



Tuesday, January 7, 2025

9:00 AM

*Meeting to be held in the County Board Room
at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.*

**MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)
Public Comment Period: 8:45 a.m.**

Agenda Item #		Agenda Time:
1	Call to Order and Roll Call	9:00
2	Pledge of Allegiance	9:01
3	Oaths of Office	9:02
3.1	Oaths of Office: Elected Officials	
4	Amendments to the Agenda	9:05
5	Board Organization	9:06
5.1	Establish Board Chairperson	
5.2	Establish Board Vice-Chairperson	
6	Potential Consent Items	9:10
6.1	Meeting Minutes - December 30th, 2024	
6.2	Hire Social Worker - Ashlynn Leskey Start date: TBD	
6.3	Hire Social Worker - Christine Lorentzen Start date: TBD	
7	Todd-Wadena Community Corrections	9:15
7.1	Resolution Appointing Membership to Todd-Wadena Community Corrections Executive Committee & Advisory Board	
8	County Auditor-Treasurer	9:20
8.1	Auditor Warrants - December 2024	
8.2	2025 Official Newspaper Designation	
8.3	2025 Extra Publication Newspaper Designation	
8.4	2025 Todd County Board of Commissioners Board Protocol	
8.5	2025 Board Meeting Dates Schedule	
8.6	2025 Committee Assignments	
8.7	2025 Designation of Depositories, Investments, & Electronic Fund Transfers	
9	Facilities Department	9:45
9.1	Battle Point Park Point Person	

Standing Reports

County Auditor-Treasurer Report

County Attorney Report

County Coordinator's Report

County Commissioners' Report

Recess



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion	☐ Report	20250107-01
☐ Discussion	☐ Resolution	
☐ Information Item	☒ Other Oath of Office	
Agenda Topic Title for Publication:		Oath of Office: Elected Officials
Date of Meeting: January 7, 2025		Total Topic Time Requested: 5 minutes
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☐		
A General Election was held within Todd County on November 5th, 2024 for County Offices with terms expiring in January 2025. The Auditor-Treasurer's Office has presented Certificates of Election to the winning candidates for the offices of: Todd County Commissioner District 1 Todd County Commissioner District 3 Todd County Commissioner District 5 An Oath of Office must be completed before beginning the new term of service to the citizens of Todd County.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion:		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Becker	☐ Becker
Second:	☐ Neumann	☐ Neumann
☐ Passed	☐ Denny	☐ Denny
☐ Failed	☐ Noska	☐ Noska
☐ Tabled	☐ Byers	☐ Byers
☐ 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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Todd County

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Board Action Form

Requestor to Complete:

Type of Action Requested <i>(Check one):</i>		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250107-02
Agenda Topic Title for Publication:		Establish Board Chairperson
Date of Meeting: January 7 th , 2025		Total Topic Time Requested: 5 minutes
Organization / Department Requesting Action: County Board of Commissioners		
Person Presenting Topic at Meeting: County Board of Commissioners		
Background: <i>Supporting Documentation enclosed</i> ☐		
It is customary for the Todd County Board of Commissioners to serve as Chairperson of the Board in rotation.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To appoint Commissioner _____ as the Chairperson of the Todd County Board of Commissioners for 2025 proceedings.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Becker	☐ Becker
Second:	☐ Neumann	☐ Neumann
☐ Passed	☐ Denny	☐ Denny
☐ Failed	☐ Noska	☐ Noska
☐ Tabled	☐ Byers	☐ Byers
☐ 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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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	20250107-03
Agenda Topic Title for Publication:		Establish Board Vice-Chairperson
Date of Meeting: January 7 th , 2025		Total Topic Time Requested: 5 minutes
Organization / Department Requesting Action: County Board of Commissioners		
Person Presenting Topic at Meeting: County Board of Commissioners		
Background: Supporting Documentation enclosed ☐		
It is customary for the Todd County Board of Commissioners to serve as Vice-Chairperson of the Board in rotation.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To appoint Commissioner _____ as the Vice-Chairperson of the Todd County Board of Commissioners for 2025 proceedings.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	

Auditor/Treasurer Archival Purposes Only:

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



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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	20250107-04
Agenda Topic Title for Publication:		Meeting Minutes Approval - December 30th, 2024
Date of Meeting: January 7 th , 2025		Total Topic 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: December 30 th , 2024		
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 December 30 th , 2024 as presented.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	

Auditor/Treasurer Archival Purposes Only:

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



*Minutes of the Meeting of the Todd County Board of Commissioners held on
December 30th, 2024*

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 30th day of December, 2024 at 9:00 AM. The meeting was called to order by Chairperson Becker. The meeting was opened with the Pledge of Allegiance. All Commissioners were present with Commissioner Denny absent.

Approval of Agenda

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

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for December 16th & December 17th, 2024 as presented.

Approve the resignation of Eligibility Worker Anjali Richter, effective December 18th, 2024.

Auditor-Treasurer

On motion by Noska and second by Byers, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 403623 through 403662 in the amount of \$35,165.22 and (Regular) 58591 through 58634 in the amount of \$106,299.47 for a total of \$141,464.69.

On motion by Byers and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 806064 through 806098 and (Regular) 712637 through 712687 for a total of \$123,721.53.

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601520 through 601530 and (Regular) 518213 through 518226 for a total amount of \$88,009.40.

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

COMMIT FUND BALANCE FOR BUILDING & GROUNDS IMPROVEMENT FUND

WHEREAS, the Todd County Board of Commissioners established a building & grounds improvement fund with the objective that the funds be utilized for current and future expenses and held within the County General Fund. The building & grounds improvement funds are appropriated and utilized each calendar year;

WHEREAS, the remaining balance of this account as of December 31, 2024 is \$1,577,424.73. State Auditors recommendation is to approve by resolution a commitment of this fund balance on an annual basis for transparent financial reporting;



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NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the County Auditor/Treasurer to register the Committed Fund Balance account in Fund 01-General Revenue Fund with a balance of \$1,577,424.73 to track the funding plan for the Committed Fund Balance of Building & Grounds Improvement Fund, effective December 31, 2024.

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

COMMIT FUND BALANCE FOR INFORMATION TECHNOLOGY FUND

WHEREAS, beginning in FY2024, the Finance Committee recommended taking a proactive budget approach for future information technology expenses within Fund 01-General Revenue, and;

WHEREAS, the balance of this account as of December 31, 2024 is \$25,000.00 and the Finance Committee recommends that this balance be utilized to establish a Committed Fund Balance account for future information technology expenses to be reevaluated on an annual basis for transparent financial reporting.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the County Auditor/Treasurer to establish a Committed Fund Balance account in Fund 01-General Revenue with a balance of \$25,000.00 to track the funding plan for the Committed Fund Balance for Information Technology Fund, effective December 31, 2024.

On motion by Byers and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the attached Budget Request Form in the amount of \$24,230.00 for Dept 031 - Administration for the 2024 budget year.

On motion by Neumann and second by Byers, the following motion was introduced and adopted by unanimous vote: To approve the attached Budget Request Form in the amount of \$14,842.00 for Dept 121 - Veteran Services for the 2024 budget year.

