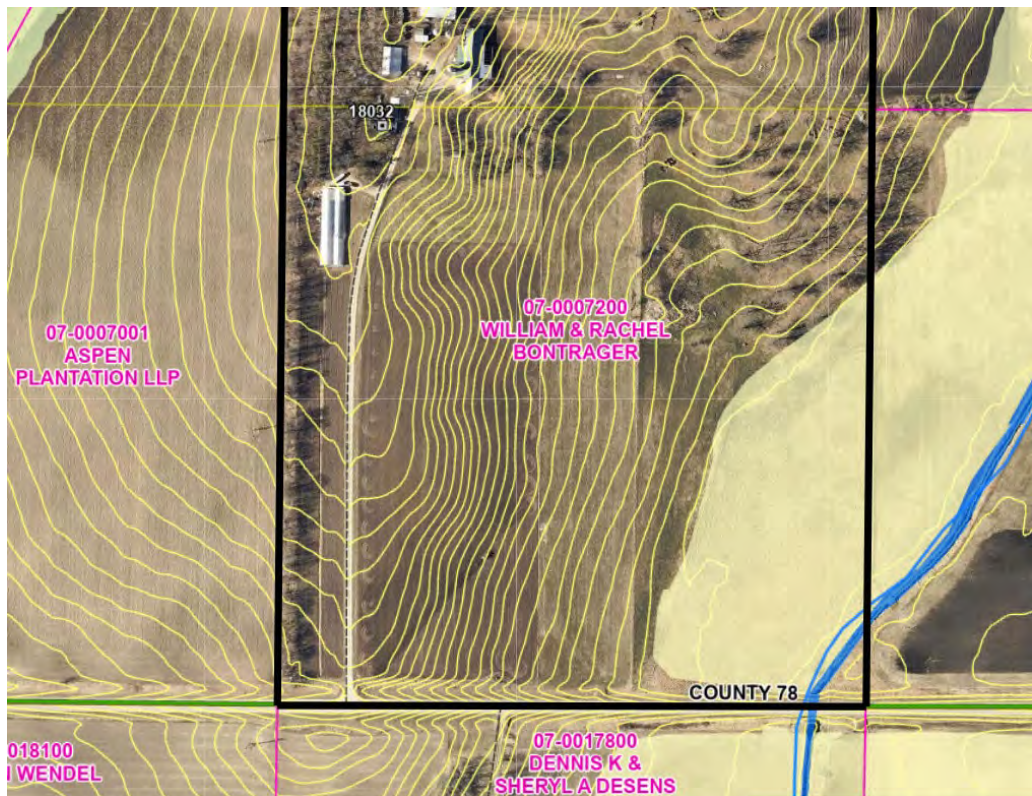
Site Image



Site Sketch from application



Zoning



Topography and wetlands



Soils



Existing greenhouse structures



Existing parking area



Looking south. Proposed greenhouse location.



Looking south from existing greenhouses



Looking northeast. Potential expansion to parking.



Looking north



Looking west down County 78



Looking west



Looking north from County 78

523023

OFFICE OF THE COUNTY RECORDER
TODD COUNTY, MINNESOTA

COUNTY COMPLIANCE FUND: \$11.00
RECORDER TECHNOLOGY FUND: \$10.00
STATE TREASURY GEN FUND: \$10.50
GENERAL ABSTRACT: \$14.50

Certified filed and/or recorded on: December 22, 2020 4:17 PM

Linda Daoust, County Recorder

Well Certificate () Received

Received from: TODD COUNTY PLANNING & ZONING

Returned To: TODD COUNTY PLANNING & ZONING
215 1ST AVE S #103
LONG PRAIRIE, MN 56347

CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: William Bontrager
Mailing Address: 18032 County 78
Eagle Bend, MN 56446

Property Owner: William Bontrager
Mailing Address: 18032 County 78
Eagle Bend, MN 56446

Parcel Number: 07-0007200

REQUEST: Request for Conditional Use Permitting for Wholesale Greenhouse

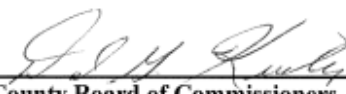
The above entitled matter was heard before the Todd County Planning Commission on the 3rd day of December, 2020, on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

SECT 8 TWP 131 RANG 34
W2 SE4
80.00 ACRES

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2020-026 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. Site is restricted to a wholesale operation only. Conversion or addition of retail sales will require a new application and review by the Planning Commission.



Todd County Board of Commissioners
David Kircher, Chairperson

12/15/2020

Date

Page 1 of 2

Application Considerations:

1. Is the use in conformance with the purposes of the Comprehensive Plan?

Economic Development Guiding Principle #4-

Promote, protect, and support existing business and agriculture.

Land Use Guiding Principle #1-

Promote and guide the orderly development and growth in Todd County in a fair and common-sense manner.

2. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding property.

This proposal will not impact the ability to develop or improve neighboring properties.

3. The applicant, in the opinion of the Planning Commission, has demonstrated a need for the proposed use and is reasonably related to the overall needs of the County and to the existing land use.

The current land use is agricultural. There are agricultural components to this proposal that will provide services in an agricultural area.

4. The use will not create an excessive burden on infrastructure, including parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.

There are no parks, schools, or other public infrastructure of concern other than the roadway.

5. The use will not create a pollution hazard or other detrimental environmental effects both during and after construction. Effects to be considered shall include, but not be limited to, soil erosion and sedimentation, pollution or other degradation of surface waters and ground water supplies, impact on water supply, and adequacy of sewage treatment.

This proposal will cause very little environmental hazard. A recent compliance inspection was completed on the existing septic system. This proposal will not cause any erosion concerns nor does it utilize water resources beyond permitting standards.

6. That adequate measures have been or will be taken to sufficiently minimize traffic congestion and provide sufficient off-street parking and loading space to serve the proposed use.

Traffic congestion is a minor concern as this site is accessed from a paved County Highway. Additional parking may be needed to handle additional customer traffic. Adequate space is available to create additional parking space.

7. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, glare, appearance and vibration so that none of these will constitute a public nuisance.

There are minimal concerns related to public nuisance characteristics.

8. The intensity of the proposed use is not inconsistent with the purposes of this ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.

Commercial greenhouse operations are allowed in AF-1 zoning by conditional use permit.

Additional Notes:

Recommendation:

A motion to recommend approval to the County Board of Commissioners with the following conditions:

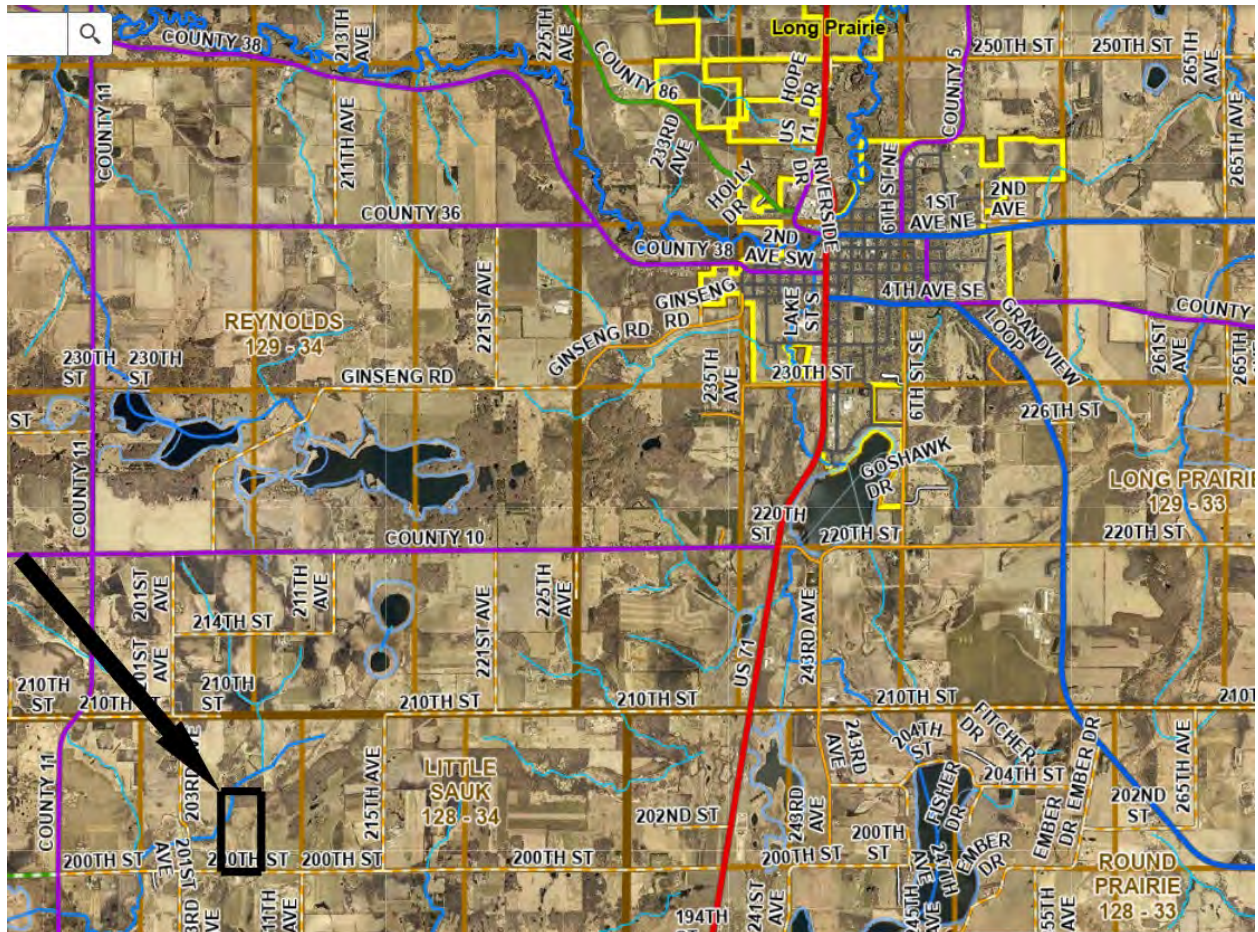
Proposed Conditions:

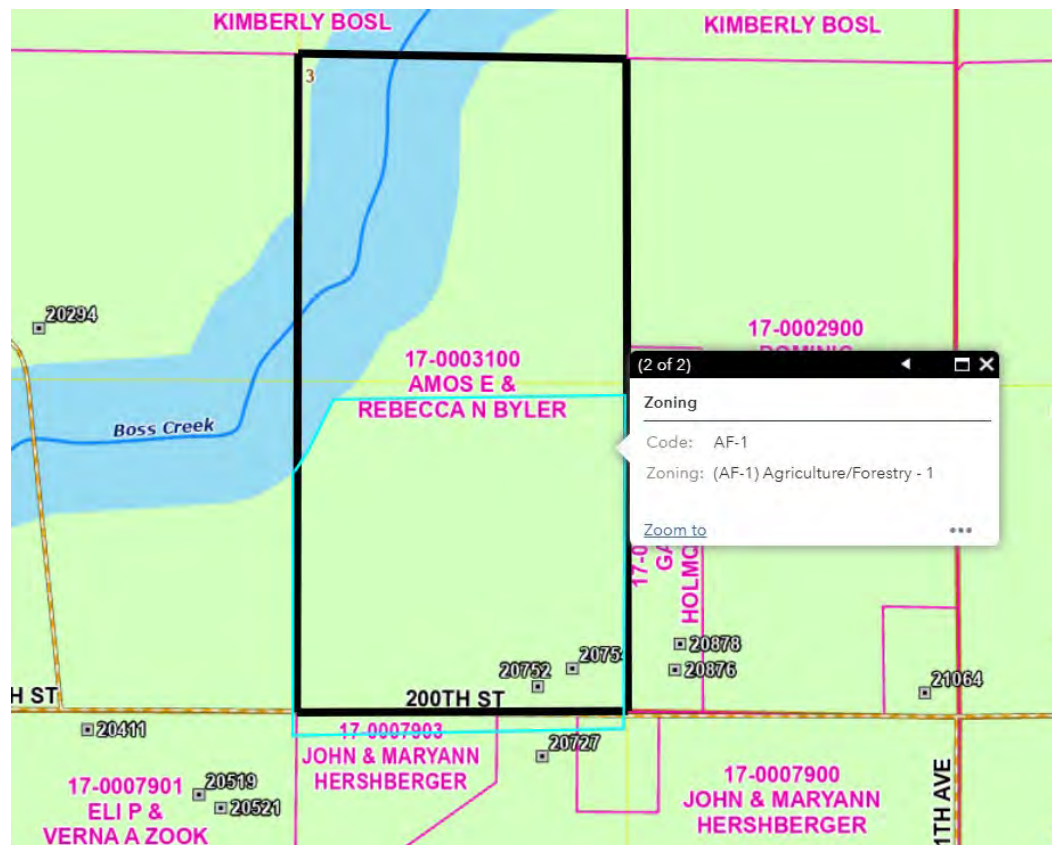
1. The greenhouse operator must provide adequate off-street parking for all greenhouse traffic. No parking will be allowed within the road right of way.
2. No loading or unloading of materials will be allowed within the road right of way.
3. The driveway access shall be widened to allow for two-way traffic prior to the start of operation.
4. The business is restricted to construction of 4 additional greenhouses and 2 canopies as identified in the application. Construction of additional greenhouses will require review by the Planning Commission.
5. Applicant must obtain additional permitting and/or licensing from additional government agencies as necessary.

