



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

*Minutes of the Meeting of the Todd County Board of Commissioners held on
March 4th, 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 4th day of March, 2025 at 9:00 AM. The meeting was called to order by Chairperson Byers. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Approval of Agenda

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented with addition of 4.9 Resignation Part-Time Public Safety Telecommunicator Kayla Andersen, 4.10 Hire Part-Time Road Deputy Cole Yungbauer and 12.2 2025 Agreement Between Douglas County and Todd County for Shared Services of a GIS/E911 Coordinator.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for February 10th and 18th, 2025 and Joint County/SWCD Meeting Minutes for February 18th, 2025 as presented.

Approve the hiring of Mr. Tyler Odden to fill the vacant Public Works Sign Technician position at Grade 8, Step 1 (\$24.97/hour).

Accept the resignation of Investigator Cole Yungbauer effective 03/03/2025.

Approve the resignation of Social Worker Dixie Allen, effective March 3rd, 2025.

Approve the resignation of Public Health Nurse Kelly Messer, effective February 21st, 2025.

To approve an Off Sale and On Sale 3.2 Malt Liquor License for TMF Resort Inc dba Head of the Lakes Resort at the address of 15080 Gardenia Drive, Osakis, MN in Leslie Township effective April 1, 2025 through March 31, 2026.

To approve a Setup License for TMF Resort Inc dba Head of the Lakes Resort at the address of 15080 Gardenia Drive, Osakis, MN in Leslie Township effective April 1, 2025 through March 31, 2026.

To approve an On Sale Wine License including strong beer for TMF Resort Inc dba Head of the Lakes Resort at the address of 15080 Gardenia Drive, Osakis, MN in Leslie Township effective April 1, 2025 through March 31, 2026.

Approve the resignation of Part-Time Public Safety Telecommunicator Kayla Andersen effective January 16, 2025.

To hire Cole Yungbauer to fill the open Part-Time Road Deputy position. Grade 10 Step 8, \$35.02/hr. Start Date: TBD.

Auditor-Treasurer

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the February 2025 Auditor Warrants number (ACH) 904832 through 904914 in the amount of \$1,283,442.80 (Manual) 1047 through 1057 in the amount of \$72,761.20 and (Regular) 243982 through 244123 in the amount of \$895,966.63 for a total of \$2,252,170.63.

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 403743 through 403762



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in the amount of \$24,986.35 and (Regular) 58743 through 58774 in the amount of \$16,688.56 for a total of \$41,674.91.

On motion by Becker and second by Neumann, the following motion as introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 806255 through 806273 and (Regular) 712830 through 712865 for a total of \$141,969.78.

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601588 through 601597 and (Regular) 518285 through 518305 for a total amount of \$87,268.91.

Public Works

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

AWARD OF CONSTRUCTION CONTRACT FOR 2025 BITUMINOUS HIGHWAY CONSTRUCTION

WHEREAS, sealed bids were received on February 25th, 2025 by the Todd County Public Works Director for SAP 077-603-010, SAP 077-622-014, CP 25:73, CP 25:78 and CP 77-25-01, said projects for highway construction related work at various locations in Todd County, and;

WHEREAS, the following sealed bids were received:

Mark Sand & Gravel Co.	Fergus Falls, Minnesota	\$4,113,309.75
Central Specialties, Inc.	Alexandria, Minnesota	\$4,125,035.93
Anderson Brothers Construction	Brainerd, Minnesota	\$4,266,576.20
Minnesota Paving and Materials	Rogers, Minnesota	\$4,399,198.03
R.J. Zavoral and Sons, Inc.	East Grand Forks, Minnesota	\$4,405,995.59
Knife River Corporation	Sauk Rapids, Minnesota	\$4,823,858.39
Duininck, Inc.	Prinsburg, Minnesota	\$5,046,727.74

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby accept and award the contract for the above said construction projects to Mark Sand & Gravel Co. of Fergus Falls, Minnesota based on their low bid of \$4,113,309.75.

Announcement of the FY2027 Federal HSIP Safety Project Grant from MnDOT was provided which is intended to be for the installation of 6" Ground-In Wet Reflective Stripes in the amount of \$342,000.

County Attorney

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: Approve the 2025 Agreement for Prosecution Services, Burtrum, Grey Eagle, Clarissa, Eagle Bend, Bertha, and Hewitt.



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County Sheriff

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: Appoint Sarah Booker as the Todd County delegate to the CMESB Regional Advisory Committee and Michael Wisniewski as the alternate representative.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To purchase the 2025 Chevy K1500 pickup from Alexandria Motors for the price of \$48,510.00.

Planning & Zoning

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

Final Plat Approval – “Ambling Trail Plat” Subdivision

WHEREAS, Applicants and property owners Michael & Jeanne Bushard applied to subdivide a property that is described as part of Section 23 of Birchdale Township with the plat to be known as “Ambling Trail Plat”,

WHEREAS, Ambling Trail Plat consists of two lots with an outlet; Block One, Lot 1, 117,991 square feet; Block One, Lot 2, 440,797 square feet; Block One, Outlot A, 55,044 square feet, located in Shoreland Recreational Development Zoning District in Birchdale Township,

WHEREAS, On January 2nd, 2025, the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and 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



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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.

WHEREAS, On January 21st, 2025, the Todd County Board of Commissioners considered the Preliminary Plat for the above-described property and approved the Ambling Trail Plat preliminary plat with two conditions:

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.

WHEREAS, the Planning & Zoning Department has completed the necessary final plat review and find that all items required for final plat approval have been completed.

NOW, THEREFORE BE IT RESOLVED, the final plat of "Ambling Trail Plat" be approved as presented.

Health & Human Services

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Accounting Contract as presented.