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

COMMIT FUND BALANCE FOR FUTURE RETIREES' SEVERANCE FUND

WHEREAS, beginning in FY 2020, the Finance Committee recommended taking a proactive budget approach for future retirement severances within Fund 01-General Revenue, and;

WHEREAS, the County Board established the Committed Fund Balance for Future Retirees' Severance Fund with Resolution #20201229-08 for FYE 2020 and has recommitted the updated balance annually since its inception and;

WHEREAS, the remaining balance of this account as of December 31, 2024 is \$143,809.32. State Auditors recommendation is to approve a commitment of this fund balance on an annual basis for transparent financial reporting.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the County Auditor/Treasurer to register the Committed Fund Balance account in Fund 01-

General Revenue with a balance of \$143,809.32 to track the funding plan for the Committed Fund Balance for Future Retirees' Severance Fund, effective December 31, 2024.

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

TRANSFER OF FUNDS – COUNTY DITCH 18 - PARTIAL REPAYMENT

WHEREAS, on December 28, 2017 the Todd County Board of Commissioners approved the advance of \$300,000.00 from the General Fund (Fund 01) to the Ditch Fund (Fund 40) per BA#20171228-06; and

WHEREAS, on September 4, 2018 the Todd County Board of Commissioners approved the special assessment payment terms, granting a 10 year repayment term with 2% interest to be credited to the General Fund (Fund 01). The first year of the special assessment collection began for taxes payable in 2019 per BA#20180904-07; and

WHEREAS, the amount collected thus far from 2018 through 2023 for Ditch 18 Special Assessment #7189 consists of a principal amount of \$167,513.62 along an interest amount of \$17,489.39 and has been authorized for transfer; and

WHEREAS, the amount collected for Ditch 18 Special Assessment #7189 in taxes payable year 2024 is \$21,984.96 of the principal balance, along with \$2,254.74 of interest and is ready for transfer as a partial repayment to the advance made by the General Fund.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the transfer of funds in the amount of \$24,239.70 from Fund 40-County Ditches/Ditch 18 to Fund 01 General Fund.

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

TRANSFER OF FUNDS – SOLID WASTE LOAN FUNDING FOR BUILDING PROJECT

WHEREAS, on March 16, 2021 the Todd County Board of Commissioners adopted BA#20210316-19 which established a loan from the General Fund (01) to Solid Waste (51) to support the financing needed for construction of a new transfer station building in the amount of \$972,210.00, and;

WHEREAS, this loan funding is a vital part of the local cost of the project required per the Capital Assistance Program grant parameters which was reaffirmed after bids were opened and accepted and ultimate funding plan adopted by the County Board via BA#20240319-36, and;

WHEREAS, the Transfer Station Construction Project is well underway and funding for construction expenses is necessary to keep the project moving forward toward completion in 2025, and;

WHEREAS, audit standards require the County Board approval prior to transferring monies between two different funds.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the transfer of funds in the amount of \$972,210.00 from Fund 01-General Revenue to Fund 51-



Solid Waste in accordance with Todd County's commitment of funding authorized with BA#20210316-19 to support the Transfer Station Construction Project.

Todd County Ag Society

Todd County Ag Society board members Mike Wielenberg, Tim Woeste and Garhard Hendricks provided the County Board with a summary of the 2024 events and financial reports for discussion.

Public Works

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

Final Payment Authorization – 2024 Highway Construction Contract

WHEREAS, the contract with Anderson Brothers Construction for the 2024 Highway Construction Contract known as SP 077-602-020, SAP 077-615-007, SAP 077-633-004, SAP 077-638-019, SAP 077-646-008, SAP 077-646-009, CP 24:86, CP 24:100, CP 24:103, CP 77-24-01 and CP 77-24-06 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 2024 with the value of the total work certified being \$5,714,675.73, and;

WHEREAS, partial payments amounting to \$5,424,243.46, have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$290,432.27 still remains to be paid to Anderson Brothers Construction.

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.

Planning & Zoning

On motion by Noska and second by Byers, the following motion was introduced and adopted by unanimous vote: Approval of the recommended list of appointments to the Planning Commission and Board of Adjustment effective January 1, 2025.

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

Resolution to Establish Article XII of the Todd County Planning and Zoning Ordinance

WHEREAS, the Minnesota Legislature enacted, and Governor signed, Chapter 63 – H.F. No. 100 which created comprehensive legislation relating to the legalization and establishment of cannabis related businesses in the State of Minnesota; and

WHEREAS, Minnesota Statutes, Chapter 342 allows Counties to establish reasonable restrictions as to the time, place, and manner of the operation of a cannabis business; and



Health & Human Services

On motion by Noska and second by Neumann, the following motion was introduced and adopted by unanimous vote: Authorize the hiring of one Care Coordinator and the next vacancy in this unit will not be refilled.

Administration

On motion by Noska and second by Byers, the following motion was introduced and adopted by unanimous vote: Approve the amendment of BAF 20241203-08 to the correct resignation date of 12/11/2024.

On motion by Noska and second by Byers, the following motion was introduced and adopted by unanimous vote: To renew the Hands of Hope Resource Center lease agreement with a 2% increase in rental fee terms, for January 1, 2025 through December 31, 2025.

Closed Session

On motion by Byers and second by Neumann, the following motion was introduced and adopted by unanimous vote: To enter into closed session pursuant to MN Statute §13D.03 at 9:50 a.m.

On motion by Byers and second by Noska, the following motion was introduced and adopted by unanimous vote: To reopen the session at 11:49 a.m.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported that year end reporting is busy. Also a reminder regarding board agenda submission deadlines and the importance of adhering to the scheduled dates for the good of county business.

County Coordinator's Report

The County Coordinator attended meetings a Todd County coordination meeting, regional MACA meeting, and grant preparation workfiles.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Becker attended the policy meeting and reminded of the union negotiations scheduled for Friday, January 3rd, 2025.

Commissioner Neumann attended the SRWD and policy meetings. Looking to renew conversations regarding speed concerns on County 11 in southern Todd County in light of a recent accident.

Commissioner Noska has nothing to report out of the ordinary.

Commissioner Byers visited with Solid Waste regarding their budget and met with Public Works regarding projects and future sales tax discussions.

Adjourn

On motion by Byers and second by Noska, the meeting was adjourned for the month of December 2024.