AGENDA ITEM 4:

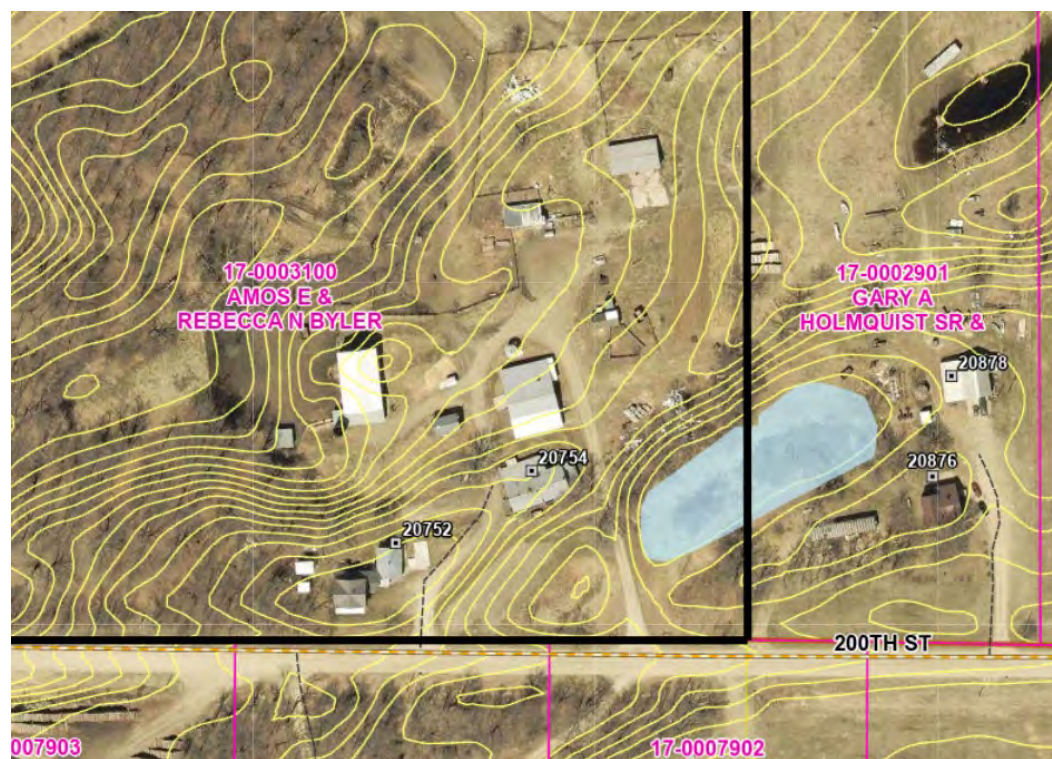
Applicant	Amos Byler
PIN	17-0003100
Site Address	20752 200th Street
Zoning District	AF1

Applicant Request: Request to establish a machining/repair shop business and construct a 40'x80' building for the operation.

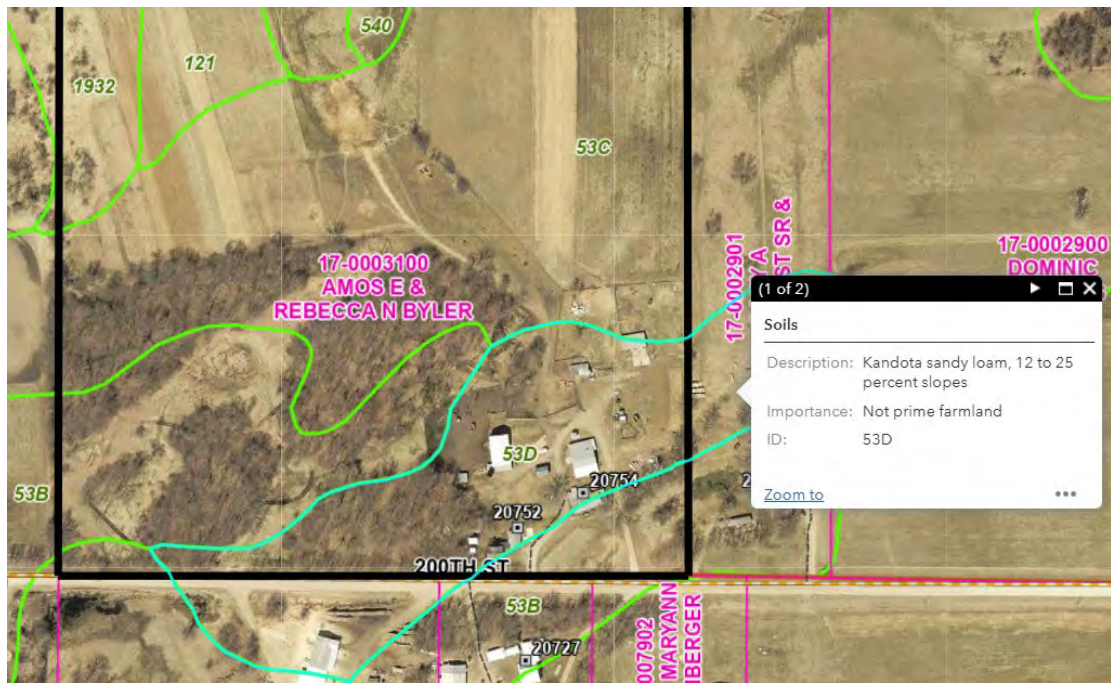




Zoning



Topography and wetlands



Soils



Looking east at proposed building site



Looking west from building site



Looking south at the building site



Looking south from 200th St



Looking east down 200th St



Looking west

Application Considerations:

1. Is the use in conformance with the purposes of the Comprehensive Plan?

Economic Development Guiding Principle #4-
Promote, protect, and support existing business and agriculture.

Land Use Guiding Principle #1-
Promote and guide the orderly development and growth in Todd County in a fair and common-sense manner.

2. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding property.

This proposal will not impact the ability to develop or improve neighboring properties.

3. The applicant, in the opinion of the Planning Commission, has demonstrated a need for the proposed use and is reasonably related to the overall needs of the County and to the existing land use.

This proposal should not have a major impact on roads, infrastructure, or neighboring properties and provides a unique business to produce goods and services within the County.

4. The use will not create an excessive burden on infrastructure, including parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.

There are no parks, schools, or other public infrastructure of concern other than the roadway. There is not an anticipated large increase in traffic to and from the site but there is potential for impacts to the roadway. This is a township-maintained road and the application has been reviewed by the Township.

5. The use will not create a pollution hazard or other detrimental environmental effects both during and after construction. Effects to be considered shall include, but not be limited to, soil erosion and sedimentation, pollution or other degradation of surface waters and ground water supplies, impact on water supply, and adequacy of sewage treatment.

The site is flat and does not have any surface waters of concern in the vicinity. Groundwater will not be utilized for this operation. The septic system on the site has been found to be compliant.

6. That adequate measures have been or will be taken to sufficiently minimize traffic congestion and provide sufficient off-street parking and loading space to serve the proposed use.

Traffic congestion is a minor concern as this proposal is not anticipated to create a large increase in traffic.

7. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, glare, appearance and vibration so that none of these will constitute a public nuisance.

The operation is proposed to be located inside of the building. Outdoor storage of materials shall be conducted in an orderly fashion. There are no other characteristics of the proposal that are anticipated to create public nuisance issues.

8. The intensity of the proposed use is not inconsistent with the purposes of this ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.

Commercial Services are allowed in AF-1 zoning by conditional use permit.

Additional Notes:

Recommendation:

A motion to recommend approval to the County Board of Commissioners with the following conditions:

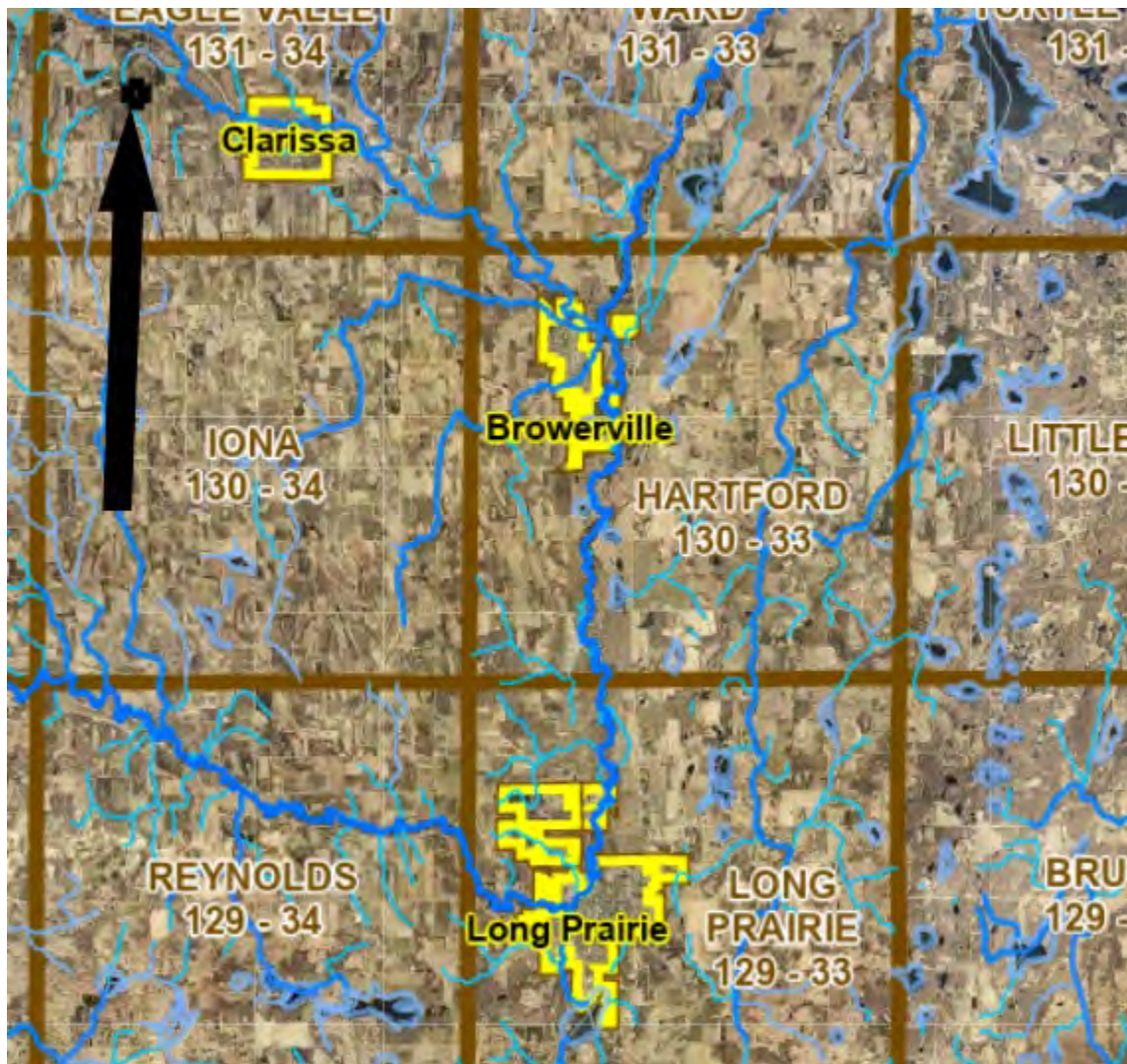
Proposed Conditions:

