



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

BOARD OF COMMISSIONERS Regular Board Meeting Agenda

Tuesday, January 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 - January 3rd & 7th, 2025	
4.2	Gambling Permit - Central Minnesota Whitetails 04/05/2025	
4.3	Gambling Permit - Lakewood Health System 04/25/2025	
4.4	Gambling Permit - Little Birch Lake Association 09/06/2025	
4.5	Gambling Permit - Midwest Outdoors Unlimited Prairie Partners Chapter 03/15/2025	
4.6	3.2 Malt Liquor License - Swanville/Sobieski Lions	
5	County Auditor-Treasurer	9:05
5.1	Commissioner Warrants	
5.2	Health & Human Services Commissioner Warrants	
5.3	Health & Human Services SSIS Warrants	
5.4	All County Departmental Change & Petty Cash Funds Annual Approval	
5.5	ARPA Funds for Battle Point Park Paving Project - Approve Final Project Amount	
5.6	Restrict Fund Balance for Clean Water Partnership (CWP Loan Program)	
5.7	Restrict Fund Balance for Planning & Zoning Grant Programs	
5.8	Restrict Fund Balance for Police State Aid from 2023 One-Time Distribution	
5.9	Todd County Development Corporation - 2025 Allocation	
5.10	Todd Wadena Community Corrections - 2025 Allocation	
5.11	Extension Committee Appointments	
5.12	Parks & Trails Board Member Appointment	
6	Ditch/Ag Inspector	9:20
6.1	Acknowledge Receipt - County Ditch 27 - Hold Harmless Agreement - Ditch Maintenance	
7	County Sheriff	9:25
7.1	Accept Donations for Canine Fund from 2024	
7.2	Budget Carry Over Accounts-Canine, Forfeiture and Contingency Funds	
8	Planning & Zoning	9:30
8.1	Zimmerman Request for CUP	
8.2	Ambling Trail Plat Preliminary Plat	
9	Solid Waste	9:35
9.1	Operation Technician Position	
10	Closed Session	9:45
10.1	Closed Session: Negotiation Strategy	
	<i>The Commissioners will hold a closed session pursuant to Minnesota Statute 13D.03 to consider strategies for labor negotiations.</i>	

Commissioners may be in the Commissioner's Board Room prior to the board meeting proceedings.
The County Board will open the meeting at the posted time and reserves the right to alter the agenda schedule for business needs.

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	20250121-01
Agenda Topic Title for Publication:		Meeting Minutes Approval - January 3rd & 7th, 2025
Date of Meeting: January 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: January 3 rd & 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 January 3 rd & 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



*Minutes of the Special Board Meeting of the Todd County Board of Commissioners held on
January 3rd, 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 3rd day of January, 2025 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 except Commissioner Byers.

Agenda

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

Union Negotiations

Summary of proposals and discussion was held with the LELS beginning at 9:00 a.m.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To enter into closed session pursuant to Minnesota Statute 13D.03 at 9:57 a.m.

Chair Becker reopened the session to reconvene with LELS for further discussion.

LELS unit provided a status update to the County Board to continue this conversation at the next planned meeting.

Summary of proposals and discussion was held with the Teamsters Courthouse unit.

On motion by Noska and second by Neumann, the following motion was introduced and adopted by unanimous vote: To enter into closed session pursuant to Minnesota Statute 13D.03 at 11:30 a.m.

On motion by Noska and second by Neumann, the following motion was introduced and adopted by unanimous vote: To reopen the session at 12:32 p.m.

Teamsters Courthouse provided a status update to the County Board to continue this conversation at the next planned meeting.

Summary of proposals and discussion was held with the AFSCME 65 – Public Works unit beginning at 12:35 p.m.

Chair Becker closed the meeting for AFSCME 65 to meet in caucus at 1:02 p.m.

Chair Becker reopened the meeting at 2:05 p.m. to acknowledge AFSCME 65 had no update to provide.

Summary of proposals and discussion was held with the AFSCME 65 – HHS unit beginning at 2:06 p.m.

AFSCME 65 – HHS Unit provided a status update to the County Board to continue this conversation at the next planned meeting.



Adjourn

On motion by Neumann and second by Denny, the meeting was adjourned at 2:58 p.m.



*Minutes of the Meeting of the Todd County Board of Commissioners held on
January 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 January, 2025 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.

Oaths of Office

An Oath of Office was completed for the following candidates to begin their new term of service to the citizens of Todd County:

Barbara Becker, Todd County Commissioner District 1
Bob Byers, Todd County Commissioner District 3
Randy Neumann, Todd County Commissioner District 5

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 the addition of item 8.8 for a Transportation Grant Opportunity.

Board Organization

On nomination by Neumann and second by Denny with no other nominations, the following was introduced and adopted by unanimous vote: To appoint Commissioner Byers as the Chairperson of the Todd County Board of Commissioners for 2025 proceedings.

On nomination by Becker and second by Neumann with no other nominations, the following was introduced and adopted by unanimous vote: To appoint Commissioner Denny as the Vice-Chairperson of the Todd County Board of Commissioners for 2025 proceedings.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for December 30th, 2024 as presented.

To hire Ashlynn Leskey to fill the open Social Worker position. Grade 10 Step 1, \$28.06/hr. Start date: TBD

To hire Christine Lorentzen to fill the open Social Worker position. Grade 10 Step 1, \$28.06 /hr. Start date: TBD

Todd Wadena Community Corrections

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

**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. Barbara Becker, Todd County Commissioner
2. Lew Noska, 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. Barbara Becker, Todd County Commissioner
2. Lew Noska, 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

Auditor-Treasurer

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

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

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 the Long Prairie Leader, with a bid of \$18.00 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.

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

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 the Long Prairie Leader with a bid of \$13.00 per column inch to be the Extra Publication Newspaper for the year 2025.

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

**A RESOLUTION ESTABLISHING THE
2025 TODD COUNTY BOARD OF COMMISSIONERS BOARD PROTOCOL**
(Copy of full resolution language available in the Auditor-Treasurer's Office for public inspection.)

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

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

**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.

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

DESIGNATION OF DEPOSITORY, 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
- Unity Bank

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.



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

A RESOLUTION ESTABLISHING TODD COUNTY'S SUPPORT FOR SEEKING FUNDING FROM MINNESOTA STATE ACTIVE TRANSPORTATION (AT) INFRASTRUCTURE PROGRAM

WHEREAS, up to \$12.502 million in Active Transportation funding is available, with a minimum of \$50,000 and cap of \$1,000,000 for each project, and;

WHEREAS, Acknowledgement that AT funds can be used to reimburse construction costs on AT eligible items, and that construction costs above the AT infrastructure grant amount will need to have alternate funding sources, and;

WHEREAS, the project will enhance safety for pedestrians and cyclists by installing lighting, constructing a sidewalk along the parking lot, and creating a safe crosswalk leading to the county offices. Additionally, a new hillside sidewalk will ensure visitors and employees no longer need to walk in the roadway. These improvements will also benefit children attending Long Prairie Elementary School and neighborhood residents, who frequently use the sidewalk and crosswalk. The project components are outlined and supported by the 2018 Long Prairie Safe Routes to School Plan, and;

WHEREAS, the project will benefit a wide range of stakeholders, including visitors accessing county services, county employees utilizing the parking lot with over 60 vehicle spaces, and children traveling to and from Long Prairie Elementary School via the sidewalk and crosswalk. Additionally, neighborhood residents will enjoy improved infrastructure for walking and biking, enhancing safety and accessibility throughout the area. By serving these diverse groups, the project fosters a safer, more connected community for all users, and;

WHEREAS, the estimated construction cost for the project is \$237,045.90, with construction planned for 2025. Funding is being requested in the amount of \$56,168.00 to cover 50% of mobilization costs (\$25,000.00), lighting expenses (\$16,654.25), and sidewalk construction costs (\$14,514.00). The remaining project funding will be sourced from the Todd County Facilities Capital Improvement Fund.