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
AMAZON CAPITAL SERVICES	\$ 2,215.80



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AMERICAN SOLUTIONS FOR BUSINESS	\$	5,455.83
ASSOC OF MN COUNTIES	\$	2,450.00
CDW GOVERNMENT INC	\$	2,789.80
CHAMBERLAIN OIL COMPANY	\$	7,760.33
CHARM-TEX	\$	4,599.90
CROSBY AND SONS CONSTRUCTION	\$	24,580.14
EMERGENCY AUTOMOTIVE TECHNOLOGIES	\$	7,733.22
GUARDIAN FLEET SAFETY, LLC	\$	8,369.12
LONG PRAIRIE LEADER	\$	3,704.50
METRO SALES INC	\$	4,659.13
NICK'S AUTO REPAIR AND EXHAUST	\$	3,304.89
NYHUS CHEVROLET INC	\$	3,248.26
OTTER TAIL COUNTY TREASURER	\$	30,490.00
RED CEDAR CONSULTING, LLC	\$	3,866.50
69 PAYMENTS LESS THAN 2000	\$	26,237.27
Total:	\$	141,464.69

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
11 PAYMENTS LESS THAN 2000	\$ 1,923.93
DHS - MSOP-MN SEX OFFENDER PROG	\$ 11,882.80
DHS - ST PETER RTC - 472	\$ 5,310.50
DHS - SWIFT	\$ 49,471.89
LUTERAN SOCIAL SERVICE OF MN - ST PAUL	\$ 4,954.96
V#17783 - COST EFF HEALTH INS	\$ 2,034.24
MCPAHON/DEENA	\$ 6,625.00
MERIDIAN SERVICES INC	\$ 3,424.65
PRESBYTERIAN FAMILY FOUNDATION INC	\$ 3,453.29
RESOURCE TRAINING AND SOLUTIONS	\$ 2,589.95
RURAL MN CEP INC	\$ 9,382.45
65 PAYMENTS LESS THAN 2000	\$ 22,667.87
Total:	\$ 123,721.53

VENDOR NAME	AMOUNT
GERARD TREATMENT PROGRAMS	\$ 8,650.50
GREATER MN FAMILY SRVS INC	\$ 17,520.43
PORT OF CROW WING BOYS HOME	\$ 4,899.72
PRAIRIE LAKES YOUTH PROGRAMS	\$ 10,903.07
STEP	\$ 16,644.39
VILLAGE RANCH INC	\$ 20,209.20
19 PAYMENTS LESS THAN 2000	\$ 9,182.09
Total:	\$ 88,009.40



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Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20250107-05
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	
Agenda Topic Title for Publication:		Hire Social Worker - Ashlynn Leskey
Date of Meeting: 01/07/2025		Total Topic Time Requested: 5 min
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och (consent item)		
Background: Supporting Documentation enclosed ☐		
An open Social Worker position exists within the Adult Services Unit. Interviews were conducted and it is recommended to hire Ashlynn Leskey to fill the open Social Worker position Grade 10 Step 1 . Start Date: TBD		
Options:		
1. To hire Ashlynn Leskey to fill the open Social Worker position.		
2. Not Approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To hire Ashlynn Leskey to fill the open Social Worker position. Grade 10 Step 1, \$28.06/hr. Start date: TBD		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 28.06/hr Grade 10 Step 1 Funding Source(s): 11-Public Health	☒ Yes ☐ No	

Auditor/Treasurer Archival Purposes Only:

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

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Seal



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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	20250107-06
Agenda Topic Title for Publication:		Hire Social Worker - Christine Lorentzen
Date of Meeting: 01/07/2025		Total Topic Time Requested: 5 min
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och (consent item)		
Background: Supporting Documentation enclosed ☐		
An open PHN position exists within the Adult Services Unit. Interviews were conducted and it is recommended to hire Christine Lorentzen to fill the open Social Worker position Grade 10 Step 1. Start Date: TBD		
Options:		
1. To hire Christine Lorentzen to fill the open Social Worker position.		
2. Not Approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To hire Christine Lorentzen to fill the open Social Worker position. Grade 10 Step 1, \$28.06 /hr. Start date: TBD		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 28.06/hr Grade 10 Step 1 Funding Source(s): 11-Public Health	☒ Yes ☐ No	

Auditor/Treasurer Archival Purposes Only:

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

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Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion	☐ Report	20250107-07
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	
Agenda Topic Title for Publication:		Resolution Appointing Membership to Todd-Wadena Community Corrections Executive Committee & Advisory Board
Date of Meeting: 01/07/2025		Total Topic Time Requested: 5 minutes
Organization / Department Requesting Action: Todd-Wadena Community Corrections		
Person Presenting Topic at Meeting: Kathy Langer, Director		
Background: Supporting Documentation enclosed ☒		
In accordance with MN Statutes Chapter 401, in 1976 Todd and Wadena Counties entered into a joint powers agreement and established Todd-Wadena Community Corrections. As part of the joint powers agreement, memberships of the Todd-Wadena Community Corrections Executive Committee and Advisory Board need to be appointed by the Boards of Commissioners in Todd and Wadena Counties.		
Options:		
1. Adopt resolution		
2. Not adopt resolution		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Adopt the attached resolution appointing membership to the Todd-Wadena Community Corrections Executive Committee and Advisory Board.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ NA	☐ Yes ☐ No	
Funding Source(s):		

Auditor/Treasurer Archival Purposes Only:

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



**RESOLUTION APPOINTING MEMBERSHIP
TODD WADENA COMMUNITY CORRECTIONS
2025**

This is a resolution appointing membership to the Todd-Wadena Community Corrections Executive Committee and Advisory Board.

WHEREAS, In accordance with MN Statutes Chapter 401, in 1976 Todd and Wadena Counties entered into a joint powers agreement and established Todd-Wadena Community Corrections, and

WHEREAS, Memberships of the Todd-Wadena Community Corrections Executive Committee and Advisory Board need to be appointed by the Boards of Commissioners in Todd and Wadena Counties, and

THEREFORE, IT IS RESOLVED that the members of the Todd-Wadena Community Corrections Executive Committee are appointed as follows:

1. _____, Todd County Commissioner
2. _____, Todd County Commissioner
3. _____, Wadena County Commissioner
4. _____, Wadena County Commissioner
5. Kyra Ladd, Wadena County Attorney
6. Jane Gustafson, Assistant Todd County Attorney

BE IT FURTHER RESOLVED that the members of the Todd-Wadena Community Corrections Advisory Board are appointed as follows:

1. _____, Todd County Commissioner
2. _____, Todd County Commissioner
3. _____, Wadena County Commissioner
4. _____, Wadena County Commissioner
5. Jessen Alexander, Wadena County Public Defender
6. Mike Allen, Todd County Sheriff
7. Donald Asmus, Todd County Citizen Member
8. Honorable Daniel A. Benson, District Court Judge
9. Melissa Birkholtz, Police Chief
10. Michael D. Carr, Wadena County Sheriff
11. Honorable Douglas Clark, District Court Judge
12. Johanna Bolter, Victims Services Representative
13. Jane Gustafson, Assistant Todd County Attorney
14. Kyra Ladd, Wadena County Attorney
15. Katherine Langer, Todd-Wadena Community Corrections Director
16. Jim Miller, Career Corrections Agent
17. Sheldon Monson, Wadena County Citizen Member
18. Sarah Ness, Wadena County Public Health Director
19. Jackie Och, Todd County Health and Human Services Director
20. Jason Sellnow, Todd County Public Defender
21. Josiah Tonder, Todd County Citizen Member
22. Sarah Urbach, Todd-Wadena Community Corrections Supervisor
23. Lane Waldahl, Wadena County Citizen Member



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested <i>(Check one):</i>		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250107-08
Agenda Topic Title for Publication:	Auditor Warrants - December 2024	
Date of Meeting: January 7th, 2025		Total Topic Time Requested: 2 minutes
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: <i>Supporting Documentation enclosed</i> ☒		
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 December 2024 Auditor Warrants number (ACH) 904651 through 904718 in the amount of \$1,653,507.77 (Manual) 1024 through 1033 in the amount of \$65,008.17 and (Regular) 243651 through 243817 in the amount of \$2,129,571.43 for a total of \$3,848,087.37.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	