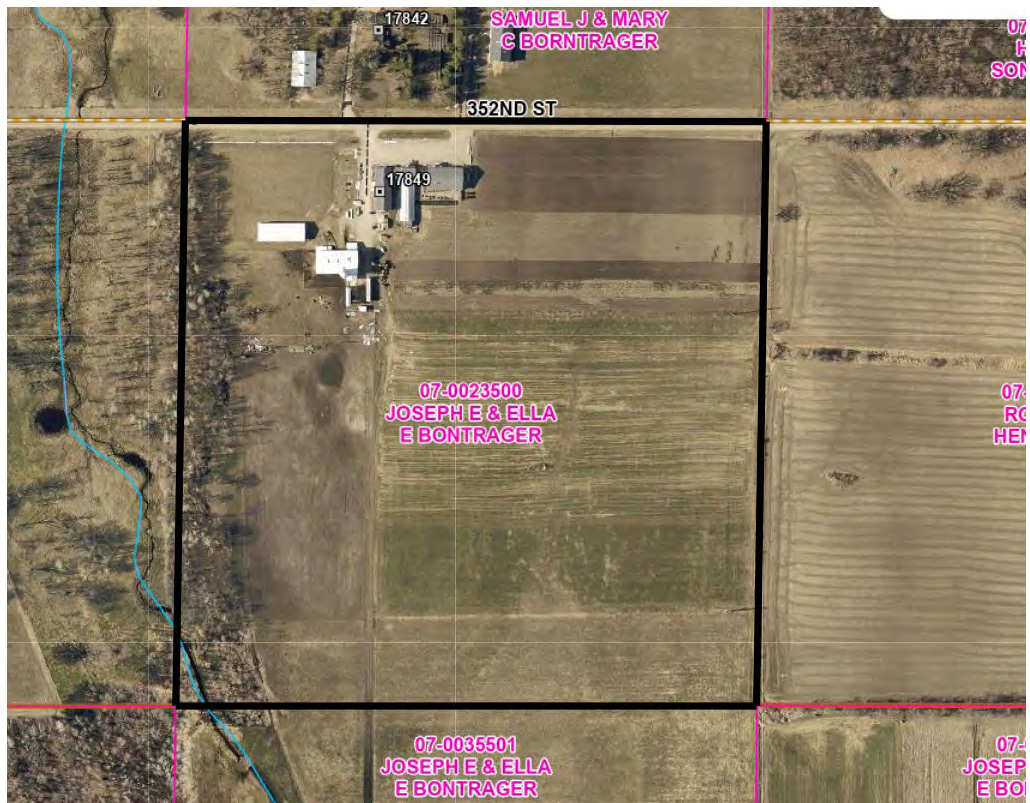
1. Outdoor storage of products shall be allowed but shall be conducted in compliance with Section 9.01B of the Todd County Planning and Zoning Ordinance.
2. There shall be no loading or unloading of materials within the road right of way.
3. Applicant shall abide by all other applicable federal, state,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

AGENDA ITEM 5:

Applicant	Joseph Bontrager
PIN	07-0023500
Site Address	17849 352 nd Street
Zoning District	AF1

Applicant Request: Request to amend CUP#2020-021 to eliminate condition #3, to add an additional 30'x100' greenhouse and a 12'x20' storage space, to eliminate the sheet metal business and construct poly furniture in the existing structure.

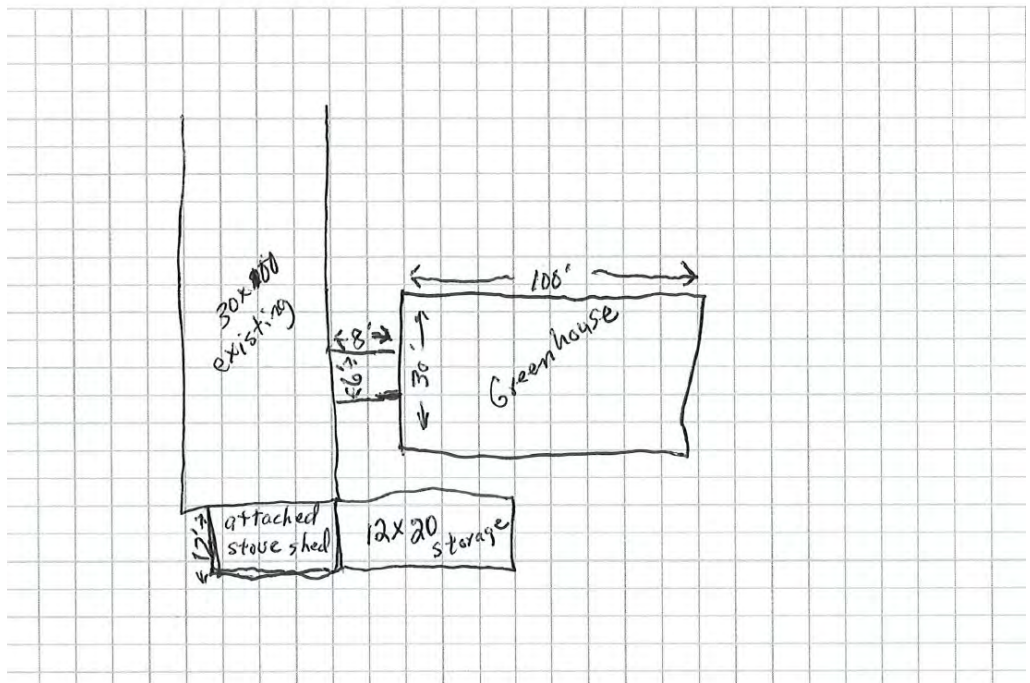




Site Image

Site Plan

Outline how the intended use will be situated on the property including buildings, parking areas, signage, material storage areas, etc.



Site sketch from application



Zoning



Topography and wetlands



Soils



Looking west down 352nd St



Looking east



Looking north from 352nd St



Looking west from secondary driveway



Looking south



Looking southeast



Looking east across parking area

520987

OFFICE OF THE COUNTY RECORDER

TODD COUNTY, MINNESOTA

Certified filed and/or recorded on: August 20, 2020 12:20 PM

Linda Daoust, County Recorder

Well Certificate () Received

Received from: Received from name

TODD COUNTY PLANNING & ZONING

Returned To: 215 1ST AVE S #103

LONG PRAIRIE, MN 56347

CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA
COUNTY OF TODD

In The Matter of: Joseph Bontrager
Mailing Address: 17849 352nd St
Clarissa, MN 56440

Property Owner: Joseph Bontrager
Site Address: 17849 352nd St
Clarissa, MN 56440

Parcel Number: 07-0023500

REQUEST: After-the-Fact request for Establishment of a sheet metal sales business and a retail greenhouse.

The above entitled matter was heard before the Todd County Planning Commission on the 6th day of August, 2020, on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

SECT 20 TWP 131 RANG 34 SE4 SW4
40.00 ACRES

Record this document in: X abstract records torrens records.

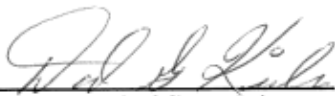
IT IS ORDERED that the Conditional Use # CUP-2020-021 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. Placement of six 25 mph speed limit signs at locations requested by the Township at the expense of the business owner. Signs must be placed in accordance with all applicable signage requirements.
2. A one-time donation of \$5000 to Eagle Valley Township for placement of gravel on access roads to the greenhouse.
3. An annual donation of \$2000 to Eagle Valley Township for the next 10 years for continued road maintenance on access roads to the greenhouse. Review must be conducted by the Planning Commission after 10 years to determine the need of a continued donation. This condition lapses in the event of closure of the business.

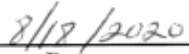
(Continued)

Page 1 of 2

4. Create additional parking space on site to accommodate the peak level of business. No parking will be allowed along the roadway nor within the road right of way.
5. Annual review by the Planning Commission for the first 2 years of operation followed by a review in the 10th year of operation.
6. Business is limited a single greenhouse. Additional greenhouses require review of the Planning Commission.



Todd County Board of Commissioners
David Kircher, Chairperson



Date

Application Considerations:

1. Is the use in conformance with the purposes of the Comprehensive Plan?

Economic Development Guiding Principle #4-
Promote, protect, and support existing business and agriculture.

Land Use Guiding Principle #1-
Promote and guide the orderly development and growth in Todd County in a fair and common-sense manner.

2. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding property.

This proposal will not impact the ability to develop or improve neighboring properties.

3. The applicant, in the opinion of the Planning Commission, has demonstrated a need for the proposed use and is reasonably related to the overall needs of the County and to the existing land use.

The current land use is agricultural. There are agricultural components to this proposal that will provide services in an agricultural area.

4. The use will not create an excessive burden on infrastructure, including parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.

The main concern with this application is for the public road way. This is a township-maintained gravel road. Higher traffic volumes are expected during the spring for greenhouse sales.

5. The use will not create a pollution hazard or other detrimental environmental effects both during and after construction. Effects to be considered shall include, but not be limited to, soil erosion and sedimentation, pollution or other degradation of surface waters and ground water supplies, impact on water supply, and adequacy of sewage treatment.

This proposal will cause very little environmental hazard. A new septic system was recently installed on this property and is compliant. This proposal will not cause any erosion concerns nor does it utilize water resources beyond permitting requirements.

6. That adequate measures have been or will be taken to sufficiently minimize traffic congestion and provide sufficient off-street parking and loading space to serve the proposed use.

Traffic congestion is of minimal concern and adequate off-street parking is available for the business with additional space available for expanded parking.

7. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, glare, appearance and vibration so that none of these will constitute a public nuisance.

The main area of concern would be with dust from the roadway during higher traffic times. There would be minimal other concerns that would rise to the point of a public nuisance.

8. The intensity of the proposed use is not inconsistent with the purposes of this ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.

Commercial Greenhouse operations are allowed in AF-1 zoning by conditional use permit.

Additional Notes:

Options for tonight:

A motion to recommend approve of the amendment to the existing CUP as requested.

A motion to recommend approval of a portion of the request.

Deny the amendment to the CUP.