NOW, THEREFORE BE IT RESOLVED that the Todd County Board of Commissioners does hereby support Todd County seeking grant funding from the Minnesota State Active Transportation (AT) Infrastructure Program for the construction of a parking lot with adjacent sidewalk, crosswalk and paved hillside walkway at the intersection of 2nd Street South and 2nd Avenue South located in Long Prairie, MN and agrees to maintain such improvements; the Todd County Board of Commissioners supports submittal of the AT infrastructure application; and the Todd County Board of Commissioners assures that the county will pay all costs associated with the project beyond the AT infrastructure grant amount schedule.

Facilities Department

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To make the Facilities Manager the Point Person of the Battle Point Park with the attached list of parameters.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported that year end reporting is busy along with audit preparations.

County Attorney's Report

The County Attorney had nothing to report.

County Coordinator's Report

The County Coordinator extended thanks to Commissioner Becker and Commissioner Neumann for their service during the 2024 year.

County Commissioner's Report

The Commissioners reported on meetings and events attended.
 Commissioner Becker extended thanks to the County staff and County Board for their service in 2024.
 Commissioner Neumann attended the union negotiations and extended thanks to the board for their service in 2024.
 Commissioner Noska attended usual meetings and looking forward to the New Year.
 Commissioner Byers was unable to attend recent meetings due to illness.
 Commissioner Denny has attended meetings as usual and union negotiations.

Recess

On motion by Denny and second by Noska, the meeting was recessed until January 21, 2025.

AUDITOR WARRANTS

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 COBORN	\$ 3,326.17
CENTRA CARE	\$ 12,109.12
CLIFTON LARSON ALLEN, 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



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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



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COMMISSIONER OF TRANSPORTATION	\$	9,451.44
DOUGLAS SWCD	\$	20,880.85
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



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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	20250121-02
Agenda Topic Title for Publication:		Gambling Permit - Central Minnesota Whitetails
Date of Meeting: January 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 Central Minnesota Whitetails to hold a raffle event at the Clarissa Ballroom in Eagle Valley Township at the address of 19281 Kotter Rd, Clarissa, MN on April 5 th , 2025.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		
		Seal



GAMBLING PERMIT – CENTRAL MINNESOTA WHITETAILS

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Central Minnesota Whitetails through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Central Minnesota Whitetails to hold a raffle event at Clarissa Ballroom in Eagle Valley Township at the address 19281 Kotter Rd, Clarissa, MN on April 5th, 2025.



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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	20250121-03
Agenda Topic Title for Publication:	Gambling Permit - Lakewood Health System	
Date of Meeting: January 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 Lakewood Health System to hold a raffle event at the Lakewood Health System in Villard Township at the address of 49725 County 83, Staples, MN on April 25 th , 2025.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal



GAMBLING PERMIT – LAKEWOOD HEALTH SYSTEM

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Lakewood Health System through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Lakewood Health System to hold a raffle event at Lakewood Health System in Villard Township at the address 49725 County 83, Staples, MN on April 25th, 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	20250121-04
Agenda Topic Title for Publication:		Gambling Permit - Little Birch Lake Association
Date of Meeting: January 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 Little Birch Lake Association to hold a raffle event at the Hub Supper Club in Burnhamville Township at the address of 30905 County 13 Burtrum, MN on September 6 th , 2025.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		
		Seal



GAMBLING PERMIT – MIDWEST OUTDOORS UNLIMITED PRAIRIE PARTNERS CHAPTER

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Little Birch Lake Association through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Little Birch Lake Association to hold a raffle event at Hub Supper Club in Burnhamville Township at the address 30905 County 13 Burtrum, MN on September 6th, 2025.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion	☐ Report	20250121-05
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	
Agenda Topic Title for Publication:		Gambling Permit - Midwest Outdoors Unlimited Prairie Partners Chapter
Date of Meeting: January 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 Midwest Outdoors Unlimited Prairie Partners Chapter to hold a raffle event at the Hub Supper Club in Burnhamville Township at the address of 30905 County 13 Burtrum, MN on March 15 th , 2025.		
Additional Information:		Budgeted:
Financial Implications: \$		☒ Yes ☐ No
Funding Source(s):		
Attorney Legal Review:	Facilities Committee Review:	Finance Committee Review:
☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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



GAMBLING PERMIT – MIDWEST OUTDOORS UNLIMITED PRAIRIE PARTNERS CHAPTER

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

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Midwest Outdoors Unlimited Prairie Partners Chapter to hold a raffle event at Hub Supper Club in Burnhamville Township at the address 30905 County 13 Burtrum, MN on March 15th, 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	20250121-06
Agenda Topic Title for Publication:	3.2 Malt Liquor License - Swanville/Sobieski Lions	
Date of Meeting: January 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 with the Auditor-Treasurer's Office		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve a One Day On Sale 3.2 Malt Liquor License for the Swanville/Sobieski Lions on the Long Lake in Burnhamville Township effective February 22 nd , 2025.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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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	20250121-07
Agenda Topic Title for Publication:		Approve Commissioner Warrants
Date of Meeting: January 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) 403663 through 403684 in the amount of \$26,811.33 and (Regular) 58635 through 58668 in the amount of \$62,929.79 for a total of \$89,741.12.		

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

RACHEL

1/17/25 9:09AM

**** Todd County ****

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name



WARRANTS FOR PUBLICATION
Warrants Approved On 1/21/2025 For Payment 1/24/2025

<u>Vendor Name</u>	<u>Amount</u>
CARGILL SALT DIVISION	15,534.27
D & D AUTO REPAIR	5,263.29
G S EQUIPMENT INC	4,405.00
INFORMATION SYSTEMS CORPORATION	13,217.00
INTEGRITY EMPLOYEE BENEFITS, LLC	4,653.00
M & I LOCKBOX MCCC	19,000.00
MN COUNTY ATTORNEY'S ASSOC	4,798.00
WIDSETH SMITH NOLTING INC	5,971.25
48 Payments less than 2000	16,899.31
Final Total:	89,741.12



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	20250121-08
Agenda Topic Title for Publication:		Health & Human Services Commissioner Warrants
Date of Meeting: January 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) 806099 through 806168 and (Regular) 712688 through 712739 for a total of \$100,224.23.		