Auditor/Treasurer Archival Purposes Only:

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

**Auditor Warrants for Publication
December 2024**

Vendor Name	Amount
BOULDER CREEK, INC.	\$ 99,365.25
CARGILL SALT DIVISION	\$ 21,459.36
CITY OF BROWERVILLE	\$ 100,717.96
CITY OF LONG PRAIRIE	\$ 307,931.39
COLBY/JACOB	\$ 3,284.06
LONG PRAIRIE OIL COMPANY	\$ 4,733.95
MIDWEST MACHINERY CO	\$ 182,446.51
REDSTONE CONSTRUCTION	\$ 274,446.31
STANTEC CONSULTING SERVICES INC	\$ 8,671.00
VERIZON	\$ 6,298.79
WIDSETH SMITH NOLTING INC	\$ 3,025.00
29 PAYMENTS LESS THAN 2000	\$ 16,909.05
CARD SERVICES COBORNS	\$ 3,326.17
CENTRA CARE	\$ 12,109.12
CLIFTON LARSONALLEN, LLP	\$ 2,152.50
EBSO INC	\$ 308,200.49
FLEET SERVICES/WEX BANK	\$ 6,821.27
HEALTH PARTNERS DENTAL	\$ 7,952.20
HY-TEC CONSTRUCTION	\$ 838,375.00
LONG PRAIRIE SANITATION INC	\$ 6,396.76
MORRIS ELECTRONICS INC	\$ 2,444.75
PETERS LAW OFFICE, P.A.	\$ 6,886.00
POPE DOUGLAS SOLID WASTE MANAGEMENT	\$ 2,274.75
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH	\$ 90,689.03
STANTEC CONSULTING SERVICES INC	\$ 10,042.80
STAPLES ADVANTAGE	\$ 3,323.44
STEP	\$ 9,981.13
SYTEK	\$ 5,000.00
TANGEN/NEIL R	\$ 3,079.00
TODD CO AUD-TREAS	\$ 8,690.77
20 PAYMENTS LESS THAN 2000	\$ 10,397.28
ARC ELECTRIC SERVICE	\$ 4,891.12
BOYER FORD TRUCKS INC	\$ 157,246.32
CHRISTENSEN/ROBERT AND MCKENZIE	\$ 4,691.25
COUNTIES PROVIDING TECHNOLOGY	\$ 7,041.00
EGAN/THOMAS AND KIMBERLY	\$ 7,537.50
FARM-RITE EQUIPMENT, INC	\$ 3,126.28
GALLAGHER BENEFIT SERVICES INC	\$ 2,000.00
GIESKE/GABRIEL AND BARBARA	\$ 4,000.00
GOVERNMENT MANAGEMENT GROUP	\$ 5,500.00
HOLLERMANN FAMILY DAIRY	\$ 10,989.28
KRAEMER/KEN	\$ 3,126.38
MADDEN GALANTER HANSEN, LLP	\$ 2,769.45
METRO SALES INC	\$ 3,852.70
MINNESOTA POWER	\$ 15,249.04
MN DEPT OF FINANCE	\$ 5,613.00
MORRISON COUNTY	\$ 30,662.94
NORTHERN STAR COOP	\$ 2,009.67
REGENTS OF THE UNIV OF MN	\$ 36,865.44
SHIRLEY'S GAS & GROCERIES INC	\$ 3,269.74
THE TRADESMEN CONSTRUCTION INC	\$ 45,229.39
USPS-POC	\$ 14,750.00
WIDSETH SMITH NOLTING INC	\$ 17,101.85
54 PAYMENTS LESS THAN 2000	\$ 27,345.95
CENTERPOINT ENERGY	\$ 3,786.10
CITY OF BROWERVILLE	\$ 593,607.50
DIAMOND BUICK GMC	\$ 3,061.87
GOERTZ/STEVEN & TAMMY	\$ 23,600.00
GOLDEN SHOVEL AGENCY	\$ 6,460.00
MINNESOTA POWER	\$ 4,817.07
MOTOROLA	\$ 16,000.00
STOECKEL JAHNER INC	\$ 8,450.00
TODD CO PLANNING & ZONING	\$ 20,038.75
TODD CO PUBLIC WORKS	\$ 15,300.00
ULINE	\$ 7,317.36
30 PAYMENTS LESS THAN 2000	\$ 15,576.50
AMAZON CAPITAL SERVICES	\$ 2,891.12
CARDMEMBER SERVICE	\$ 4,434.99
CLIFTON LARSONALLEN, LLP	\$ 8,935.50
COMMISSIONER OF TRANSPORTATION	\$ 9,451.44
DOUGLAS SWCD	\$ 20,880.85

Auditor Warrants for Publication
December 2024

Vendor Name	Amount
LONG PRAIRIE LEADER	\$ 23,188.50
LONG PRAIRIE OIL COMPANY	\$ 19,840.27
MOTOROLA	\$ 7,105.71
TODD CO AGRICULTURAL SOC.	\$ 9,640.08
TODD SOIL & WATER CONS DIST	\$ 161,570.62
30 PAYMENTS LESS THAN 2000	\$ 14,825.58
MN DEPT OF REVENUE	\$ 2,309.00
MN DEPT OF REVENUE	\$ 48,137.48
US BANK -CC	\$ 5,301.90
CARDMEMBER SERVICES	\$ 6,216.84
7 PAYMENTS LESS THAN 2000	\$ 3,042.95
TOTAL:	\$ 3,848,087.37



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	20250107-09
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	
Agenda Topic Title for Publication:		2025 Official Newspaper Designation
Date of Meeting: January 7 th , 2025		Total Topic Time Requested: 5 minutes
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☐		
Minnesota Statute Chapter 375.12 requires that annual letting of bids for publication be held for the publication of the official proceedings of the official Todd County Board meetings and notices.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the resolution designating the Official Newspaper for 2025 as the _____ with the bid of \$ _____ per column inch.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Becker	☐ Becker
Second:	☐ Neumann	☐ Neumann
☐ Passed	☐ Denny	☐ Denny
☐ Failed	☐ Noska	☐ Noska
☐ Tabled	☐ Byers	☐ Byers
☐ 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 DESIGNATING AN OFFICIAL NEWSPAPER FOR 2025

WHEREAS, Minnesota Statutes Chapter 375.12 requires the annual letting of bids for publication of official proceedings of the County Board and similar statutes require the publication of delinquent tax lists, County Financial Statements, and local transportation project bid advertisements, and;

WHEREAS, pursuant to advertisement bids were opened to be designated for those parties interested in being named as the official newspaper for Todd County on January 7, 2025.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners accept the bid from _____, with a bid of \$_____ per column inch to be the Official Newspaper for the year 2025 and;