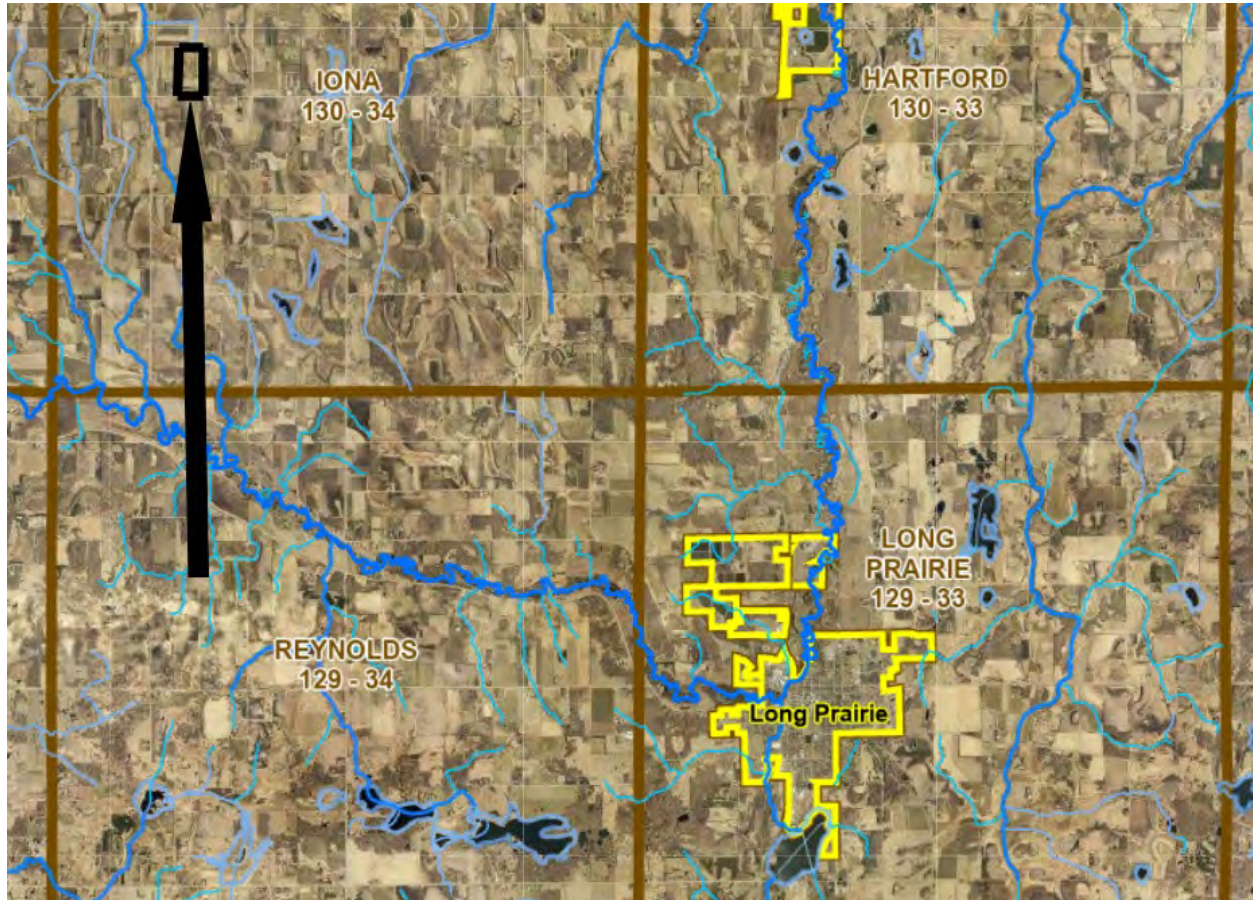
Proposed Conditions:

1. The greenhouse operator must provide adequate off-street parking for all greenhouse traffic. No parking will be allowed within the road right of way.
2. No loading or unloading of materials will be allowed within the road right of way.
3. The business is restricted to construction of one additional greenhouse as identified in the application. Additional greenhouses shall require the review of the Planning Commission.
4. Applicant must obtain additional permitting and/or licensing from additional government agencies as necessary.

AGENDA ITEM 6:

Applicant	Alvin Borntreger
PIN	13-0016902
Site Address	17916 300th Street
Zoning District	AF1

Applicant Request: Review of CUP-2023-024 and a request to add an additional 34'x148' greenhouse in AF1 Zoning.

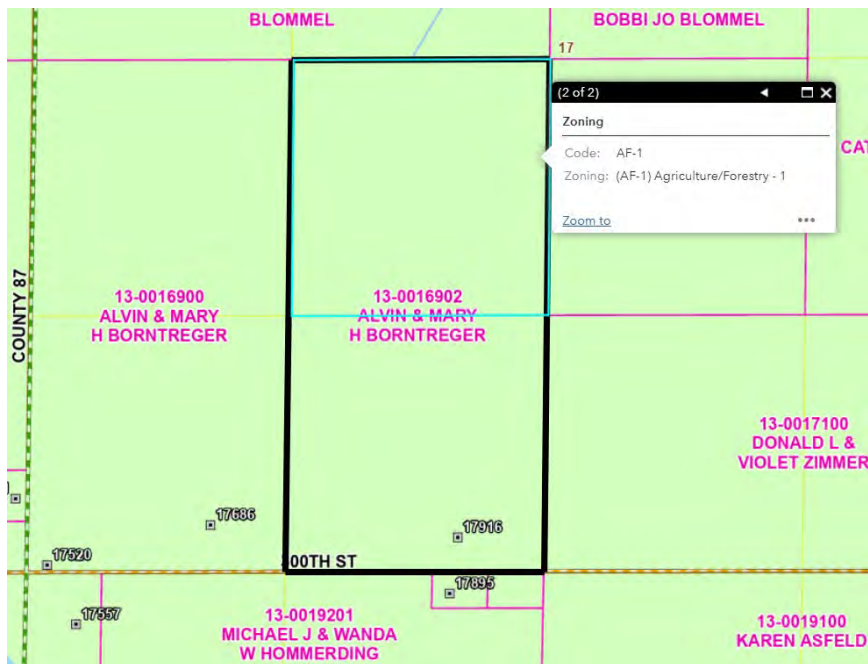




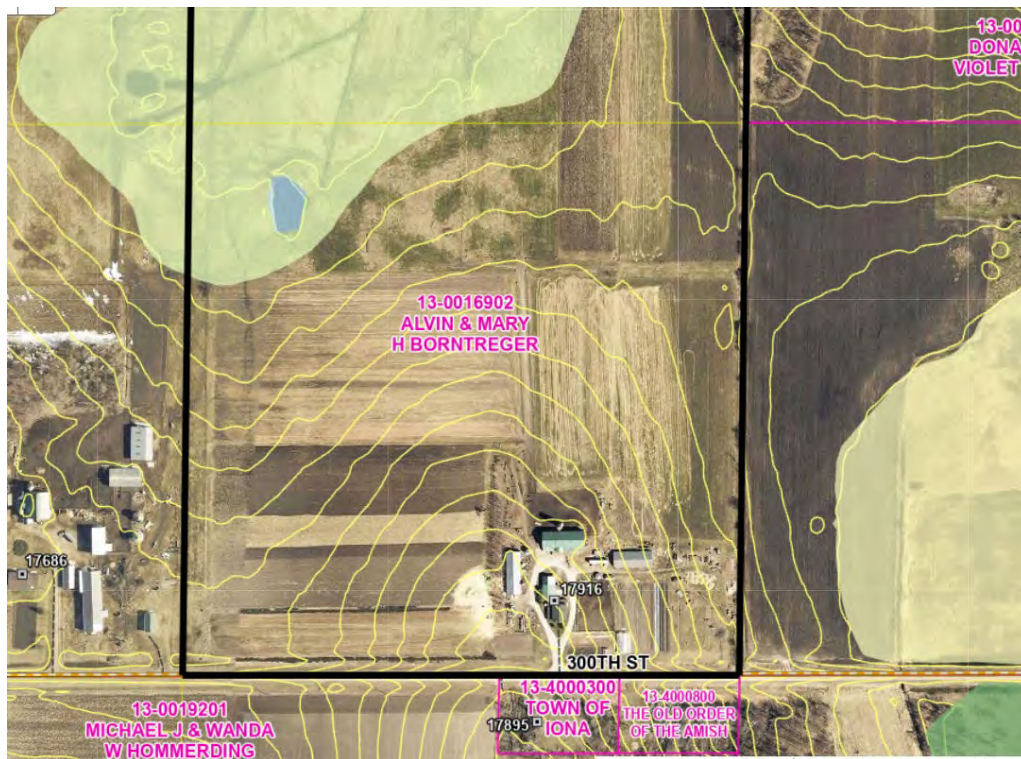
Site Image



Site sketch from application



Zoning



Topography and wetlands



Soils



Looking west down 300th St



Looking east



Looking north into the property



Looking northwest. Proposed greenhouse location



Looking west

COUNTY OF TODD

In The Matter of: Alvin Borntrager and Mary H. Borntreger
Mailing Address: 17916 300th St.
Clarissa, MN 56440

Property Owner: Alvin Borntrager and Mary H. Borntreger
Mailing Address: 17916 300th St.
Clarissa, MN 56440

Site Address: 17916 300th St., Clarissa, MN **Parcel Number:** 13-0016902

REQUEST: Request for a Conditional Use Permit for the establishment of a retail greenhouse in AF-1 Zoning.

The above entitled matter was heard before the Todd County Planning Commission on the 7th day of December, 2023 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

Real property in Todd County, MN, E2 SW4 80 ACRES, Section 17, Township 130, Range 34 West of the Fifth Principal Meridian together with all hereditaments and appurtenances belonging thereto (the Property).

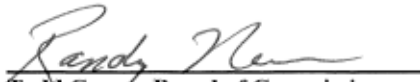
Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2023-024 be (granted, denied) as upon the following conditions, changes or reasons:

1. The greenhouse operator must provide adequate off-street parking for all greenhouse traffic. No parking will be allowed within the road right of way.
2. No loading or unloading of materials will be allowed within the road right of way.
3. The business is restricted to construction of a single greenhouse. Construction of additional greenhouses will require review by the Planning Commission.
4. Business signage must abide by the Todd County Planning and Zoning Ordinance. Placement of signage within the road right of way shall require approval from Todd County Public Works.

Page 1 of 2

5. Applicant must obtain additional permitting and/or licensing from additional government agencies as necessary.


Todd County Board of Commissioners
Randy Neumann, Chairperson

12/19/23
Date

Application Considerations:

1. Is the use in conformance with the purposes of the Comprehensive Plan?

Economic Development Guiding Principle #4-

Promote, protect, and support existing business and agriculture.

Land Use Guiding Principle #1-

Promote and guide the orderly development and growth in Todd County in a fair and common-sense manner.

2. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding property.

No negative impacts are expected to affect the development or improvement of surrounding properties. The establishment of a greenhouse will not limit neighboring properties.

3. The applicant, in the opinion of the Planning Commission, has demonstrated a need for the proposed use and is reasonably related to the overall needs of the County and to the existing land use.

There is a high demand for the products produced through a greenhouse. This provides an opportunity of business to be conducted within Todd County.

4. The use will not create an excessive burden on infrastructure, including parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.

There is minimal public infrastructure in the vicinity of this site. The main area of the concern would be the public roadway. This is proposed as a retail greenhouse. Traffic will be entering and exiting the site frequently during the busy spring season. The site is located on a gravel road maintained by the Township.

5. The use will not create a pollution hazard or other detrimental environmental effects both during and after construction. Effects to be considered shall include, but not be limited to, soil erosion and sedimentation, pollution or other degradation of surface waters and ground water supplies, impact on water supply, and adequacy of sewage treatment.

Minimal environmental effects due to the site being relatively flat and no surface waters in the vicinity. This is a greenhouse so it will utilize water resources for plant growth, but it is not expected to reach permitting requirements.

6. That adequate measures have been or will be taken to sufficiently minimize traffic congestion and provide sufficient off-street parking and loading space to serve the proposed use.

This is proposed as a retail greenhouse, therefore, there will be traffic to and from the site. The applicant has identified an area for future parking of customers and has an established loop through driveway for flow of traffic.

7. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, glare, appearance and vibration so that none of these will constitute a public nuisance.

There are minimal concerns related to odors, fumes, dust, noise, glare, appearance and vibration.

8. The intensity of the proposed use is not inconsistent with the purposes of this ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.

Greenhouses are an allowable land use in AF1 zoning by Conditional Use Permitting.

Additional Notes:

There have been no documented complaints against this site for the existing greenhouse operation.

Recommendation:

A motion to recommend a continuation of the existing CUP and allow the addition of one additional greenhouse.

Proposed Conditions:

1. No additional conditions.



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	20251021-15
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Bontrager Request for CUP
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Date of Meeting: 10/21/2025	Agenda Time Requested: 5	☐ Consent Agenda
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Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
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Background: Supporting Documentation enclosed ☒
--

An application for CUP to establish a retail greenhouse operation with the addition of 4 greenhouses and 2 canopies on parcel 07-0007200 (Eagle Valley TWP) was submitted on September 8, 2025. The application was reviewed by the Planning Commission during the October public hearing. The final recommendation from the Planning Commission was to grant the CUP with the conditions below.