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

ADRIANA

1/14/25 10:52AM

**** Todd County ****

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

**INTEGRATED
FINANCIAL SYSTEMS**

WARRANTS FOR PUBLICATION

<u>Vendor Name</u>	<u>Amount</u>
9 Payments less than 2000	5,557.66
Final Total:	5,557.66

KATIE

1/14/25 9:30AM

**** Todd County ****

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

**** Todd County ****



WARRANTS FOR PUBLICATION
Warrants Approved On 1/21/2025 For Payment 1/24/2025

<u>Vendor Name</u>	<u>Amount</u>
INFORMATION SYSTEMS CORPORATION	31,325.00
RURAL MN CEP INC	9,990.69
111 Payments less than 2000	53,350.88
Final Total:	94,666.57



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	20250121-09
Agenda Topic Title for Publication:	Health & Human Services SSIS Warrants	
Date of Meeting: January 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) 601531 through 601558 and (Regular) 518227 through 518245 for a total amount of \$145,133.71.		

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:

1/24/2025

Approval Date:

1/21/2025

Vendor name or #

Amount

# 16704	7012.20	Foster care provider
# 17598	4189.03	Foster care provider
# 16192	2493.42	Foster care provider
GREATER MN FAMILY SRVS INC	21553.53	
HEARTLAND GIRLS RANCH	20918.80	
HOLISTIC FAMILY EDUCATION SRVS	6764.42	
NORTHERN PINES MENTAL HLTH CTR INC	9537.22	
NORTHWOOD CHILDRENS SERVICES	5241.47	
# 17597	4021.01	Foster care provider
PORT OF CROW WING BOYS HOME	6299.64	
PRAIRIE LAKES YOUTH PROGRAMS	11191.00	
VILLAGE RANCH INC	11458.62	
WEST CENTRAL REG JUVENILE CTR	12918.00	
	\$21,535.35	34 Pymts less than \$2000

Final Total

\$145,133.71



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	20250121-10
Agenda Topic Title for Publication:		All County Departmental Change & Petty Cash Funds Annual Approval
Date of Meeting: January 21, 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 ☒		
In order to remain in compliance with State Auditing Standards & Statutes, it is recommended to approve annually the Change & Petty Cash Funds across all County Departments. The attached resolution is reaffirming the petty cash & change funds, with the elimination of the Extension designation and transferring those dollars to the Sheriff Main Drawer.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To adopt the attached resolution for the Approval of All County Departmental Change & Petty Cash Funds.		

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



APPROVAL OF ALL COUNTY DEPARTMENTAL CHANGE & PETTY CASH FUNDS

WHEREAS, there are multiple petty cash & change funds in various departments across the county, and;

WHEREAS, State Auditing Standards & Statutes require board approval when modifications are requested and to annually confirm/reaffirm all county departmental change & petty cash funds,

NOW, THEREFORE BE IT RESOLVED, to approve the petty cash & change funds for the various departments for immediate implementation as per the attached list to be filed in the Auditor-Treasurer's Office.

Todd County Departmental Change Funds FY 2025

<i>Fund#</i>	<i>Object#</i>	<i>Department</i>	<i>Purpose</i>	<i>Type</i>	<i>Amount</i>
1	1008	Recorder	Refund Ckg Acct	Change	\$200.00
1	1026	Recorder	Driver's License-Drawer	Change	\$300.00
1	1012	Recorder	Direct Deposit Ckg Acct	Change	\$1,000.00
1	1007	Recorder	Recorder Main-Drawer	Change	\$300.00
1	1005	Auditor-Treasurer	Main Drawer	Change	\$1,000.00
1	1005	Auditor-Treasurer	ORA Ckg Account	Change	\$1,000.00
1	1005	Auditor-Treasurer	Payroll Ckg Account	Change	\$250.00
1	1009	Ag-Extension	Main-Drawer	Change	\$50.00
21	1005	Public Health	Drawer #1	Change	\$50.00
21	1005	Public Health	Drawer #2	Change	\$20.00
1	1019	Planning and Zoning	Main Drawer	Change	\$50.00
51	1010	Solid Waste Enterprise	Main Drawer	Change	\$300.00
51	1022	Solid Waste Enterprise	Solid Waste Ckg Acct	Change	\$100.00
1	1018	GIS Dept	Main Drawer	Change	\$30.00
3	1005	Public Works	Main Drawer	Change	\$400.00
3	1006	Public Works	Postage, etc.	Petty Cash	\$75.00
1	1027	Assessor	Main Drawer	Change	\$20.00
11	1005	Social Services	Main Drawer	Change	\$100.00
1	1017	County Sheriff	Main Drawer	Change	\$150.00
1	1025	Veterans Service	Postage, etc.	Petty Cash	\$30.00

TOTAL \$5,375.00

**Todd Soil & Water Agency (NOT COUNTY FUNDS) \$20.00*



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250121-11
Agenda Topic Title for Publication:		ARPA Funds for Battle Point Park Paving Project - Approve Final Project Amount
Date of Meeting: January 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: <i>Supporting Documentation enclosed</i> ☐		
On March 19, 2024, ARPA Funds were approved by the County Board to be obligated for the cost of the pavement project identified at Battle Point Park with a total estimated cost of \$20,000.		
The total costs incurred for this project are \$15,300.00 and at this time it is recommended to close this obligation and allow the remaining funds of \$4,700.00 to be reassigned according to the terms of BA#20241217-20.		
Options:		
1. Approve final ARPA obligated amount for the Battle Point Park Paving Project		
2. Do not approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the final amount of ARPA funds previously authorized via BA#20240319-18 for the Battle Point Park Paving Project at \$15,300 and allow the remaining funds of \$4,700 to be reassigned according to the terms of BA#20241217-20.		
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



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	20250121-12
Agenda Topic Title for Publication:		Restrict Fund Balance for Clean Water Partnership (CWP) Loan Program
Date of Meeting: January 21 st , 2025	Agenda Time Requested: 2 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor/Treasurer & Planning & Zoning		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor/Treasurer		
Background: Supporting Documentation enclosed ☒		
In February 2020 and November 2023, the County Board authorized the Planning & Zoning department to apply for Clean Water Partnership Loans for septic systems. The loan application fees, principal & interest are collected and held in the General Fund (01-613). Beginning in FY2021, the County Board established a Restricted Fund Balance for the CWP Loan Program.. Per auditing standards, this restricted balance should be updated annually. The FYE 2024 balance is \$84,424.86. These funds are to be collected and held to supply for the loan repayment to MPCA.		
Options:		
1. To adopt the attached resolution		
2. Do not adopt the attached resolution		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To adopt the attached resolution to Restrict Fund Balance for Clean Water Partnership (CWP) Loan Program.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ 84,424.86 Funding Source(s): 01-613	☒ 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



A RESOLUTION RESTRICTING FUND BALANCE FOR CLEAN WATER PARTNERSHIP (CWP) LOAN PROGRAM

WHEREAS, the Todd County Board of Commissioners on February 4, 2020 (Board Tracking # 20200204-18) and again on November 7, 2023 (Board Tracking #20231107-26) approved for the Todd County Planning and Zoning Department to apply for a Clean Water Partnership Loans for septic systems via the MPCA and;

WHEREAS, Planning and Zoning has been awarded both of these Clean Water Partnership Loan applications, and;

WHEREAS, beginning in FY2021 the Todd County Board of Commissioners established a Restricted Fund Balance for the Clean Water Partnership Program and has updated the restricted balance annually, and;

WHEREAS, Planning and Zoning collects application fees, annual principal and interest to supply for the loan repayment to MPCA and;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the County Auditor/Treasurer to update the Restricted Fund Balance for the Clean Water Partnership (CWP) Loan Program account in Fund 01-613 with a balance of \$84,424.86 as of 12-31-2024.