BE IT FURTHER RESOLVED, that the Todd County website (www.co.todd.mn.us) be also designated as an official publication for all statutory requirements.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20250107-10
Agenda Topic Title for Publication:		2025 Extra Publication Newspaper Designation
Date of Meeting: January 7, 2025		Total Topic Time Requested: 5 minutes
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☐		
Minnesota Statute Chapter 375.12 requires that annual letting of bids be held for publication of the extra proceedings of the Todd County Board meetings and notices.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the resolution designating the Extra Publication Newspaper for 2025 as the _____ with the bid of \$ _____ per column inch.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Becker	☐ Becker
Second:	☐ Neumann	☐ Neumann
☐ Passed	☐ Denny	☐ Denny
☐ Failed	☐ Noska	☐ Noska
☐ Tabled	☐ Byers	☐ Byers
☐ 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 DESIGNATING AN EXTRA PUBLICATION NEWSPAPER FOR 2025

WHEREAS, Minnesota Statutes Chapter 375.12 requires the annual letting of bids for publication of official proceedings of the County Board and similar statutes require the publication of delinquent tax lists, County Financial Statements, and local transportation project bid advertisements, and;

WHEREAS, pursuant to advertisement bids were opened to be designated for those parties interested in being named as the extra publication newspaper for Todd County on January 7, 2025.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners accept the bid from _____ with a bid of \$_____ per column inch to be the Extra Publication Newspaper for the year 2025.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☐ Action/Motion	☐ Report	20250107-11
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	
Agenda Topic Title for Publication:		2025 Todd County Board of Commissioners Board Protocol
Date of Meeting: January 7 th , 2025		Total Topic Time Requested: 5 minutes
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☐		
The Todd County Board of Commissioners wish to create a transparent process for the order of the County Board meetings and notices. The Todd County Board of Commissioners met in worksession on December 17, 2024 to consider/propose updates to the Todd County Board Protocol document for 2025.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To adopt the attached resolution to establish the 2025 Todd County Board of Commissioners Board Protocol.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Becker	☐ Becker
Second:	☐ Neumann	☐ Neumann
☐ Passed	☐ Denny	☐ Denny
☐ Failed	☐ Noska	☐ Noska
☐ Tabled	☐ Byers	☐ Byers
☐ 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 THE
2025 TODD COUNTY BOARD OF COMMISSIONERS BOARD PROTOCOL**

WHEREAS, the Todd County Board of Commissioners has chosen to adopt Board Protocol to guide conduct and procedure of operations and meetings.

NOW, THEREFORE BE IT RESOLVED, that the following Board Protocol is adopted:

1. Board Rules to be Passed as a Resolution

Immediately following the appointment of a County Board Chairperson and Vice-Chairperson each year as practical, the County Board Chairperson shall direct that a resolution be passed for the Protocol of the County Board; Board Protocol shall not be passed for a period longer than one year.

2. Designation of the Board Chairperson and Vice-Chairperson

The County Board shall annually elect a Board Chairperson and Vice-Chairperson. In addition to having responsibilities as outlined below, the Board Chairperson, the Vice-Chairperson, the County Attorney, the County Coordinator, and the Human Resources Manager, shall also make-up the Personnel Committee of the County. The Personnel Committee shall have primary (but not sole) responsibility to advise the County Human Resource Manager as to personnel actions.

3. Regular Meetings

The Board shall hold regular meetings on the first and third Tuesday of each month. Regular meetings on the first and third Tuesday shall commence at 9:00 am in the County Board Room at the Historic Court House, Long Prairie, MN. On a majority vote of the County Board, a meeting time, date or venue may be changed.

The 2025 Public Hearing on the 2026 budget shall be held in the County Board Room, date to be set at a later time.

4. Special Meetings

The Chairperson or three members of the Board may call special meetings. Such meetings shall be called with a three (3) day advance notice, if circumstances allow, to all available Board members and members of the news media. Notwithstanding any other requirements, notice shall be published near the County Board Room door and the bulletin board on the main floor of the Historic Courthouse. Both notices shall specify: (1) the specific item or items to be considered at the special meeting, and (2) the date, time, and place of the meeting. Special meetings of the County shall be held in the County Board Room, unless the Board has determined that other facilities are to be used. All special meetings of the Board shall be limited to the specific item or items set forth in the notice.

5. Presiding Officer, Roll Call

The Board Chairperson, or in the Board Chairperson's absence, the Vice Chairperson of the Board shall take the Chair at the time appointed for the meeting and call the Board to order. The Board Chairperson or Vice Chairperson calling the meeting to order shall be the Presiding Officer for the balance of the meeting.

6. Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business. The Board Chairperson shall be a member of the Board, and shall have the right to vote on all matters coming before it, but shall have no veto power.

7. Minutes

The Auditor-Treasurer shall prepare written copies of the minutes of the preceding meeting of the Board of Commissioners and distribute them to its members no later than the start of its current session. One or more copies of the minutes shall be available in the Office of the Auditor-Treasurer for examination by members of the public. Upon the appearance of a quorum at a Commissioners Board Meeting, the Board Chairperson shall inquire of the Board whether they wish to approve, disapprove, or amend the minutes of the previous meeting of the Board of Commissioners as prepared by the Auditor-Treasurer. Any mistake or omission in the minutes may then be corrected by the Board.

8. Order of Business

a) Public Comment

The County Board shall designate the 15 minutes preceding each regular meeting of the County Board Meeting as a public comment period. Members of the public wishing to address the County Board may do so at this time. The Auditor-Treasurer shall provide a method for members of the public to sign up to speak. The Board Chairperson is responsible for limiting the amount of time for each member of the public wishing to speak. In the event there are more members of the public wishing to speak than 15 minute allows for, the County Board Chairperson may open the meeting and amend the agenda to include extended public comment. Public Comments may also be submitted in written format to the Auditor-Treasurer in-person, by mail, by fax or by electronic mail delivery. Any written public comments received greater than thirty minutes prior to the board meeting may be included on the current board meeting public comment opportunity.

The public comment period is not an appropriate venue to address specific personnel issues. If a member of the public wishes to address a specific personnel issue, the Board Chairperson shall direct the speaker to address the issue with Administration following the meeting.

b) Order and Decorum

The Board Chairperson or Vice-Chairperson shall preserve order and decorum. The Auditor-Treasurer shall act as parliamentarian and the Board Chairperson shall decide questions of order, subject to an appeal to the County Board.

Every Board member, member of the public or member of the press shall respectfully address the Chairperson by the appellation of "Mr. Chairman" or "Madame Chair", and shall not speak further until recognized by the Chairperson. Once a member of the audience has been recognized by the chair as requesting to address the Board of Commissioners, the Chairperson shall require the individual to identify themselves by stating their name and address.

Every Board member, or member of the public or member of the press shall conduct themselves with professionalism and exhibit respectful communication with one another during the meeting. This includes giving full attention to the meeting, turn to vibrate or turn off electronic communication devices and limiting side conversations during the meeting.

c) Agenda

The Auditor-Treasurer shall prepare a written agenda in advance of all board meetings and shall place Call to Order as Item No. 1; and thereafter other items of business in the order of presentation which the Auditor-Treasurer deems best or as directed by the Board Chairperson.

County staff or organizations wishing to place an item of business upon the agenda shall advise the Auditor-Treasurer of the particular item of business not later than 3:00 pm on the Wednesday immediately preceding the Regular Tuesday Board meetings. Alternate submission deadlines will be communicated by the Auditor-Treasurer for any Special Board Meetings in order to comply with public notification statute regulations. The Auditor-Treasurer shall release the proposed agenda and information packet, including posting on the Todd County Website, at minimum 3 days prior to the meeting, typically on the Friday, immediately preceding the Board Meeting. The Board Chairperson may choose to require the Auditor-Treasurer to send the agenda to the Board Chairperson for approval prior to public release.