Options:

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

Recommendation:

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

1. The greenhouse operator must provide adequate off-street parking for all greenhouse traffic. No parking will be allowed within the road right of way.
2. No loading or unloading of materials will be allowed within the road right of way.
3. The driveway access shall be widened to allow for two-way traffic prior to the start of operation.
4. The business is restricted to construction of 4 additional greenhouses and 2 canopies as identified in the application. Construction of additional greenhouses will require review by the Planning Commission.
5. Applicant must obtain additional permitting and/or licensing from additional government agencies as necessary.

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal

CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: William and Rachel Bontrager
Mailing Address: 18032 County Rd 78
Eagle Bend, MN 56446

Property Owner: William and Rachel Bontrager
Mailing Address: 18032 County Rd 78
Eagle Bend, MN 56446

Site Address: 18032 County Rd 78, Eagle Bend, MN 56446

Parcel Number: 07-0007200

REQUEST:

1. Request to add retail sales to existing wholesale greenhouse operation and construct 4 additional greenhouse structures and 2 canopies located in AF-1 Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 2nd day of October, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

The W1/2 of the SE1/4, Section 8, Township 131, Range 34, Todd County, Minnesota.

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-025 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. The greenhouse operator must provide adequate off-street parking for all greenhouse traffic. No parking will be allowed within the road right of way.
2. No loading or unloading of materials will be allowed within the road right of way.
3. The driveway access shall be widened to allow for two-way traffic prior to the start of operation.

4. The business is restricted to construction of 4 additional greenhouses and 2 canopies as identified in the application. Construction of additional greenhouses will require review by the Planning Commission.
5. Applicant must obtain additional permitting and/or licensing from additional government agencies as necessary.

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

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

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

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

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



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion	☐ Report	20251021-16
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

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

Date of Meeting: 10/21/2025	Agenda Time Requested: 5	☐ Consent Agenda
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Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: Supporting Documentation enclosed ☒
--

An application for CUP to establish a machining and repair business on parcel 17-0003100 (Little Sauk TWP) was submitted on September 5, 2025. The application was reviewed by the Planning Commission during the October public hearing. The final recommendation from the Planning Commission was to grant the CUP with the conditions below.

Options:

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

Recommendation:

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

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

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

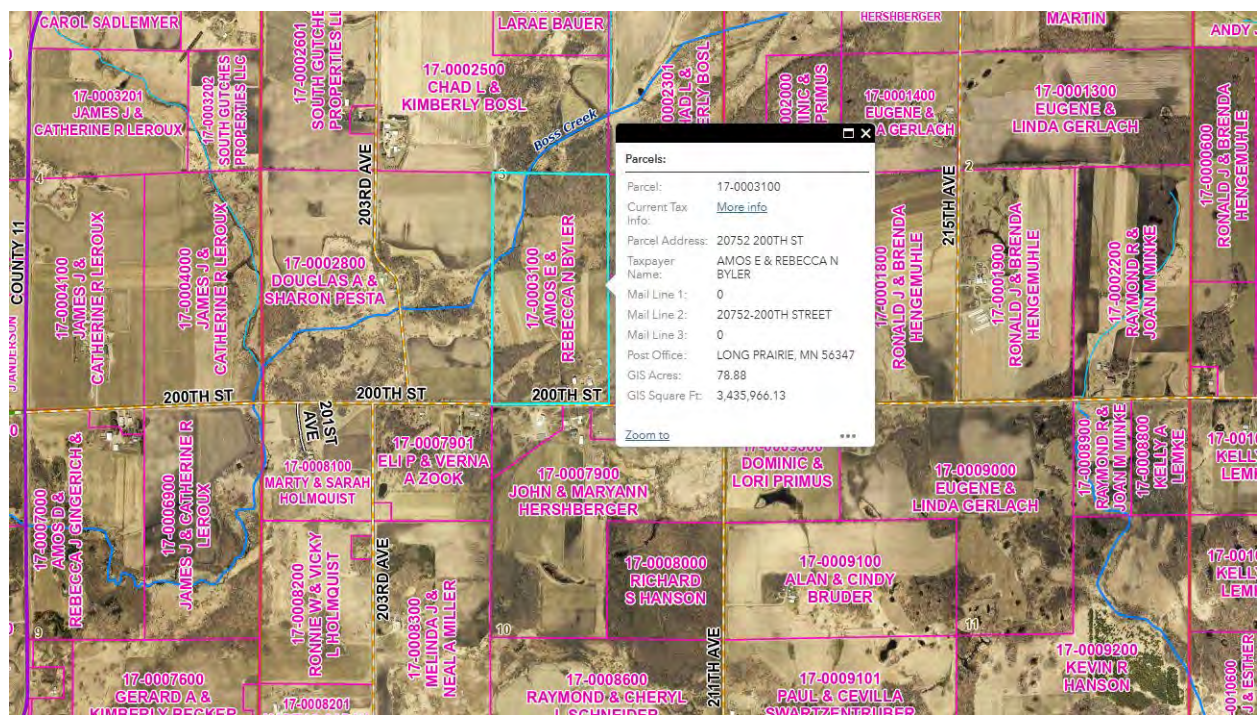
Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal



CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Amos E. and Rebecca N. Byler
Mailing Address: 20752 200th Street
Long Prairie, MN 56347

Property Owner: Amos E. and Rebecca N. Byler
Mailing Address: 20752 200th Street
Long Prairie, MN 56347

Site Address: 20752 200th Street, Long Prairie, MN 56347

Parcel Number: 17-0003100

REQUEST:

1. Request to establish a machining/repair shop business and construct a 40'x80' building for the operation in AF-1 Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 2nd day of October, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

West Half of the Southeast Quarter (W 1/2 SE 1/4) of Section 3, Township 128 North, Range 34 W of the 5th P.M., Todd County, Minnesota according to the United States Government Survey thereof.

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-026 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

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

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

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

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

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

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



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	20251021-17
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Bontrager Request for CUP amendment
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Date of Meeting: 10/21/2025	Agenda Time Requested: 5	☐ Consent Agenda
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Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: Supporting Documentation enclosed ☒
--

An application to amend CUP #2020-021 to eliminate conditions #3, to add an additional 30'x100' greenhouse and a 12'x20' storage space, to eliminate the sheet metal business, and to construct poly furniture in the existing structure was submitted on September 8th, 2025. The site is located on parcel 07-0023500 (Eagle Valley TWP). The Planning Commission reviewed the application during the October public hearing. The final recommendation from the Planning Commission was to grant the amendment as requested.

Options:

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

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Adopt the findings of the Planning Commission and grant the CUP amendment as requested.

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

Adam Ossefoort

From: Jon Zálesák <jzalesak@gmail.com>
Sent: Tuesday, September 30, 2025 5:04 PM
To: Adam Ossefoort
Subject: Comments for the October 2 CRP meeting

TODD COUNTY SECURITY NOTICE:

This email originated from an external sender. Please exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact MIS.

Dear Mr Ossefoort,

I would like to express some support for the future use of land and its development by my neighbors to the south and northeast of me. My family and I have lived in Clarissa at our current address (34974 183rd Ave) since 1999 (past 26 years). We were here before the cash crop lands were sold-off in mass to the Amish family farms. Here are a couple of observations I'd like to share.

- We have witnessed an improvement in quality of life and soil, since our neighbors practice a more responsible use of property. My neighbors are good stewards of land. They have worked to clear the air of pesticides and herbicides, we support their organic farm methods and are thankful we are not indirectly in the path or down wind of the large scale farm corporations' crop control chemical applications.
- The greenhouse businesses are seasonal and provide the city and lake dwellers access to wholesome garden plants grown locally by neighbors who genuinely care about the plants they sell.
- We'd like to express our disappointment in Todd County for not providing road maintenance services during the height of the Greenhouse season. We live between the neighbors' green houses, we see more traffic than those who live on one side or the other. The majority of traffic is predictably seasonal (mostly May through June) and heaviest is on Saturdays. At first it was car traffic but now we see more trucks with trailers as the businesses diversify. The truck traffic creates more dust and with our house near the road, the incoming dust covers everything inside and out. We feel somewhat like Charlie Brown's friend Pig Pen.
- Todd County did not maintain the roads at all during the seven weeks of the 2025 Greenhouse traffic, their contracted service to our road is generally poor to average. Todd County did not provide the dust control (application of calcium chloride) they promised. And the majority of cars and trucks who visit our neighborhood do not obey the posted speed limit of 25 miles per hour. I only mention these disappointments because our neighbors were charged extra so these precautions could be provided by Todd county. We have a child with special needs and these concerns are primarily mentioned for her safety.

Unfortunately I am unable to attend the meeting to share these thoughts and concerns with whom they will concern but I learned of the meeting too late by word of mouth that it will be held the day after tomorrow.

Best Regards,
Jon Zalesak
34974 183rd Ave
Clarissa, MN 56440

CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Joseph Bontrager
Mailing Address: 34928 183rd Ave.
Clarissa, MN 56440

Property Owner: Joseph Bontrager
Mailing Address: 34928 183rd Ave.
Clarissa, MN 56440

Site Address: 17849 352nd St., Clarissa, MN 56440
Parcel Number: 07-0023500

REQUEST:

1. Request to amend CUP#2020-021 to eliminate condition #3, to add an additional 30'x100' greenhouse and a 12'x20' storage space, to eliminate the sheet metal business and construct poly furniture in the existing structure.

The above entitled matter was heard before the Todd County Planning Commission on the 2nd day of October, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

Real Property in Todd County, MN, Section 20, Township 131, Range 34, SE4 SW4, 40 Acres.

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-027 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. The greenhouse operator must provide adequate off-street parking for all greenhouse traffic. No parking will be allowed within the road right of way.
2. No loading or unloading of materials will be allowed within the road right of way.
3. The business is restricted to construction of one additional greenhouse as identified in the application. Additional greenhouses shall require the review of the Planning Commission.
4. Applicant must obtain additional permitting and/or licensing from additional government agencies as necessary.

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

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

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

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

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



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion	☐ Report	20251021-18
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Borntreger Request for CUP
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Date of Meeting: 10/21/2025	Agenda Time Requested: 5	☐ Consent Agenda
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Organization / Department Requesting Action: Planning and Zoning
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Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: Supporting Documentation enclosed ☒
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An application to request a review of CUP #2023-024 and request to add one additional 34'x148' greenhouse was submitted on September 10, 2025. The site is located on parcel 13-0016902 (Iona TWP). The application was reviewed by the Planning Commission during the October public hearing. The final recommendation was to grant the request with no additional conditions.