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	20250121-13
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Restrict Fund Balance for Planning & Zoning Grant Programs	
Date of Meeting: January 21 st , 2025	Agenda Time Requested: 2 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor/Treasurer & P&Z		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☐		
The Planning & Zoning Grant revenues arrive prior to the year of planned activity. State Auditors recommendation is to approve by resolution a restricted fund balance on an annual basis for transparent financial reporting. The balance of these grants as of 12-31-2023 is \$148,571.75.		
Options:		
1. to adopt the attached resolution		
2. do not adopt the attached resolution		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To adopt the attached resolution to Restrict Fund Balance for Planning & Zoning Grant Programs.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 148,571.75	☒ Yes ☐ No	
Funding Source(s): 01-105		
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}

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Seal



RESTRICT FUND BALANCE FOR PLANNING & ZONING GRANT PROGRAMS

WHEREAS, the Planning & Zoning Grant Revenues arrive prior to the year of planned activity, and;

WHEREAS, State Auditors recommendation is to approve by resolution a restricted fund balance on an annual basis for transparent financial reporting, and;

WHEREAS, the balance of the Planning & Zoning Grant Programs as of 12-31-2024 is \$148,571.75.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the County Auditor/Treasurer to Restrict Fund Balance for the Planning & Zoning Grant Programs for fiscal year ending 2024 per the attached list.



December 31, 2024

Todd County Planning and Zoning Restricted Funds for Year ending 12/31/2024

FY2025 County Riparian AID	\$27,000.00	01-105-531
FY2025 NRBG Shoreland Grant	\$6,734.00	01-105-552
FY2025 NRBG SSTS Grant	\$21,200.00	01-105-553
FY2025 NRBG Septic Upgrade Grant	\$93,637.75	01-105-553-0101

The balances listed above are the remaining cash balance of those grant funds ending 12/31/2024.

The seconded payment of County Riparian Aid funds come in late December.

Sincerely,

Adam Ossefoort
Division Director
adam.ossefoort@co.todd.mn.us
320-732-4420

Notes:

- 2023 Budget process changed. No longer doing carry forward of funds. Switched to Restricted funds.



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	20250121-14
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Restrict Fund Balance for Police State Aid from 2023 One-Time Distribution
--	---

Date of Meeting: January 21 st , 2025	Agenda Time Requested: 2 minutes	☐ Consent Agenda
--	----------------------------------	---

Organization / Department Requesting Action: Auditor/Treasurer & Sheriff
--

Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer
--

Background: Supporting Documentation enclosed ☒
--

The 2023 omnibus tax bill included \$210 million in one-time public safety aid that was distributed on 12/26/2023 to cities and counties across the state. Todd County received \$712,941.00 from this one-time distribution. The omnibus bill also provided stipulations regarding allowable uses for this one-time funding. In March 2024, a Restricted Fund was established to carry forward the balance of the funds from FY2023.

State Auditors recommendation is to approve by resolution a restricted fund balance on an annual basis for transparent financial reporting. The balance of this fund as of 12-31-2024 is \$565,130.18.

Options:

1. to adopt the attached resolution

2. do not adopt the attached resolution

Recommendation:

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

To adopt the attached resolution to Restrict Fund Balance for the Police State Aid 2023 One-Time Distribution.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 565,130.18	☒ Yes ☐ No	
Funding Source(s): 01-201		

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:	

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COUNTY OF TODD }
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Seal



RESTRICT FUND BALANCE FOR THE POLICE STATE AID 2023 ONE-TIME DISTRIBUTION

WHEREAS, the 2023 omnibus tax bill included \$210 million in one-time public safety aid that was distributed on 12/26/2023 to cities and counties across the state, and;

WHEREAS, Todd County received \$712,941.00 from this one-time distribution, and;

WHEREAS, the omnibus bill provided stipulations regarding allowable uses for this one-time funding and;

WHEREAS, on March 19, 2024, the County Board established a Restricted Fund Balance to carry forward these funds from FY2023 until allowable projects can be identified, and;

WHEREAS, the balance of this account is \$565,130.18 as of 12-31-2024.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the County Auditor/Treasurer to Restrict Fund Balance for the Police State Aid 2023 One-Time Distribution for the fiscal year ending 2024 with a balance of \$565,130.18.



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	20250121-15
Agenda Topic Title for Publication:		Todd County Development Corporation - 2025 Allocation
Date of Meeting: January 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 ☒		
The 2025 Budget for the support of the Todd County Development Corporation has been approved at \$95,658 and a letter of request has been received to transfer the funds.		
Options:		
1. Approve the transfer of funds		
2. Do not approve the transfer of funds		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the attached resolution to transfer funds from the General Fund to the Todd County Development Corporation Fund.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 95,658 Funding Source(s): 01-General Revenue	☒ 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



**TRANSFER OF FUNDS FROM GENERAL FUND TO
TODD COUNTY DEVELOPMENT CORPORATION FUND**

WHEREAS, the 2025 Budget for Todd County's support to the Todd County Development Corporation has been approved at \$95,658, and;

WHEREAS, a letter was received from the Todd County Development Corporation requesting for the allocation of funds from the County General Fund to be provided.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the transfer of funds in the amount of \$95,658.00 from Fund 01-General Revenue to Fund 74-Todd County Development Corporation.



January 7, 2025

Denise Gaida, Auditor/Treasurer
Todd County
215 1st Avenue South, Suite 201
Long Prairie, MN 56347

Dear Denise:

Todd County Development Corporation is writing to request the 2025 Todd County allocation funds of Ninety-Five Thousand Six Hundred and Fifty-Eight Dollars (\$95,658.00) to be transferred in January 2025. Please add this allocation to the current balance of Todd County Development Corporation.

The Todd County Development Corporation Board of Directors, committees and I appreciate the financial and in-kind technical support provided by Todd County. This investment helps us to carry out our mission to sustain and promote diverse economic development through education, training and technical assistance that improves the lives of our citizens, communities and businesses.