County departments or organizations requesting that an item be placed on the agenda shall furnish sufficient details so as to enable the Auditor-Treasurer to enter the item on the board meeting agenda in a summary adequate to alert the public as to the nature of the matter to be discussed. If the Auditor-Treasurer is unable to prepare a summary from the information received, the Auditor-Treasurer may refuse to place the matter on the agenda.

The County Board, by majority vote, may amend the proposed agenda. After approval of the proposed agenda within a meeting, no amendments will be made except upon a 4/5th vote of the County Board.

d) Consent Agenda

The consent agenda is provided for items considered to be general business items. Items which may be placed on the consent agenda are as follows

- Minutes
- Resolutions authorizing permits or licenses
- Board Action Forms to approve the hiring of employees
- Board Action Forms recognizing the departures of employees

Any one Board Member may ask that an item be removed from the consent agenda and placed on the regular agenda. Board members who intend to remove an item from the consent agenda shall attempt to inform the Auditor-Treasurer before the County Board meeting. Items removed from the consent agenda may be placed where it is most reasonable on the regular agenda.

9. Discussion and Debate

The County Board shall be guided by, but not restricted to Robert's Rules of Order in all cases where they are applicable, and not inconsistent with State Statute or the Standing Rules of the Board.

- Items on the agenda may be debated prior to the submission of an ordinary motion.
- The Chairperson or Presiding Officer shall restate any motion if requested to do so by a member of the Board of Commissioners. The withdrawal of either the motion or the second to a motion shall terminate debate on the motion.
- When a question is under debate, no motion shall be received other than the following privileged motions: a) to lay on the table; b) to divide the question; c) to postpone indefinitely; d) to postpone to a certain day; e) to refer; f) to adjourn. The privileged motion shall have precedence in the order in which they are arranged. All privileged motions require a second before debate. A Board member may make a negative motion to defeat a resolution or ordinance. This "objection to the consideration" of the matter is considered a privileged motion and requires a

second, and must pass by a simple majority. If no motion is made on an item, the matter automatically dies or does not pass.

- d) When a motion is made to table a discussion, item, or topic, a later date shall be set to resume what was tabled and a vote is not required. If a motion is made to table the same discussion, item, or topic again, Robert's Rules of Order will be followed for this procedure. This motion can't interrupt a speaker who has the floor, it must be seconded, it can be debated, it is not amendable, and requires a majority vote.

10. Voting

When a question is put by the Chairperson, every member present shall vote; unless the Board, for special reason, shall excuse a member prior to the calling of the roll or a legal conflict of interest prohibits a member voting. Any member, who being present when his or her name is called fails to vote upon any then pending proposition, unless previously excused by the Board, shall be counted as having voted in the positive. In all cases, the call of the roll shall be alphabetically by the family surname of each Board member except that the Chairperson or Presiding Officer shall vote last.

11. Calling Vote

The ayes and nays shall be called upon the passage of ordinances and the consent agenda. Unless a member requests, other items will be by voice vote. When a vote is called for and a Board member is silent, the Board member will be recorded as voting in the affirmative on the question. A member may demand a roll call vote at any time prior to the assumption of other business.

12. Ordinances

Requests for consideration of an ordinance or ordinance amendment shall be submitted in writing to the County Board. Every proposed ordinance shall be considered at two public hearings referred to as first reading and second reading. The County Board will conduct the first reading at a public hearing for all ordinance subject matters or except as specified herein.

Requests related to Todd County's Land Use Ordinances shall be deferred to the Planning Commission per Section 5.06 of the Todd County Land Use Ordinance for the purpose of conducting the required public hearings and adopting a singular recommendation for submittal to the County Board for final adoption.

All proposed ordinances or amendment thereto shall be posted on the Todd County website for viewing.

Written notice of time, place and purpose of the public hearings shall be published in the official County newspaper designated by the Board and posted on the County website at least ten (10) days prior to the hearing date. Amendments may be offered at either first or second reading public hearings when the ordinance is under consideration, however the ordinance shall not be acted upon until the next regular meeting. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the second reading of the ordinance shall constitute final adoption of all ordinances. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass and action thereupon shall be postponed to the next regular session.

13. Clerk to the County Board

It shall be the duty of the Auditor-Treasurer to keep the journal of the proceedings of the County Board of Commissioners and perform such duties as may be required by the Board of Commissioners. The Auditor-Treasurer shall not allow the official journal of the County to be taken from the custody of the Auditor-Treasurer without the

knowledge and consent of the County Board of Commissioners. Audio taping or video taping of the board meetings may occur for County Department reference only, but approved minutes shall be the official record of board meetings. All county board meetings will be streamed live via link provided on the County Website for public access.

14. Board Committees

Committees of the Board shall be created by a 3/5 vote of the County Board. Committees may be created on an ongoing or defined time period.

15. Suspension or Amendment of Rules

No rule of the Board shall be suspended, altered, or rescinded except upon the affirmation vote of four members of the Board, unless notice of such change shall have been given at a previous meeting in which case only a majority shall be required.

16. Publication of Minutes

The regular Board of Commissioners Meeting minute summary shall be published in the official county newspaper and on the County Website so as to provide the public with timely and accurate notice of the regular County Commissioners Board Meeting actions.

17. Agenda is Public

Any member of the public or the news media requesting copies of any regular or special meeting agenda shall be provided the same pursuant to M.S. 13D.

18. Work Sessions of the Board

The County Board may hold Work Sessions which are not considered “regular meetings” of the County Board. Work sessions may be scheduled upon request of the County Board Chairperson or three members of the County Board in the County Board room.

A County Board Work Session is not a regular meeting and therefore no votes may be taken and no binding decisions may be made. Work sessions are to be used for information and discussion purposes only.

In the event that a work session is scheduled, notice will be sent to the members of the news media and posted on the County’s webpage.

19. County Board Quorum Notification

The County Board may need to attend gatherings such as committee meetings and conferences which are not part of a regularly scheduled county board meeting. When the presence of a quorum of the County Board is anticipated, public notification will be posted on the county bulletin board and the county website calendar with, at minimum, a three (3) day advance notice, per Minnesota State Statute. The Clerk to the Board will provide email notification of all posted notifications to the County Board as timely as possible.



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	20250107-12
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	2025 Board Meeting Dates Schedule
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Date of Meeting: January 7 th , 2025	Total Topic Time Requested: 5 minutes
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Organization / Department Requesting Action: Auditor-Treasurer
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Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer
--

Background: Supporting Documentation enclosed ☒
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It is customary for the County Board of Commissioners to set the County Board meeting schedule at the 1st board meeting of each year and adjust accordingly for known scheduling conflicts.