Options:

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

Recommendation:

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

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

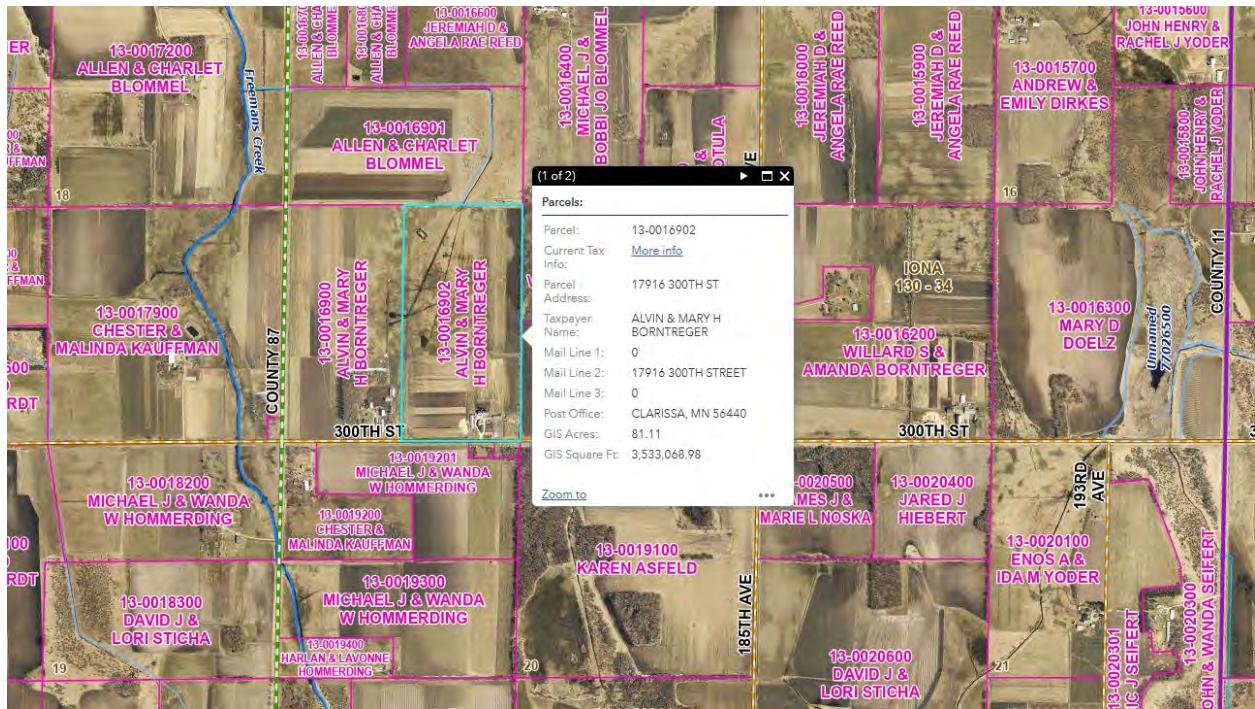
Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal



CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Alvin and Mary H. Borntreger
Mailing Address: 17916 300th Street
Clarissa, MN 56440

Property Owner: Alvin and Mary H. Borntreger
Mailing Address: 17916 300th Street
Clarissa, MN 56440

Site Address: 17916 300th St., Clarissa, MN 56440
Parcel Number: 13-0016902

REQUEST:

1. Review of CUP-2023-024 and a request to add an additional 34'x148' greenhouse in AF-1 Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 2nd day of October, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

Real Property in Todd County, MN, E2 SW 4, 80 ACRES, Section 17, Township 130, Range 34 West of the Fifth Meridian together with all hereditaments and appurtenances belonging thereto (the Property).

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-028 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. No additional conditions.

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

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

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

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

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



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	20251021-19
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	MFIP Biennial Service Agreement 2026-2027
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Date of Meeting: 10/21/2025	Agenda Time Requested:	☐ Consent Agenda
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Organization / Department Requesting Action:
--

Person Presenting Topic at Meeting:

Background: Supporting Documentation enclosed ☐

Counties are required to have a Biennial Service Agreement approved by the Minnesota Department of Human Services to receive consolidated funds for the Minnesota Family Investment Program (MFIP). The purpose of the Biennial Service Agreement is to provide DHS with information about services and strategies intended to meet program measures with the goal of increasing the economic stability of low income families using MFIP.

Options:

1. Approve the 2026-2027 MFIP Biennial Service Agreement for program administration by Todd County.
2. Not approve

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Approve the 2026-2027 MFIP Biennial Service Agreement for program administration by Todd County.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 0	☐ Yes ☐ No	
Funding Source(s):		
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal

Contact Information - Please fill in and complete each field for this section.

Tribal Nation Name / County / Consortium	Todd County
Plan Year	2026-2027
Contact Person	Jackie Och
Title	Health & Human Services Director
Address	212 Second Ave S
City	Long Prairie
State	MN
Zip Code	56347
Phone Number	320-732-4444
Email Address	jackie.och@co.todd.mn.us
Confirm Email Address	jackie.och@co.todd.mn.us

Please review [Bulletin # 25-11-02](#) for more details before you complete this survey.

You can also access the Bulletin through this link: https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&Rendition=Primary&RevisionSelectionMethod=LatestReleased&allowInterrupt=1&dDocName=mr072357&noSaveAs=1&utm_medium=email&utm_source=govdelivery

Identify challenges in **financial assistance** that are prohibiting you from properly serving Minnesota Family Investment Program (MFIP) families in your community.

Lack of higher wage employment that would allow participants to achieve self support. Lack of child care.

Identify challenges in **employment services** that are prohibiting you from properly serving MFIP families in your community.

MFIP families face several challenges, including long waitlists for childcare and a shortage of affordable housing. There are limited job opportunities for individuals who are not fluent in English, and the limited availability of public transportation further restricts access to employment and essential services.

Identify resources in your community that benefit MFIP families.

Several community resources support MFIP families, including Adult Basic Education (ABE) programs that help individuals build literacy and job readiness skills; the Hope Foundation, which offers various forms of support for families in need; and the Tri-County Community (TCC) organization, which provides assistance with housing, energy, and other essential services.

Identify resources that are **not available in your community** that would benefit MFIP families.

The community would benefit from additional resources such as childcare providers offering flexible hours, including evenings and weekends, to accommodate working parents. There is also a need for expanded transportation options during non-traditional hours to support employment and access to essential services.

MFIP Employment Services Supervisor Contact

Name	Becky Costner
Phone	218-570-9129
Email	beckyc@rmcep.com

DWP Supervisor Contact

Name	Becky Costner
Phone	218-570-9129
Email	beckyc@rmcep.com

Financial Assistance Services Supervisor Contact

Name	Steven McCoy
Phone	320-732-4499
Email	steven.mccoy@co.todd.mn.us

Minnesota Family Investment Program (MFIP) and Diversionary Work Program (DWP)

What strategies do you use for hard-to-engage participants? **Check all that apply.**

- ☒ Home visits
- ☒ Off-site meeting opportunities
- ☒ Virtual Appointments
- ☐ Workforce One Connect App
- ☒ Sanction outreach services
- ☒ Incentives, please specify:

Attached to attendance at a group workshop

- ☐ Other, please specify in the text box below

What type of job development do you do? **Check all that apply.**

- ☒ Sector job development
- ☒ Individual job development
- ☐ Other, please specify in the text box below.

Do you have an ongoing job development partnership or sector base with community employers to help participants with employment?

For example, some of these activities could include, but are not limited to: Interview opportunities, job skills training, job placement, job shadowing, on-site job training, work experience, helping to plan training programs, other.

- ☐ No
- ☒ Yes

Please check all activities community employers provide to help participants with employment.

- ☒ Interview opportunities
- ☒ Job skills training
- ☒ Job placement
- ☒ Job shadowing
- ☒ On-site job training
- ☒ Work experience
- ☒ Helps plan training programs
- ☐ Other, please specify in the text box below

Do you provide the following services to prepare participants for work?

For example, some of these services could include, but are not limited to: Transportation, soft skills training, financial planning, mentoring, other.

- ☐ No
- ☒ Yes

When it comes to the services provided to help prepare participants for work, please **check all activities that are provided.**

- ☒ Transportation
- ☒ Soft Skills Training
- ☒ Financial Planning
- ☒ Mentoring
- ☐ Other, please specify in text box below

Do you provide job retention services for employed participants?

For example, some of these services could include, but are not limited to: Assist with issues that develop on the job, transportation, financial planning, soft skill training, mentoring, personal contact with employee and how often, other.

- ☐ No
- ☒ Yes

When it comes to job retention services for employed participants, please **check all that apply**.

- ☒ Available to assist with issues that develop on the job
- ☒ Transportation
- ☒ Financial planning
- ☒ Soft skills training
- ☒ Mentoring
- ☒ Personal contact with the employee and how often:

Minimum of monthly

- ☐ Other, please specify in the text box below

How long do you provide job retention services?

- ☐ Up to 3 months
- ☐ 6 months
- ☒ 12 months
- ☐ Other (please specify)

Do you provide job advancement services to employed participants?

For example, some of these services could include, but are not limited to: career laddering, coaching / mentoring, education / training, networking, ongoing job search, other

- ☐ No
☒ Yes

When it comes to job advancement services for employed participants, please **check all that apply**.

- ☒ Career laddering
☒ Coaching/mentoring
☒ Education/training
☒ Networking
☒ Ongoing job search
☐ Other

Do you utilize any career pathways programs or skill assessment and credentialing programs for your participants?

For example, some of these programs include, but are not limited to: Pathways to Prosperity, Work Keys, National Career Readiness Certificate

- ☐ No
☒ Yes

When it comes to the programs that you utilize for career pathway, skills assessment, or credentialing, please **check all that apply**.

- ☒ Pathways to Prosperity (P2P)
☒ Work Keys
☒ National Career Readiness Certificate (NCRC)
☒ Other

Family Stabilization Services (FSS)

Do you have qualified professionals available to assist with FSS cases in your service area who meet the licensure and accreditation requirements?

For example, qualified professionals could include, but are not limited to: licensed physician, physician assistant, advanced practice registered nurse, physical therapist, occupational therapist, licensed social worker, licensed psychologist, certified school psychologist, mental health professional, certified psychometrist, other)?

- ☐ No
☒ Yes

When it comes to having qualified professionals available to assist with FSS cases in your area who meet the licensure and accreditation requirements, please **check all that apply**.

- ☒ Licensed physician
- ☒ Advanced practice registered nurse
- ☒ Occupational therapist
- ☒ Licensed psychologist
- ☒ Mental health professional
- ☒ Physician assistant
- ☒ Physical therapist
- ☒ Licensed social worker
- ☒ Certified school psychologist
- ☐ Certified psychometrist
- ☒ Other

Referrals are provided to qualified professionals listed above as needed

Do you make referrals for children of FSS participants?

For example, some referrals for children of FSS participants could include, but are not limited to:

Children's Mental Health Services, Child Wellness Check-ups, Follow Along Program, Public Nurse home visiting services, Women, Infants, and Children program (WIC), other?

- ☐ No
☒ Yes

When it comes to making referrals for children of FSS participants, please **check all that apply**.

- ☒ Children's Mental Health Services
- ☒ Child Wellness Check-ups
- ☒ Follow Along Program
- ☒ Public Health Nurse home visiting services
- ☒ Women, Infants and Children Program (WIC)
- ☒ Other

Head Start

Are any of these services for children offered to non-FSS families?

- ☐ No
- ☒ Yes

Services for families under 200% of Federal Poverty Guideline (FPG)

Do you provide services to families who have exited MFIP/DWP or families at risk of receiving MFIP or the Diversionary Work Program (DWP), but are under 200% of the Federal Poverty Guideline (FPG)?

For example, this could include, but is not limited to: child care, GED, job posting, support services, job retention services, Adult Basic Education (ABE) / English Language Learning (ELL) classes, computer lab access, transportation / vehicle repair, other.

- ☐ No
- ☒ Yes

For families who you serve that are under 200% of Federal Poverty Guidelines, that have either exited MFIP/DWP or at risk of receiving MFIP or DWP, please **check all services that apply** for these families.

- ☐ Child care
- ☐ GED
- ☒ Job postings
- ☐ Support services
- ☒ Job retention services
- ☐ ABE/ELL classes
- ☒ Computer lab classes
- ☐ Transportation/vehicle repair
- ☐ Other

How long do you provide these services?

- ☐ Up to 3 months
- ☐ 6 months
- ☐ 12 months
- ☒ Other (please specify)

Do you provide services to Non-Custodial Parents (NCPs) that are under 200% of the Federal Poverty Guideline (FPG)?

For example, this could include, but is not limited to: child care, GED, job posting, support services, job retention services, ABE / ELL classes, computer lab access, transportation / vehicle repair, other.

- ☐ No
- ☒ Yes

Please check all services that apply.

- ☐ Child care
- ☐ GED
- ☒ **Job postings**
- ☐ Support services
- ☒ **Job retention services**
- ☐ ABE/ELL classes
- ☒ **Computer lab access**
- ☐ Transportation/vehicle repair
- ☐ Other

How long do you provide these services?

- ☐ Up to 3 months
- ☐ 6 months
- ☐ 12 months
- ☒ **Other (please specify)**

How many NCPs are you are currently serving?

Describe the process you have in place to verify income below 200% FPG for families that are not on MFIP or DWP.

Minnesota Family Investment Program (MFIP) Services for Teen Parents

Are there specialized workers who work primarily with teen parents?

- ☐ No
- ☒ Yes

Please indicate the specialized workers for each age group, **check all that apply** for each age group.

	Minors (Under age 18)	Age 18 / 19	Not Applicable (N/A)
Financial Worker	☐	☐	☒
Employment Services Worker	☐	☒	☐
Social Worker	☐	☐	☒
Public Health Nurse	☐	☐	☒
Child Care Worker	☐	☐	☒
Child Protection Worker	☐	☐	☒
Other job role (please specify) 	☐	☐	☒

When it comes to **Teen parents who are considered minors (participants who are under age 18)**, please indicate if there a single point of contact for teen parents, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services?