Sincerely,

Melissa Wyman

Melissa Wyman – Executive Director
Todd County Development Corporation
347 Central Avenue – PO Box 247
Long Prairie, MN 56347
melissa.wyman@co.todd.mn.us
Office: (320) 732-2128
Website: www.toddcountydevelopment.org

Todd County Development Corporation – 347 Central Avenue, Long Prairie, MN 56347 (320) 732-2128
TCDC is a 501(c)(3) non-profit corporation and an equal opportunity provider and employer



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	20250121-16
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	
Agenda Topic Title for Publication:		Todd Wadena Community Corrections - 2025 Allocation
Date of Meeting: January 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 ☒		
The 2025 Todd County Budget for the support of Todd Wadena Community Corrections has been approved at \$619,404.00 and a letter of request has been received to transfer the allocated funds.		
Options:		
1. Approve the funds transfer		
2. Do not approve the funds transfer		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the attached resolution for the Transfer of Funds from the General Fund to the Todd Wadena Community Corrections Fund for the 2025 Allocation.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 619,404	☒ Yes ☐ No	
Funding Source(s): 01-General Revenue		
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



**TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE TODD WADENA COMMUNITY
CORRECTIONS FUND FOR THE 2025 ALLOCATION**

WHEREAS, the 2025 Budget for Todd County's support to Todd Wadena Community Corrections has been approved at \$619,404.00; and

WHEREAS, a letter was received from the Todd Wadena Community Corrections requesting for the allocation of funds from the General Fund to be provided;

NOW, THEREFORE BE IT RESOLVED, that The Todd County Board of Commissioners hereby approve the transfer of funds in the amount of \$619,404.00 from Fund 01-General Revenue to Fund 75-Todd Wadena Community Corrections.

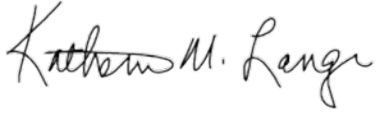
COMMUNITY CORRECTIONS

State of Minnesota
Todd and Wadena Counties

MEMO

January 6, 2025

TO: Denise Gaida
Todd County Auditor/Treasurer
Todd County Courthouse
Long Prairie, MN 56347

FROM: Katherine M. Langer 
Director

SUBJ: 2025 Community Corrections Subsidy

Todd County's level of participation in the Community Corrections system for 2025 is \$619,404. We are asking that you make whatever arrangements necessary to facilitate either:

- 1) A one-time transfer of the full \$619,404 to Todd-Wadena Community Corrections fund.
- 2) A two part transfer of \$309,702 in January 2025, and \$309,702 in July 2025, to Todd-Wadena Community Corrections fund.

Thank you for your assistance with regard to this matter. Please feel free to contact me or Megan Kruse, Administrative Assistant with our department, if you have any questions. Thank you again.

cc: Jolene Sabrowsky
File

✓ LONG PRAIRIE OFFICE – 221 First Ave. S, Suite 200, Long Prairie, MN 56347 (320-732-6165)
□ WADENA OFFICE – 415 S. Jefferson, Courthouse – Lower Level, Wadena, MN 56482 (218-631-7618)
□ STAPLES OFFICE – 200 First Street NE, Staples, MN 56479 (218-894-6300)

“An Equal Opportunity Employer”



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	20250121-17
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Extension Committee Appointments
--	---

Date of Meeting: January 21 st , 2025	Agenda Time Requested: 5 minutes	☐ Consent Agenda
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Organization / Department Requesting Action: University of MN Extension

Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer
--

Background: Supporting Documentation enclosed ☐

Todd County Extension Committee serves as an advisory body for the U of M Extension in Todd County. Committee members serve three year terms that are renewable. We request the following appointments to be made for the County Extension Committee:

Commissioner Neumann request sthat Jed Fiskness be reappointed to a three year term 2025-2027 as District 5 Representative

Commissioner Denny requests that Eric Seifert be appointed to a three year term 2025-2027 as District 2 Representative

Commissioner Noska requests that Megan Hollermann be appointed to a three year term 2025-2027 District 4 Representative

Commissioner Becker requests that Stacy Brichacek be appointed to the open seat as District 1 Representative.

Options:

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
To adopt the recommendations for reappointment for Jed Fiskness and new appointments for Eric Seifert, Megan Hollermann and Stacy Brichacek for the Extension Committee.

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}
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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 : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250121-18
Agenda Topic Title for Publication:		Parks & Trails Board Member Appointment
Date of Meeting: January 21 st , 2025		Agenda Time Requested: 5 minutes ☐ Consent Agenda
Organization / Department Requesting Action: Todd County Parks & Trails		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☐		
There remains open a seat on the Todd County Parks & Trails Board from District 1. Commissioner Becker recommends appointment of Stacy Brichacek to this open position.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To appoint Stacy Brichacek as the District 1 representative on the Todd County Parks & Trails Board effective immediately.		

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:	

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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 : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250121-19
Agenda Topic Title for Publication:		Acknowledge Receipt - County Ditch 27 - Hold Harmless Agreement - Ditch Maintenance
Date of Meeting: January 21, 2025	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Ditch/Ag Inspector		
Person Presenting Topic at Meeting: Nancy Uhlenkamp CDI		
Background: Supporting Documentation enclosed ☒		
Attachment 1 - Hold Harmless Agreement Attachment 2 - Aerial Photo		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Acting as Ditch Authority, acknowledge receipt of a Hold Harmless Agreement petition to clean a portion of the Main Ditch on CD27 in section 16, Wykeham Twp		

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:	

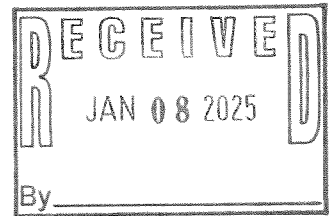
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Seal



HOLD HARMLESS AGREEMENT

For County Ditch Maintenance/ Repair

Whereas, Applicant Bruce Zeidler requests permission of the Todd County Ditch Authority to maintain/repair a portion of County Ditch No. 27 that runs through the below properties:

Landowner	<u>Bruce Zeidler</u>	parcel #	<u>28-0014100</u>
Landowner	<u>Bruce Zeidler</u>	parcel #	<u>28-0014400</u>
Landowner	<u>Charles Dickey</u>	parcel #	<u>28-0014601</u>
Landowner		parcel #	

Section 16 Township 131 Range 35

Proposed Project Description: ☒ Ditch Maintenance – length of ditch 3826 ft

☐ Private crossing installation/replacement

Include map of project location and project plans

Maintain ditch to original width + Depth and
Level spoilage - work done by mbc.

Applicant will have one year from the date of this application approval to complete the proposed project.

Person/Contractor name doing work: _____

Address: _____

Contact phone #'s _____

Whereas, applicant is allowed to maintain the drainage ditch to the original width, depth, and grade. An improvement by lowering or widening the ditch bottom is not allowed. Sediment and vegetation can only be removed to the extent of the original ditch bottom elevation. Culverts can be replaced at the existing elevation. Spoil must be side cast and leveled.

Whereas, APPROVAL OF THIS HOLD HARMLESS AGREEMENT ONLY APPLIES TO THE COUNTY DITCH AUTHORITY (MN Rule Chapter 103E). Permits from local, state and federal agencies may be required. Before commencing work in or near wetlands, the application form for Water/Wetland Project must be filled out and mailed to the appropriate agencies; 1. Todd Soil, Water, Conservation, Development Division, 2. Army Corps of Engineers, 3. MN DNR Division of Waters, 4. Sauk River Water Shed District (if in dist.) 5. Board of Water Soil Resources.

Whereas, said applicant will not do any cleaning/repair of said ditch until approval is received from all agencies.