Options:

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Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
To approve to continue to hold the Todd County Board of Commissioner's Meetings on the first and third Tuesday of every month at 9:00 a.m. in the Todd County Historic Courthouse and Worksession designated by the Board Chairperson or three members of the County Board as deemed necessary. The County Board also approves that the year-end board meeting be scheduled for December 30th, 2025.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	

Auditor/Treasurer Archival Purposes Only:

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

2025

Board Submission Schedule

Please submit information directly to: clerk@co.todd.mn.us

Commissioner Meeting Date	Board Submission Deadline by 3:00 p.m.
January 7, 2025	December 30, 2024
January 21, 2025	January 15, 2025
February 4, 2025	January 29, 2024
February 18, 2025	February 12, 2025
March 4, 2025	February 26, 2025
March 18, 2025	March 12, 2025
April 1, 2025	March 26, 2025
April 15, 2025	April 9, 2025
May 6, 2025	April 30, 2025
May 20, 2025	May 14, 2025
June 3, 2025	May 28, 2025
June 17, 2025	June 11, 2025
July 1, 2025	June 25, 2025
July 15, 2025	July 9, 2025
August 5, 2025	July 30, 2025
August 19, 2025	August 13, 2025
September 2, 2025	August 27, 2025
September 16, 2025	September 10, 2025
October 7, 2025	October 1, 2025
October 21, 2025	October 15, 2025
November 4, 2025	October 29, 2024
November 18, 2025	November 12, 2025
December 2, 2025	November 24, 2025
December 16, 2025	December 10, 2025
December 30, 2025	December 22, 2025



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20250107-13
Agenda Topic Title for Publication:		2025 Committee Assignments
Date of Meeting: January 7, 2025		Total Topic Time Requested: 5 minutes
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
It is customary that the Board of Commissioners establish/re-affirm the Committees to which they are a member of each calendar year.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the attached resolution adopting the Commissioner's Committee Assignments for 2025.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	

Auditor/Treasurer Archival Purposes Only:

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



**A RESOLUTION ESTABLISHING
THE COMMISSIONER'S COMMITTEE ASSIGNMENTS FOR 2025**

WHEREAS, The County Commissioners have wide ranging and diverse responsibilities, and;

WHEREAS, it is necessary for Commissioners to be assigned to Committees for the purposes of advocating for the County, and to effectively complete the work of the County.

NOW, THEREFORE BE IT RESOLVED, that the attached Committee Roster (Attachment 1) is hereby adopted as the County Commissioners' Committee Assignments for 2025 and will remain on file in the Auditor-Treasurer's Office.

2025 Todd County Commissioner Committee Assignments

General Organization						Meeting Timetable
Board Chairperson	TBD					
Board Vice Chairperson	TBD					
County Board Board Meetings	1st and 3rd Tuesday 9:00 a.m., In the Commissioner's Board Room					
County Board Work Sessions	Scheduled as needed					
2025 - All Commissioner Committee Assignments	District 1	District 2	District 3	District 4	District 5	
3 Co. Morrison, Todd, Wadena Board of Health	B. Becker	T. Denny	B. Byers	L. Noska	R. Neumann	As needed
AMC Delegates	B. Becker	T. Denny	B. Byers	L. Noska	R. Neumann	Conferences, District Meetings
County Road Inspection Committee	B. Becker	T. Denny	B. Byers	L. Noska	R. Neumann	One Spring, One Fall
Finance Committee <i>*Typically Chair/Vice-Chair (rotate others as needed)</i>	TBD					As needed
Gov't Building Task Force Committee	B. Becker	T. Denny	B. Byers	L. Noska	R. Neumann	As needed
MN Rural Counties Caucus	B. Becker-Alt	T. Denny-Alt	B. Byers	L. Noska-Alt.	R. Neumann-Alt	1st Monday/month 10:00 AM
Negotiations Committee <i>*Typically Chair/Vice-Chair</i>	TBD					As needed
Solid Waste Joint Inspection Committee <i>(bi-yearly)</i>	B. Becker	T. Denny	B. Byers	L. Noska	R. Neumann	One Spring, One Fall
Strategic and Efficient Government Committees	District 1	District 2	District 3	District 4	District 5	
Leadership Team Committee <i>*Typically Chair/Vice-Chair</i>	TBD					2nd Wednesday/month 9:00 AM
Personnel Committee <i>(County Attorney and Coordinator) *Typically Chair/Vice-Chair</i>	TBD					2nd Monday & 4th Tuesday/month 9:00 AM
Policies Committee	B. Becker		B. Byers-Alt		R. Neumann	1st Wednesday/month 9:00 AM
Insurance Committee	B. Becker				R. Neumann	As needed
Joint Ditch 5 & 8 Committee	B. Becker	T. Denny	B. Byers			As needed
Safety/OSHA Committee/Facilities	B.Becker		B. Byers			4th Friday, every other month 10:00 AM
Todd County Appeals Board	B. Becker			L. Noska		As needed
Wellness Committee				L. Noska		As needed; Mondays @ 2pm
Counties Providing Technology		T. Denny-Alt			R. Neumann	4th Monday/month 10:00 AM
Compliance Fund Committee				L. Noska		As needed via email
Community Growth Committees	District 1	District 2	District 3	District 4	District 5	
Co. Parks & Trails Committee	B. Becker-Alt		B. Byers		R. Neumann	2nd Wednesday/month 7:00 PM
Airport Commission - Long Prairie			B. Byers		R. Neumann	3rd Wednesday/month 3:00 PM
Airport Commission - Staples	B. Becker	T. Denny				As needed
Region 5 Development Committee	B. Becker	T. Denny-Alt				4th Thursday/month 6:00 PM
Todd County Development Corp Liaison		B. Byers		L. Noska		2nd Monday/month, Brow. CC 7:00 PM
JD 2 Committee		T. Denny			R. Neumann	As needed
Livestock Advisory Committee	B. Becker		B. Byers			As needed
Todd County HRA		T. Denny-Alt	B. Byers	L. Noska		Last Wed/month, Sunrose Courts, Brow. 4:00 PM
Transit Advisory Committee/Rainbow Rider Joint Powers/Ambassador	B. Becker		B. Byers-Alt		R. Neumann	2nd Thursday/month 5:00 PM
Transit Advisory Committee/Friendly Rider Joint Powers	B. Becker	T. Denny				2nd Wednesday/month
Regional Transportation Coordinating Council (RTCC)	B. Becker				R. Neumann-Alt	As needed