Responses are for staff positions whose primary responsibility is for working with Teen Parents who are **considered minors (under age 18)**, if yes, check the one position / position(s) that serves this function for this specific age group of MFIP Teen Parents.

	YES, for Minors (under age 18)	NO, not for Minors (under age 18)	Not Applicable (N/A)
Financial worker	☐	☐	☒
Employment Services Worker	☐	☒	☐
Social Worker (Social Services)	☐	☐	☒
Public Health Nurse	☐	☐	☒
Child Care Worker	☐	☐	☒
Child Protection Worker	☐	☐	☒
Other job role 	☐	☐	☒

When it comes to **Teen Parents who are age 18 - 19**, please indicate if there a single point of contact for teen parents, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services?

Responses are for staff positions whose primary responsibility is for working with Teen Parents who are **age 18 - 19**, if yes, check the one position / position(s) that serves this function for this specific age group of MFIP Teen Parents.

	YES, for ages 18 - 19	NO, not for ages 18 - 19	Not Applicable (N/A)
Financial worker	☐	☐	☒
Employment Services Worker	☒	☐	☐
Social Worker (Social Services)	☐	☐	☒
Public Health Nurse	☐	☐	☒
Child Care Worker	☐	☐	☒
Child Protection Worker	☐	☐	☒
Other job role 	☐	☐	☒

Does your Tribal Nation / County have an active partnership with local public health agency to get teen parents enrolled and engaged in public health nurse home visiting services? Please **select one option for each age group**.

	Yes, mandatory	Yes, voluntary	No
* Minors (under age 18)	☐	☒	☐
* Age 18 / 19	☐	☒	☐

Describe how you are ensuring your services are ***inclusive*** for all.

RMCEP is committed to identifying and addressing the root causes of disparities affecting historically underserved populations. We work to ensure fair access and broad representation across all areas of our service delivery. Our staff receive ongoing training to strengthen their understanding and ability to effectively support underrepresented communities

Describe how you are ensuring your services are ***accessible*** for all.

RMCEP completes annual ADA assessments and actively works to remain compliant with all accessibility regulations. We are committed to providing ongoing training to our staff to ensure they have the knowledge and skills necessary to maintain accessible services. Additionally, RMCEP strives to offer information and resources in a variety of formats to address different accessibility needs, ensuring that all users can access our services effectively.

How are you working to ***advance equity in service delivery*** in your Tribal Nation / County?

RMCEP advances equity in service delivery by providing culturally responsive, individualized support that addresses participants' unique barriers, goals, and cultural context. We connect participants with employers who actively support inclusivity in their hiring practices. We collaborate with culturally specific community organizations to support participant engagement

Do you provide trainings to prepare your staff to work effectively with people from various backgrounds and perspectives?

☒ **Yes, mandatory. If yes, provide the title of the training and how often it is provided.**

Staff are required to attend the MFIP conference held annually. We also provide domestic violence training from Women's Advocates to qualify staff as Family Violence Specialists. This training will be provided annually. Voluntary: Global Career Development Facilitator (GCDF) is offered biennially. One of its core areas—Working with Diverse Populations—focuses on recognizing the unique needs of people based on culture, ability, socioeconomic status, life experience, and other factors. It emphasizes cultural competence and adaptability in service delivery

☐ Yes, voluntary. If yes, provide the title of the training and how often it is offered.

☐ No. If no, please explain:

Do you have culturally specific employment services for different racial / ethnic groups?

☐ No

☒ **Yes, please describe.**

We provide culturally responsive employment services that address the diverse needs of individuals from various racial and ethnic backgrounds

Workforce One Connect App

Does your Tribal Nation / County have the Workforce One Connect app available to participants?

☒ **No, please explain**

Funding and resources

☐ Yes

Do you limit the number of employment services staff that have MAXIS access?

Note: MN Department of Children, Youth, and Families does not limit the number of employment services staff that can have MAXIS access.

- ☒ No
- ☐ Yes, please explain

Describe the process your service area uses to identify and resolve discrepancies between MAXIS and Workforce One data in areas such as Family Stabilization Services coding, employment / hours, sanction status, etc.

RMCEP uses MAXIS to confirm important details of a case to include active status, employment hours, sanction count and FSS category. We utilize the WF1 report options to identify mismatches on FSS categories and will then contact the eligibility worker to get clarification. Eligibility workers and ES staff connect frequently to consult on cases.

Child Care Assistance Program

What strategies does your agency use that involve MFIP and / or Employment Services staff to support timely and consistent receipt of child care assistance through the Child Care Assistance Program? **Select all that apply.**

- ☒ **Shared electronic document management system**
- ☐ Regular case consultation meetings
- ☐ Workers with dual MFIP and CCAP role
- ☐ Workers with dual Employment Services and CCAP role
- ☐ Specific CCAP workers process MFIP child care cases
- ☐ MFIP and / or Employment Service workers receive training related to CCAP
- ☒ **Communications with CCAP worker via phone, email or fax**
- ☐ Use of agency-developed forms or documents
- ☒ **MFIP and / or Employment Services workers assist families with completing CCAP paperwork (for example: the CCAP application)**
- ☐ MFIP and / or Employment Services workers have MEC2 Inquiry access
- ☐ Other, please specify

What barriers prevent timeliness?

Lack of providers. Multiple programs being administered. Staffing.

Does your Tribal Nation / County provide emergency shelter or crisis services from your Consolidated Fund?

- ☐ No
- ☒ Yes

Submit a copy of your Emergency Assistance policy as an attachment if any changes have been made since the last BSA. Also, please describe any major changes you have made to this policy down below.

Emergency Assistance Policy.pdf

0.2 MB

application/pdf

Please review [Bulletin # 25-11-02](#) for more details before you complete this section. You can also access the Bulletin from this link: https://www.dhs.state.mn.us/main/Idcplg?IdcService=GET_FILE&Rendition=Primary&RevisionSelectionMethod=LatestReleased&allowInterrupt=1&dDocName=mr072357&noSaveAs=1&utm_medium=email&utm_source=govdelivery

If your service area is receiving a bonus, please share successful strategies of engagement:

N/A

What strategies and action steps for each of the groups below the disparities reference line do you plan to implement for the coming biennium to reduce these disparities.

Strategies will include offering culturally responsive, individualized support, connecting participants with employers who support inclusivity, partnering with community organizations, providing cultural competency training, and striving to hire diverse staff.

What procedures are in place to ensure that program funds are being used appropriately as directed by law? **Check all that apply.**

- ☒ Budget control procedures for approving expenditures
- ☒ Cash management procedures for ensuring program income is used for permitted activities
- ☒ Internal policies around use of funds (i.e., participant support services)
- ☐ Other, please specify in the text box below

What procedures are in place to ensure program policies are followed and applied accurately? **Check all that apply.**

- ☒ Case consultation
- ☒ Sample case review by supervisors
- ☒ Sample case review by lead worker / mentor
- ☐ Sample case reviews by peers
- ☐ Others, please specify in the text box below

If your Tribal Nation / County is interested in applying for the waiver for the upcoming biennium, please complete the following questions.

Describe the activity(s) you will provide.

N/A

Explain the reasons for the increased administrative cost.

N/A

Describe the target population and number of people expected to be served.

N/A

Describe how the unpaid work experience is designed to impart skills and what steps are taken to help participants move from unpaid work to paid work.

N/A

If your County/Tribal Nation is providing unpaid work experience activities for MFIP participants and you don't already have an Injury Protection Plan (IPP) in place, please click on eDocs to fill out the IPP form. Email the completed form to: Jonathan.Hausman@state.mn.us

The following section will be collecting information on your current employment service providers. Please select one the following options and answer the following questions.

- ☐ We have multiple Employment Service Providers we work with.
- ☒ **We have a Workforce Center that is our only Employment Service Provider.**

If a Workforce Center is the only employment service provider, please upload a document that lists the multiple employment and training services among which participants can choose. The list will be used to verify current providers available in Workforce One.

PROGRAM SUMMARIES_September 2025.doc

46.1 KB

application/x-
cfb

Current Employment Service Providers

In this section, you will have an opportunity to list all of your current employment services provider(s). As you enter their information, you will receive a follow-up question that will ask which populations this provider serves. Please indicate which respective population is served with each employment services provider. These questions will repeat for multiple entries if you have multiple employment service providers to include.

The list will be used to verify current providers available in Workforce One.

Helpful Tip: It may be easier to complete this section by compiling the list of information needed for this section *before* you enter the information into this BSA survey. We will need the ES provider name, address, contact person, phone number and email for each ES provider. In addition, a follow-up question will ask about which populations the provider serves (for example: MFIP ES, DWP ES, FSS, Teen Parents, 200% FPG, *Other).

ES Provider Name	Rural Minnesota Concentrated Employment Program, Inc (RMCEP)
Address	124 1st St SE, Suite 3, Wadena, MN 56482
Contact Person	Becky Costner
Phone Number	218-570-9129
Email	beckyc@rmcep.com

Please check the respective box to indicate which population is served by Rural Minnesota Concentrated Employment Program, Inc (RMCEP)

- ☒ MFIP ES
- ☒ DWP ES
- ☒ FSS
- ☒ Teen Parents
- ☒ 200% FPG
- ☐ Other

Please check the respective box to indicate if you have additional providers to add.

- ☒ **I have entered all of the current Employment Service providers we work with.**
- ☐ I have additional Employment Service providers to I need add.

Does your Tribal Nation / County (select one):

- ☐ Have at least two employment and training service providers.
- ☒ **Have a CareerForce center that provides multiple employment and training services, offers multiple services options under a collaborative effort, and can document that participants have choice among employment and training services designed to meet specialized needs.**
- ☐ Intend to submit a financial hardship request. See following question.

Budget

In the budget table below, indicate the amount and percentage for each item listed for the budget line items for calendar years 2026 – 2027.

Also note:

- Refer to the 2026-27 Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA) Guidelines Bulletin section, "Allowable Services under MFIP Consolidated Fund."
- Total percent must equal 100.
- Income maintenance administration is reasonable in comparison to the whole budget.
- Ensure the Emergency Assistance/Crisis Services plan is included if funds are allocated.
- All services must be an allowable expenditure under the MFIP Consolidated Fund
- Allocation amounts must be spent by the end of calendar year, remaining amounts does not roll over into the following year
- Medical expenditures are NOT allowable.

Helpful Tip: Write down the total budgeted amounts for 2026 and 2027, this information will be asked for in a later section in the BSA. You will want to have the total budget amounts for 2026 and 2027 when you get to that section.

2026 Budget Line Items: Please ensure that the percent total does NOT exceed 100%

	Budgeted Amount	Percent
Employment Services (DWP)	8285.	0
Employment Services (MFIP)	16697	0
Emergency Services/Crisis Fund	3185.	0
Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)	20713	0
Income Maintenance Administration	67013	0
Incentives (include the total amount of funds budgeted for participant incentives but don't include support services here)	0	0
Under 200% Services	0	0
Capital Expenditures	0	0
Other	0	0
Total	266,1	0

	Budgeted Amount	Percent
Employment Services (DWP)	0	0
Employment Services (MFIP)	17525	0
Emergency Services/Crisis Fund	3185.	0
Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)	20713	0
Income Maintenance Administration	67013	0
Incentives (include the total amount of funds budgeted for participant incentives but don't include support services here)	0	0
Under 200% Services	0	0
Capital Expenditures	0	0
Other	0	0
Total	266,1	0

Public Input

Prior to submission, did the Tribal Nation / County solicit public input for at least 30 days on the contents of the agreement?

- ☒ Yes, public input was gathered for at least 30 days regarding the contents of this agreement.
- ☐ No, public input was *not* gathered for at least 30 days regarding the contents of this agreement.

Was public input received?

- ☐ Yes, public input was received and used.
- ☐ Yes, public input was received but *not* used.
- ☒ No public input was received.