Whereas, the applicant and/or contractor agrees to defend, indemnify, and hold Todd County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any act or omission on the part of the applicant, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the applicant or the subcontractors, partners, or independent contractors or any of their agents or employees under the agreement.

I do hereby agree to the above terms, I agree to hold the County harmless and indemnify it and follow all the rules and regulations.

Dated: 1-8-25

Applicant Signature Bruce Zeidler

Phone # 218-738-5438

Landowner Signature: Bruce Zeidler

Phone # 11

Landowner Signature: Charles E Dickey

Phone # 218-639-2273

Landowner Signature: _____

Phone # _____

Landowner Signature: _____

Phone # _____



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	20250121-20
Agenda Topic Title for Publication:		Accept donations for our Canine Fund from 2024
Date of Meeting: January 21, 2025	Agenda Time Requested: 5 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Donations were made in our Canine Fund in 2024 from Harren Trucking, Zinter Brothers and Minnesota National Bank for a total of \$860.00.		
Options:		
Accept 2024 Canine donations		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Accept donations for 2024 Canine fund from Harren Trucking, Zinter Brothers and Minnesota National Bank for a total of \$860.00.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 860.00 Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20250121-21
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Budget Carry Over Accounts-Canine,Forefeiture and Contingency Funds	
Date of Meeting: January 21, 2025	Agenda Time Requested: 5 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Todd County Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Mike Allen		
Background: Supporting Documentation enclosed ☒		
Sheriff Mike Allen would like to carry over the balance of the Canine, Forefeiture and Contingency Funds from 2024 to 2025 in the amount of \$ 89,101.48.(See BRF attached)		
Options:		
1. Approve Carry over funds.		
2. Do not approve carry over funds.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the carry over of the Sheriff's Office Canine, Contingency and Forfeiture Funds with a total of \$89,101.48.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 89,101.48 Funding Source(s): Fund Balance	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

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

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



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Budget Request Form

Action Requested: (select one)		
☐ Budget Amendment (Complete Section A)	☒ Carryover (Complete Section A)	☐ Purchase (Complete Section B)

County Department: Sheriff's Office			
Section A:		Budget Year: 2024 Carryover to Budget Year: 2025	
Transfer from (Description)	Amount	Transfer to (Description)	
01-204-000-00000-6455 (Canine Funds)	\$48,820.74	01-204-000-0000-6455 (Canine Funds)	
01-204-000-0000-6461 (Forfeiture Funds)	\$37,499.89	01-204-000-0000-6461 (Forfeiture Funds)	
01-207-000-0000-6356 (Contingency Funds)	\$ 2,780.85	01-207-000-0000-6356 (Contingency Funds)	
- - - - - ()	\$	- - - - - ()	
- - - - - ()	\$	- - - - - ()	
Total:			\$89,101.48
Section B:			
Purchase Line Item (Description)	Amount	Vendor	
- - - - - ()	\$		
- - - - - ()	\$		
- - - - - ()	\$		
- - - - - ()	\$		
- - - - - ()	\$		
Total		\$	
Purpose and/or Description of Purchase, Documentation of Bid Process Supporting Documentation enclosed ☐			
These accounts contain committed funds that are received from the Sheriff's Office Canine, Forfeiture and Contingency Funds.			

Budget Request Authorization		Signature	Date
Department Head: Sheriff Mike Allen	☒ Approved ☐ Denied	<i>Mike Allen</i>	1/17/2025
County Auditor-Treasurer	☒ Approved ☐ Denied	<i>Dennis Gaudin</i>	1/17/2025
Board Chairperson:	☐ Approved ☐ Denied		

Revised 01/2025



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20250121-22
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Zimmerman Request for CUP
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Date of Meeting: 1/21/2025	Agenda Time Requested: 3	☐ 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 for additional enclosures for exotic animals with future public tours on parcel 14-0005800 (Kandota TWP) was submitted on December 10, 2024. The application was reviewed by the Planning Commission during the January 2nd public hearing. The final recommendation from the Planning Commission was to grant the CUP with the conditions identified below.

Options:

1. Grant the CUP with the proposed conditions.
2. Develop findings and 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 following conditions:

1. Applicant must obtain and maintain a feedlot registration compliant with the Todd County Planning and Zoning Ordinance and MN Rule 7020.
2. Secondary fencing of the property shall be installed and maintained.
3. Applicant must provide a copy of the USDA animal care registration and license
4. Applicant must abide by all applicable Minnesota Statutes and Rules related to the keeping of wild animals.
5. 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

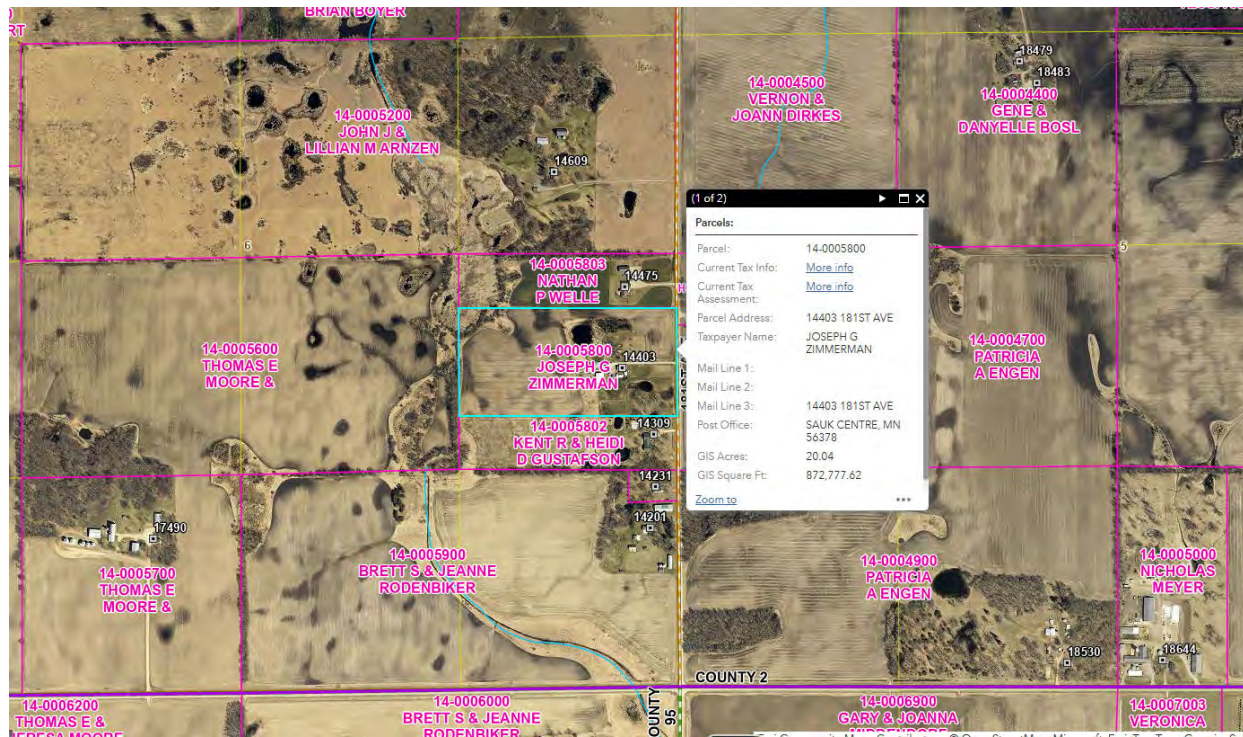
Auditor/Treasurer Archival Purposes Only:

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: Joseph G. Zimmerman
Mailing Address: 14403 181st Ave.
Sauk Centre, MN 56378

Property Owner: Joseph G. Zimmerman
Mailing Address: 14403 181st Ave.
Sauk Centre, MN 56378

Site Address: 14403 181st Ave., Sauk Centre, MN 56378
Parcel Number: 14-0005800

REQUEST: Request for a CUP for additional enclosures for exotic animals with future public tours in AF-1 Zoning.