2025 Todd County Commissioner Committee Assignments

Environmental Resources Committees	<i>District 1</i>	<i>District 2</i>	<i>District 3</i>	<i>District 4</i>	<i>District 5</i>	
Planning Commission and Variance Liaison		T. Denny	B. Byers-Alt			1st Thursday/month 6:00 PM
Soil & Water Liaison <i>*Typically Chair/Vice-Chair (others are alternates)</i>	<i>TBD</i>					2nd Thursday/month 8:30 AM
Solid Waste Joint Powers Board (PLMSWA)		T. Denny			R. Neumann-Alt	4th Wednesday/month 10:00 AM
Recycling Committee (Solid Waste Committee)		T. Denny			R. Neumann	2nd Thursday/month 10:00 AM
SRWD 1W1P Committee			B. Byers-Alt		R. Neumann	Quarterly or as needed
Long Prairie Watershed Plan	B. Becker		B. Byers			Quarterly or as needed
Mississippi - Brainerd Watershed Plan		T. Denny-Alt	B. Byers			Quarterly or as needed
Crow Wing Watershed Plan	B. Becker	T. Denny-Alt				4th Wednesday/month 9:00 AM
Red Eye Watershed Plan		T. Denny				
Water Plan Committee (Todd County) - Sauk River Watershed			B. Byers		R. Neumann	3rd Tuesday/month 6:00 PM
County Noxious Weed Appeal Committee		T. Denny			R. Neumann	As needed
Community Engagement Committees	<i>District 1</i>	<i>District 2</i>	<i>District 3</i>	<i>District 4</i>	<i>District 5</i>	
AIS				L. Noska	R. Neumann	As needed
Fair Board Committee		T. Denny		L. Noska		2nd Thursday/month 7:30 PM
Great River Regional Library	B. Becker - Alt	T. Denny				3rd Tuesday/month 5:00 PM
Extension Committee	B. Becker - Alt		B. Byers		R. Neumann - Alt split	1st Tues, Feb/April/June/Dec 6:00 PM
Todd Co. Expo Bldg Review Committee	B. Becker		B. Byers			As needed
Todd Co. Facilities Committee	B. Becker		B. Byers			4th Friday/month 9:00 AM
Growth and Contribution Committees	<i>District 1</i>	<i>District 2</i>	<i>District 3</i>	<i>District 4</i>	<i>District 5</i>	
Central MN Council on Aging				L. Noska-Alt	R. Neumann	1st Thursday Quarterly 10:00 AM
Tri-Cap Committee			B. Byers	L. Noska		4th Thursday/month, Little Falls 5:30 PM
Community Safety Committees	<i>District 1</i>	<i>District 2</i>	<i>District 3</i>	<i>District 4</i>	<i>District 5</i>	
Hands of Hope Todd-Morrison		T. Denny				3rd Wednesday/month 5:00 PM
Todd-Wadena Community Corrections Exec. Committee	B. Becker			L. Noska		2nd Monday/month 5:00 PM
West Central Juvenile Det. Center	B. Becker			L. Noska-Alt		
Comm. Health Service for Co.Public Health Advisory	B. Becker				R. Neumann	As needed
Opioid Settlement Advisory Council			B. Byers		R. Neumann-Alt	As needed
EMS County 14 Board	B. Becker		B. Byers			5th Friday in months with a 5th Friday 10:00 AM
EMS Task Committee	B. Becker		B. Byers			As needed
E-911 Committee			B. Byers		R. Neumann	As needed
Law Enforcement Liaison		T. Denny			R. Neumann	As needed
Law Library Committee				L. Noska		Quarterly, 2nd Wednesday
Environmental Health Bd of Appeals				L. Noska	R. Neumann	As needed
Central MN Emergency Services Council	B. Becker					
Region V+ Adult Mental Health Comprehensive Re-Entry Team			B. Byers	L. Noska		As needed
Todd-Wadena Community Corrections Advisory Board	B. Becker			L. Noska		Meet 3x/year, Spring/Summer/Fall
Central MN Emergency Services Board		T. Denny			R. Neumann-Alt	As needed

2025 Todd County Commissioner Committee Assignments

Misc. Assignments						
Todd County Official Newspaper	TBD					
Todd County Official Newspaper - Extra Publications	TBD					
Todd County Affirmative Action Plan Officer	Jane Gustafson, Assistant County Attorney					
AMC Committee - Individual Category Committee Member *	<i>*Dept Head as Alternate</i>					
Public Safety	B. Becker					
General Government					R. Neumann	
Environmental & Natural Resources		T. Denny				
Public Health Board			B. Byers			
Transportation & Infrastructure				L. Noska		
County Coordinator Committee Assignments						
All Todd County Commissioner Meetings & Worksessions						
Compliance Committee						
E-911 Committee						
Facilities Committee						
Finance Committee						
Insurance Committee						
Leadership Team Committee						
Negotiations Committee						
Personnel Committee						
Policies Committee						
Safety Committee						
Solid Waste Committee						
Wellness Committee						



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20250107-14
Agenda Topic Title for Publication:		Designation of Depositories, Investments & Electronic Funds Transfers
Date of Meeting: January 7 th , 2025		Total Topic Time Requested: 5 minutes
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: <i>Supporting Documentation enclosed</i> ☒		
Per Minnesota State Statute & Auditing Standards, the designation of depositories, investments and electronic funds transfers shall be approved by the governing body annually.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the attached resolution for the Designation of Depositories, Investments & Electronic Funds Transfers.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	

Auditor/Treasurer Archival Purposes Only:

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



DESIGNATION OF DEPOSITORIES, INVESTMENTS & ELECTRONIC FUNDS TRANSFERS

WHEREAS, Minnesota Statute § 118A.02, subdivision 1 (a) states “The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.” and;

WHEREAS, in accordance with Minnesota Statute § 118A.01 through § 118A.08, the County Board of Commissioners has the official role to authorize the County Auditor/Treasurer to select depositories & make investments of funds under Minnesota Statute § 118A.01 to 118A.08 or other applicable law for and on behalf of the County of Todd and;

WHEREAS, in accordance to Minnesota Statute § 385.07, the County Board of Commissioners has the official role to authorize the County Auditor/Treasurer the use electronic funds transfers where deemed appropriate, expeditious and in the best interest of the County of Todd.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners authorize the Todd County Auditor/Treasurer to select depositories & make investments in accordance to Minnesota Statute § 118A.01 through § 118A.08 where the following financial institutions are currently in place:

- American Heritage National Bank
- CETERA Investments managed through American Heritage National Bank
- Minnesota National Bank
- Gold Sweep Investments managed through Minnesota National Bank
- Moreton Capital Markets, LLC
- US Bank
- MAGIC Fund

BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners authorize the Todd County Auditor/Treasurer the use of electronic funds transfers where deemed appropriate, expeditious and in the best interest of Todd County.



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	20250107-15
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Battle Point Park Point Person
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Date of Meeting: 1/7/2025	Total Topic Time Requested: 5 mins
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Organization / Department Requesting Action: Facilities Department
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Person Presenting Topic at Meeting: Mitch Johnson, Facilities Manager

Background: Supporting Documentation enclosed ☐

Direction has been given by the Todd County Board to have the Facilities Manager oversee the Battle Point Parking Maintenance. This will allow for Battle Point Park to be a part of the maintenance plan and also it will give a contact person for the park board.

Options:

- 1) Make the Facilities Manager the Point Person of the Battle Point Park
- 2) Do not approve the request
- 3) Approve different option

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
1) Make the Facilities Manager the Point Person of the Battle Point Park

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 14,000 Funding Source(s): 111-6601	☒ Yes ☐ No	

Auditor/Treasurer Archival Purposes Only:

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

Battle Point Park

- Facilities Manager will oversee general maintenance at the Battle Point Park including, mowing, cleaning, dock installation and removal, building projects, snow plowing and grading of parking lot (which is done by Public Works).
- ALL rental of the Battle Point Park will be directly through the Auditor/Treasurer department.
- Concerns from the park board will be brought to the Facilities Manager attention
- All maintenance projects at Battle Point Park will run through Facilities Manager, Facilities Committee, and then for final approval the Todd County Board of Commissioners. Unless amount is below spending limits of Department Heads authorities.