Assurances

It is understood and agreed by the 2026-2027 board that funds granted pursuant to this service agreement will be expended for the purposes outlined in Minnesota Statutes, section 142G; that the commissioner of the Minnesota Department of Children, Youth, and Families (hereafter department) has the authority to review and monitor compliance with the service agreement, that documentation of compliance will be available for audit; that the Tribal Nation/County make reasonable efforts to comply with all MFIP requirements, including efforts to identify and apply for available state and federal funding for services within the limits of available funding; and that the Tribal Nation/County agrees to operate MFIP in accordance with state law and federal law and guidance from the department.

Tribal Nations and Counties may use the funds for any allowable expenditures under Minnesota Statute, 142G.76.2, including case management outlined in Minnesota Statutes, section 142G.

This allocation is funded with 8% state funds and 92% federal TANF funds and paid quarterly.

Federal funds. Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to Tribal Nation/County. In the event of such termination, Tribal Nation/County shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. An amendment must be executed any time any of the data elements listed in 2 CFR 200.332 and this clause, including the Assistance Listing number, are changed, such as additional funds from the same federal award or additional funds from a different federal award. STATE has determined that Tribal Nation/County is a “contractor” and not a “subrecipient” pursuant to 2 C.F.R section 200.331.

Pass-through requirements. Tribal Nation/County acknowledges that, if it is a subrecipient of federal funds under this CONTRACT, Tribal Nation/County may be subject to certain compliance obligations. Tribal Nation/County can view a table of these obligations in the Health and Human Services Grants Policy Statement, [1] Exhibit 3 on page II-3, in addition to specific public policy requirements related to the federal funds here. To the degree federal funds are used in this contract, STATE and Tribal Nation/County agree to comply with all pass-through requirements, including each Party’s auditing requirements as stated in 2 C.F.R. § 200.332 (Requirements for pass-through entities) and 2 C.F.R. §§ 200.501-521 (Subpart F – Audit Requirements). [2]

Tribal Nation / County Name (Must match the name associated with the Unique Entity Identifier)

2026-2027

Tribal Nation / County Unique Entity Identifier (UEI): Effective April 4, 2022, the Unique Entity Identifier is the 12 character alphanumeric identifier established and assigned at [SAM.gov](https://sam.gov) to uniquely identify business entities and must match Tribal Nation / County name.

Todd County

Federal Award Identification Number (FAIN): 2601MNTANF and 2701MNTANF

Federal Award Date: October 1, 2025 (projected) (The date of the award to the MN Dept. of Children, Youth, and Families.)

Period of Performance (please use words and numbers, for example: May 23, 2025)

Start Date

January 1, 2026

End Date

December 31, 2027

Budget period start and end date: January 1, 2026 – December 31, 2027

Amount of federal funds:

A. Total Amount Awarded to DCYF for this project: \$103,290,000 (projected)

B. Total Amount Awarded by DCYF for this project to Tribal Nation / County named above:

276167

Federal Award Project description: Temporary Assistance for Needy Families (TANF)

Name

Federal Awarding Agency: Administration for Children and Families

MN Dept. of Children, Youth, and Families (DCYF)

Contact information of DHS's awarding official: Jovon Perry, Jovon.perry@state.mn.us.

Assistance Listings Number & Name (formerly known as CFDA No.): Payments are to be made from federal funds obtained by STATE through Catalog of Federal Domestic Assistance (CFDA) No.:

Number	93.558
Title	Temporary Assistance for Needy Families (TANF)
Total amount made available at time of disbursement	276167

Is this federal award related to research and development?

- ☒ No
☐ Yes

Indirect Cost Rate for this federal award is: up to 15% (including if the *de minimis* rate is charged)

SERVICE AGREEMENT CERTIFICATION

☒ Checking this box certifies that this 2026 - 2027 MFIP Biennial Service Agreement has been prepared as required and approved by the Tribal Nation / County board(s) under the provisions of Minnesota Statutes, section 142G.

State the name of the chair of the Tribal Nation / County board of commissioners or authorized designee, their mailing address and the name of the Tribal Nation / County.

Name (chair or designee)

Bob Byers

Mailing Address

215 1st Ave S Suite 300

Tribal Nation / County

Todd County

If your Tribal Nation / County agency is unable to complete your BSA by October 15th, 2025, you will need to request an extension by emailing Jonathan.Hausman@state.mn.us. Please provide additional information about why you were not able to compete this form.

DATE OF CERTIFICATION (please use words and numbers, for example: September 23, 2025)

October 21, 2025

This content will change closer to the date



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20251021-20
Agenda Topic Title for Publication:		Personnel Policy Revisions - Section 7.25 Safety Committee
Date of Meeting: October 21, 2025	Agenda Time Requested: 5 Minutes	☐ Consent Agenda
Organization / Department Requesting Action: Policies Committee		
Person Presenting Topic at Meeting: Nellie Johnson and Jackie Bauer		
Background: Supporting Documentation enclosed ☐		
Based on input from the Safety Committee, Policy Committee, and feedback from the County Commissioners at the last work session, we are presenting revisions to Section 7.25 – Safety Committee, effective October 21, 2025.		
Options:		
1. Approve the resolution		
2. Do not approve the resolution		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the attached resolution for the Adoption of Changes to the Todd County Personnel Policy regarding Section 7.25 - Safety Committee with an effective date October 21, 2025.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



ADOPTION OF CHANGES TO THE TODD COUNTY PERSONNEL POLICY

WHEREAS, the Todd County Board of Commissioners has recognized a need for a strong, up to date personnel policy, and;

WHEREAS, the Todd County Board of Commissioners and Policies Subcommittee have had an opportunity to review the policy revisions put forth in Section 7.25 Safety Committee with an effective date of October 21, 2025, of the Personnel Policy and find the implementation to be in the best interest of the sound administration of the County.

NOW, THEREFORE BE IT RESOLVED, that Todd County Board of Commissioners adopts the attached changes to the Todd County Personnel Policy and directs the County Coordinator to begin administration of said policy as of October 21, 2025, and;

BE IT FURTHER RESOLVED, that it is understood that this Resolution replaces and supersedes all prior County Board actions, oral or written, relating to the subject matter hereof.

Years of Service Schedule	Award Amount
30 years	\$400.00
35 years	\$500.00
40 years	\$600.00

- (c) Procedure. Employees who reach their 5th, 10th, 15th, 20th, 25th, and 30th anniversaries shall receive the above scheduled service award in December of the year they reach this milestone of employment. The service award payments will be issued by the payroll department and are subject to applicable tax withholding requirements.
- (d) The County Coordinator may purchase items such as plaques, frames, certificates, greeting cards or other appropriate tokens of appreciation at a cost of no more than \$50.00 on behalf of the County Board for retiring or departing employees.

Section 7.25 Safety Committee

- (a) Purpose: To develop a committee as defined by state statute, to oversee Todd County's safety and health issues as they relate to employees and the public.
- (b) The Human Resources Manager oversees the safety committee. Members of the safety committee include a representative from the following departments:
 - (i) Administration (2)
 - (ii) Building Maintenance (1)
 - (iii) County Commissioner (2)
 - (iv) Emergency Management (1)
 - (v) Health and Human Services (3)
 - (vi) Historic Courthouse Lower-Level (1)
 - (vii) Historic Courthouse Main-Level (1)
 - (viii) Law Enforcement (1)
 - (ix) Public Works (1)
 - (x) Solid Waste (1)
- (c) The safety committee will meet on a regular, as-needed basis to review injury claims and safety concerns brought forth by county employees and the public. The safety committee will review:
 - (i) Accident frequencies and losses
 - (ii) Overall compliance with the safety program
 - (iii) Areas in the program that may require broader development
 - (iv) Status of any outstanding safety recommendations
- (d) These reviews ensure the continued direction of the county program. Recommendations by the safety coordinator will be brought to the Todd County Board of Commissioners for direction and/or action. Meeting minutes will be on file in the County Coordinator's office.

Years of Service Schedule	Award Amount
30 years	\$400.00
35 years	\$500.00
40 years	\$600.00

- (c) Procedure. Employees who reach their 5th, 10th, 15th, 20th, 25th, and 30th anniversaries shall receive the above scheduled service award in December of the year they reach this milestone of employment. The service award payments will be issued by the payroll department and are subject to applicable tax withholding requirements.
- (d) The County Coordinator may purchase items such as plaques, frames, certificates, greeting cards or other appropriate tokens of appreciation at a cost of no more than \$50.00 on behalf of the County Board for retiring or departing employees.

Section 7.25 Safety Committee

- (a) Purpose: To develop a committee as defined by state statute, to oversee Todd County's safety and health issues as they relate to employees and the public.
- (b) The ~~H~~human ~~r~~Resources ~~m~~Manager oversees the safety committee. Members of the safety committee include a representative from the following departments ~~and other Todd County entities~~:
 - (i) Administration (2)
 - (ii) Building Maintenance (1)
 - ~~(iii) Community corrections~~
 - ~~(iii) County Commissioner (2) Board member~~
 - (iv) Emergency Management (1)
 - ~~(v) Courthouse~~
 - ~~(v) Health and Human Services (3)~~
 - ~~(vi) Historic Courthouse Lower-Level (1)~~
 - ~~(vii) Historic Courthouse Main-Level (1)~~
 - ~~(vi)(viii) Law E~~enforcement (1)
 - ~~(vii) Public health~~
 - ~~(viii)(ix) Public w~~Works (1)
 - ~~(ix) Social services~~
 - ~~(x) Soil & water~~
 - ~~(xi)(x) Solid w~~Waste (1)
 - ~~(xii) 2 members Health and Human Services~~
- (c) The safety committee will meet on a regular, as-needed basis to review injury claims and safety concerns brought forth by county employees and the public. The safety committee will review:
 - (i) Accident frequencies and losses
 - (ii) Overall compliance with the safety program
 - (iii) Areas in the program that may require broader development
 - (iv) Status of any outstanding safety recommendations



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	20251021-21
Agenda Topic Title for Publication:		Deferred Compensation Vendor Options
Date of Meeting: October 21, 2025	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Administration		
Person Presenting Topic at Meeting: Nellie Johnson and Jackie Bauer		
Background: Supporting Documentation enclosed ☒		
Following discussion at the most recent work session, the County Board requested Administration to bring forward a resolution updating the County's Deferred Compensation Plan vendor options. The proposed change reduces the number of available 457 plan vendors from three to two. Going forward, the authorized vendors will be the Minnesota State Retirement System (MSRS) and Nationwide. As of December 31, 2025, employees will no longer be able to contribute to Wenzel Financial Services accounts, as they will no longer be an approved 457 vendor. This update streamlines plan administration and aligns with best practices for consistency and efficiency in deferred compensation plan management.		
Options:		
1. Approve the resolution 2. Do not approve the resolution		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the attached resloution Establishing Deferred Compensation Vendor Options.		

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



A RESOLUTION ESTABLISHING DEFERRED COMPENSATION VENDOR OPTIONS

WHEREAS, the County of Todd provides Deferred Compensation Plans available to all eligible County employees and elected officials pursuant to Section 457 of the Internal Revenue Code permitting such plans; and

WHEREAS, Deferred Compensation Plans serve as a valuable benefit and incentive to County employees to voluntarily set aside and invest portions of their income to meet future financial needs and supplement their Public Employees Retirement Association (PERA) and Social Security benefits; and

WHEREAS, the County is modifying the Deferred Compensation Plan vendor options effective December 31, 2025; and

WHEREAS, as of December 31, 2025, the County will authorize Minnesota State Retirement System (MSRS) and Nationwide as the official Deferred Compensation Plan vendors; and

WHEREAS, all other vendor contribution options will end as of December 31, 2025.

NOW, THEREFORE BE IT RESOLVED, that the County Board of Commissioners hereby adopts the changes to the authorized Deferred Compensation vendor list effective December 31, 2025; and

BE IT FURTHER RESOLVED, that it is understood this Resolution replaces and supersedes all prior County Board actions, oral or written, relating to the subject matter hereof; and

BE IT FURTHER RESOLVED, that other than the incidental expenses of collecting and dispensing employee deferrals and other minor administrative matters, there shall be no cost or contribution by the County to the program.