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

THE SOUTH 656.54 FEET OF THE NORTH 984.81 FEET OF THE NE ¼ OF THE SE ¼, SECTION 6, TOWNSHIP 127 NORTH, RANGE 34 WEST, TODD COUNTY, MINNESOTA.

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2024-025 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. Applicant must obtain and maintain a feedlot registration compliant with the Todd County Planning and Zoning Ordinance and MN Rule 7020.
2. Secondary fencing of the property shall be installed and maintained.
3. Applicant must provide a copy of the USDA animal care registration and license
4. Applicant must abide by all applicable Minnesota Statutes and Rules related to the keeping of wild animals.
5. Abide by all other applicable Federal, State and Local standards

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

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

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

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

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



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250121-23
Agenda Topic Title for Publication:		Ambling Trail Plat Preliminary Plat
Date of Meeting: 1/21/2025	Agenda Time Requested: 3	☐ Consent Agenda
Organization / Department Requesting Action: Planning and Zoning		
Person Presenting Topic at Meeting: Adam Ossefoort		
Background: Supporting Documentation enclosed ☒		
An application for subdivision to create a two lot plat with and additional Outlot on parcel 03-0018300 (Birchdale TWP) was submitted on December 4 th , 2024. The application was reviewed by the Planning Commission during the January 2 nd public hearing. The final recommendation from the Planning Commision was to approve the preliminary plat with the conditions identified below.		
Options:		
1. Approve the preliminary plat with the conditions below.		
2. Develop findings and deny the preliminary plat.		
3. Remand back to the Planning Commission with a 60 day extension to the decision period.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Adopt the findings of the Planning Commission and approve the preliminary plat with the condition below. 1 All new driveway accesses shall be approved by the local road authority prior to installation. 2. 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 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

AMBLING TRAIL PLAT

PRELIMINARY PLAT OF
AMBLING TRAIL PLAT

DATE OF PREPARATION
OCTOBER 14TH, 2024

ZONING
RDS & AF1

PROPOSED USE OF PARCEL'S
RESIDENTIAL

SURVEYOR
BRAD M. NYBERG
NYBERG SURVEYING INC.
509 22ND AVE. E. SUITE 101
ALEXANDRIA, MN 56308
PH# (320) 762-4111

DEVELOPER/OWNER
MICHAEL BUSHARD
1501 COUNTRY CLUB DR NE
WILLMAR, MN 56201
PH# (320) 249-1611

SOIL TYPES
SVERDRUP SANDY LOAM
NYMORE LOAMY SANDY LOAM
MENAHA SANDY LOAM
AQUOLLS & HISTOSOLS, PONDED

SOIL TESTS DONE BY
SCOTT ELWOOD
ELWOOD SEPTIC PROFESSIONALS, LLC
2511 COUNTY ROAD 82 NW
ALEXANDRIA, MN 56308
PH# (320) 815-8297

VEGETATION
WOODED, TILLABLE & WETLAND

PARCEL NUMBER
03-0018300

TOWNSHIP
BIRCHDALE

TOTAL PLATTED AREA
16.13 ACRES ± / 702,600 S.F.±

BLUFFS
NONE

WATER SUPPLY
PRIVATE INDIVIDUAL WELLS

SEWER
PRIVATE INDIVIDUAL SEPTIC SYSTEMS

PROPERTY ADDRESS
27924 AMBLING TRAIL
GREY EAGLE, MN 56336

COVENANTS
NONE AT THIS TIME

LEGAL DESCRIPTION (FROM TAX STATEMENT)
Sect-23 Twp-127 Range-33 SW4 NE4 LYING SE OF ST
HWY 28 EX .90 AC SOLD TO MNDOT AS PARCEL 7 OF
PLAT 77-23 & GOVT LOT 1 LYING SE OF ST HWY 28 &
LYING S & SW OF BIRCHDALE ESTATES, EX PARTS

WETLANDS
SEE PLAT

SEC. 23 T 127 N R 33 W

AMBLING TRAIL

TRUNK HIGHWAY NO. 28

BIRCHDALE ESTATES

LOT ONE

LOT TWO

LOT THREE

LOT FOUR

LOT FIVE

LOT SIX

LOT SEVEN

LOT EIGHT

LOT NINE

LOT TEN

LOT ELEVEN

LOT TWELVE

LOT THIRTEEN

LOT FOURTEEN

LOT FIFTEEN

LOT SIXTEEN

LOT SEVENTEEN

LOT EIGHTEEN

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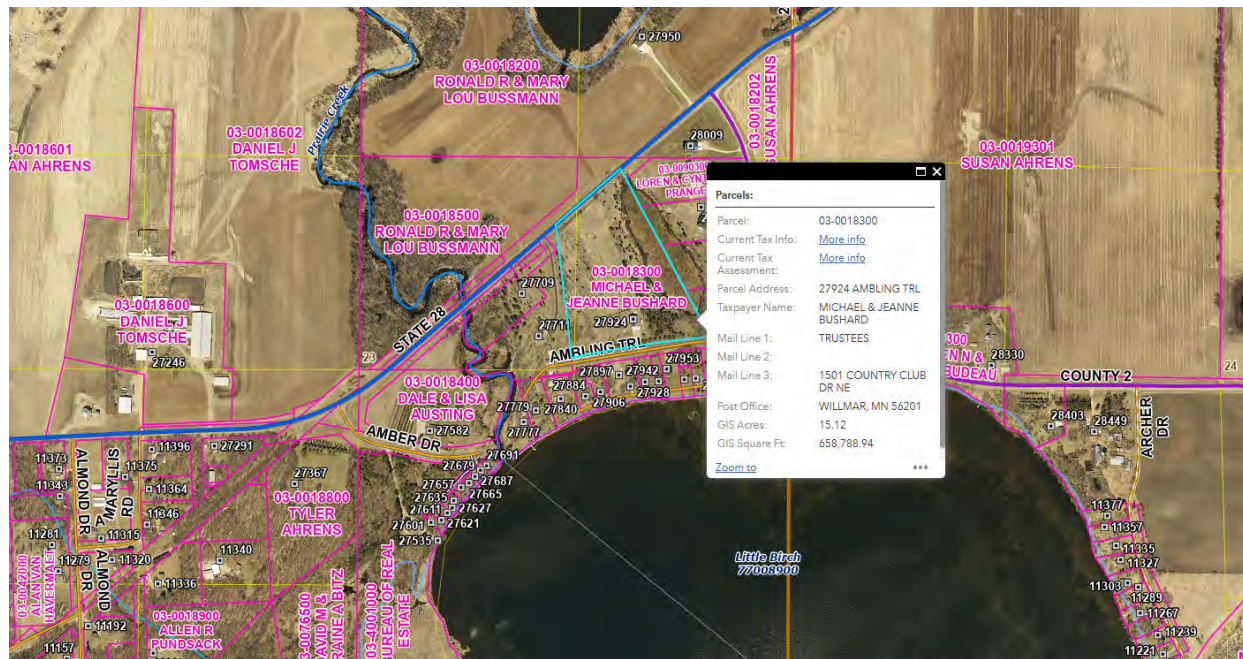
SEC. 23 T 127 N R 33 W

DATE: 11/26/2024 • DRAWN BY: JSM • CHECKED: BMN • JOB NO. 12231

REQUESTED BY: **MICHAEL BUSHARD**



509 22ND AVE. EAST, SUITE 101
ALEXANDRIA, MINNESOTA 56308
 612-434-762-4111
www.nybergsurveying.com



SUBDIVISION PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: “Ambling Trail Plat” from Michael & Jeanne Bushard
Mailing Address: 1501 Country Club Dr. NE
Willmar, MN 56201

Property Owner: Michael & Jeanne Bushard, Trustees

Site Address: 27924 Ambling Trail, Grey Eagle, MN 56336
Parcel Number: 03-0018300

1. **REQUEST:** Request to create “Ambling Trail Plat”, a two-lot plat plus an Out lot in –
Recreational Development Shoreland and also AF-1 Zoning.

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

SEE ATTACHED LEGAL

Record this document in: X abstract records torrens records

IT IS ORDERED that the Subdivision Request, CUP# Subdiv-2024-06, be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. All new driveway accesses shall be approved by the local road authority prior to installation.
2. Abide by all other applicable Federal, State and Local standards.

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

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

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

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

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

That part of Government Lot 1 and that part of the Southwest Quarter of the Northeast Quarter (SW¼ NE¼) of Section 23, Township 127 North, Range 33 West, Todd County, Minnesota, described as follows:

Beginning at the southeast corner of Lot 4, Block One, BIRCHDALE ESTATES, according to the recorded plat thereof;

thence South 00 degrees 01 minutes 17 seconds East, assumed bearing along the southerly extension of the east line of said Lot 4, a distance of 12.22 feet, said point also being 142.11 feet northerly of the northeast corner of Lot 1, ANDERSON'S SUB-DIVISION, FIRST ADDITION, according to the recorded plat thereof;

thence South 82 degrees 50 minutes 32 seconds West 535.18 feet to a point on the northerly extension of the easterly line of Lot 11, said ANDERSON'S SUB-DIVISION, FIRST ADDITION, said point also being 137.97 feet northerly of the northeast corner of said Lot 11;

thence South 80 degrees 24 minutes 59 seconds West 428.44 feet to a point on a northerly extension of the easterly line of Lot 19, said ANDERSON'S SUB-DIVISION, FIRST ADDITION, said point also being 137.35 feet northerly of the northeast corner of said Lot 19;

thence South 79 degrees 19 minutes 26 seconds West 361.80 feet to a point on the east line of BIRCHDALE ESTATES PLAT 3, according to the recorded plat thereof, said point also being 57.80 feet northerly of the southeast corner of Lot 1, Block One, said BIRCHDALE ESTATES PLAT 3;

thence North 07 degrees 38 minutes 29 seconds West, along said east line of BIRCHDALE ESTATES PLAT 3, a distance of 862.40 feet to the centerline of Trunk Highway No. 28;

thence North 48 degrees 44 minutes 23 seconds East, along said centerline of Trunk Highway No. 28, a distance of 632.34 feet to the westerly extension of the north line of Lot 1, aforesaid Block One, BIRCHDALE ESTATES;

thence North 89 degrees 45 minutes 52 seconds East, along said westerly extension of the north line of Lot 1, a distance of 114.26 feet to the northwesterly line of said Lot 1;

thence South 48 degrees 44 minutes 23 seconds West, along said northwesterly line of Lot 1, a distance of 207.47 feet to the westerly line of said BIRCHDALE ESTATES;

thence South 28 degrees 48 minutes 00 seconds East, along said westerly line of BIRCHDALE ESTATES, a distance of 1102.96 feet to the southwest corner of aforesaid Lot 4, Block One, BIRCHDALE ESTATES;

thence North 83 degrees 58 minutes 43 second East, along the south line of said Lot 4, a distance of 461.22 feet to the point of beginning.



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	20250121-24
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Operation Technician Position
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Date of Meeting: 1-21-2025	Agenda Time Requested: 5 min	☐ Consent Agenda
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Organization / Department Requesting Action: Solid Waste
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Person Presenting Topic at Meeting: Mike Eberle

Background: Supporting Documentation enclosed ☐

In anticipation of the opening of our new transfer station facility, the solid waste department with assistance from our solid waste committee is proposing the new position of Operation Technician. This position is needed to further assist in our expanding duties of our administrative network. The current Lead Operator position will be terminated, upon approval of this upgraded position. This position was reviewed by Gallagher and was given a grade F with a hourly range of \$24.85 to \$32.78 per hour. The addition of this position will ensure that Todd County Solid Waste's mission to provide it's clients a safe, reliable and environmentally sounds waste solutions.

Options:

1) Approve the new Operation Technician position

2) Do not approve this position

Recommendation:

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

To approve the new Operations Technician Position and Terminate the Lead Operator Position.

Additional Information:	Budgeted:	Comments
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Financial Implications: \$ Funding Source(s): Enterprise Fund	☒ Yes ☐ No	Grade F
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Attorney Legal Review: ☐ Yes ☒ No ☐ N/A	Facilities Committee Review: ☒ Yes ☐ No ☐ N/A	Finance Committee Review: ☒ Yes ☐ No ☐ N/A
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Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☒ Other Closed Session	20250121-25
Agenda Topic Title for Publication:		Closed Session - Negotiation Strategy
Date of Meeting: January 21, 2025		Agenda Time Requested: 60 Minutes ☐ Consent Agenda
Organization / Department Requesting Action: Administration		
Person Presenting Topic at Meeting:		
Background: Supporting Documentation enclosed ☒		
The Todd County Board of Commissioners will be meeting in a closed session commencing at 9:45 AM on Tuesday, January 21, 2025 to consider strategies for labor negotiations, pursuant to Minnesota Statute 13D.03.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Enter into closed session pursuant to MN Statute 13.D3 at 9:45 AM.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

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Official Public Notice

Announcement of Closed Meeting

This notice is to advise the public that the Todd County Board of Commissioners will be meeting in a closed session commencing at approximately 9:45 a.m. on Tuesday, January 21st, 2025 in the Commissioners Board Room.

The purpose of this closed portion of the meeting is for the purpose to consider strategies for labor negotiations pursuant to MN Statute 13D.03.

Respectfully submitted,

Denise Gaida

Todd County Auditor-Treasurer

Posted: January 17th, 2025