On motion by Noska and second by Neumann, the following motion was introduced and adopted by unanimous vote: Approve notification to the Minnesota Department of Commerce, Todd County's intent to administer and deliver the Energy Assistance Program for FFY 2026.

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: Approve the elimination of the Public Health Nurse position in the Adult Services Unit.



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Solid Waste

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous vote: To award the bid to Boyer Truck in the amount of \$154,448.10 for Western Star 47X Semi-tractor.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To award the bid of \$250,484.00 to North American Trailer for 2 walking floor trailers.

On motion Neumann and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve letter of support and contribution of \$6,000.00 to Ottertail County application of C&D Management Grant.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: Authorize Solid Waste Director to sign proposal with Barr for professional services for \$15,500.00.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: Authorize Solid Waste Director to sign proposal with Widseth for professional services for \$18,500.

Administration

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the Todd County Recorder as the Supervisor for the GIS department.

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the 2025 Agreement between Douglas County and Todd County for shared services of a GIS/E911 Coordinator.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reminded of the upcoming March Township elections and absentee for upcoming Osakis School special election on April 8th is now open. Also, the final preparation for CLA's annual audit upcoming visit is nearing completion. The 2025 Property Tax Statements are nearing completion for release to mailboxes in the next week or so.

County Attorney's Report

The County Attorney had nothing to report.

County Coordinator's Report

The County Coordinator attended a broadband, lunch & learn, paycom software, wellness, Sourcewell, TCDC./LP Chamber and GIS contract with Douglas County meetings.

County Commissioner's Report

The Commissioners reported on meetings and events attended.
Commissioner Becker attended the Region V and TWCC interview meetings.
Commissioner Neumann attended the SRWD, 1W1P-SR and SR JD2 Miller's Bay meetings.
Commissioner Noska attended regular meetings with nothing special to report.



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Commissioner Byers attended the personnel and union discussion meetings.
Commissioner Denny attended the regular scheduled meetings including union discussions.

Recess

Chair Byers recessed the meeting until March 18th, 2025.

AUDITOR WARRANTS

VENDOR NAME	AMOUNT
AMAZON CAPITAL SERVICES	\$ 4,671.00
CLIFTON LARSONALLEN, LLP	\$ 17,430.00
GERTH/CHARLOTTE	\$ 2,000.00
LONG PRAIRIE LEADER	\$ 3,276.00
LONG PRAIRIE SANITATION INC	\$ 6,184.75
VERIZON	\$ 6,901.34
WEST CENTRAL TECH SERVICE AREA	\$ 4,228.47
37 PAYMENTS LESS THAN 2000	\$ 17,417.13
ACOM SYSTEMS	\$ 4,000.00
CARD SERVICES COBORNS	\$ 2,514.65
CENTERPOINT ENERGY	\$ 3,099.52
CENTRA CARE	\$ 12,714.58
FLEET SERVICES/WEX BANK	\$ 7,386.93
HEALTH PARTNERS DENTAL	\$ 8,590.01
HY-TEC CONSTRUCTION	\$ 432,250.00
LEADSONLINE LLC	\$ 3,106.00
LONG PRAIRIE OIL COMPANY	\$ 5,421.65
MINNESOTA UI	\$ 6,290.85
MN DEPT OF FINANCE	\$ 6,259.50
MORRISON COUNTY	\$ 16,369.50
PETERS LAW OFFICE, P.A.	\$ 7,475.00
POPE DOUGLAS SOLID WASTE MANAGEMENT	\$ 11,514.00
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTHORITY	\$ 93,473.61
PRAIRIE PHARMACY	\$ 2,286.69
SHIRLEY'S GAS & GROCERIES INC	\$ 3,668.98
STAPLES ADVANTAGE	\$ 3,290.31
STEP	\$ 10,473.70
TODD CO AUD-TREAS	\$ 8,828.23
TOWN OF BARTLETT	\$ 27,561.26
TOWN OF BERTHA	\$ 27,933.84
TOWN OF BIRCHDALE	\$ 41,743.71
TOWN OF BRUCE	\$ 29,347.47
TOWN OF BURLEENE	\$ 27,110.21
TOWN OF BURNHAMVILLE	\$ 36,258.88
TOWN OF EAGLE VALLEY	\$ 41,062.61
TOWN OF FAWN LAKE	\$ 34,767.07
TOWN OF GERMANIA	\$ 35,570.50
TOWN OF GORDON	\$ 32,871.66
TOWN OF GREY EAGLE	\$ 28,194.96



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TOWN OF HARTFORD	\$	42,770.40
TOWN OF IONA	\$	39,702.82
TOWN OF KANDOTA	\$	26,375.89
TOWN OF LESLIE	\$	29,441.33
TOWN OF LITTLE ELK	\$	23,866.63
TOWN OF LITTLE SAUK	\$	37,445.20
TOWN OF LONG PRAIRIE	\$	35,161.97
TOWN OF MORAN	\$	33,550.93
TOWN OF REYNOLDS	\$	32,061.22
TOWN OF ROUND PRAIRIE	\$	44,640.42
TOWN OF STAPLES	\$	32,751.99
TOWN OF STOWE PRAIRIE	\$	38,009.22
TOWN OF TURTLE CREEK	\$	18,826.58
TOWN OF VILLARD	\$	40,194.81
TOWN OF WARD	\$	36,460.81
TOWN OF WEST UNION	\$	24,224.23
TOWN OF WYKEHAM	\$	37,096.38
ULINE	\$	4,521.21
VOYANT COMMUNICATIONS, LLC	\$	3,516.44
WIDSETH SMITH NOLTING INC	\$	5,540.50
38 PAYMENTS LESS THAN 2000	\$	16,668.42
ALL STATE COMMUNICATIONS	\$	2,890.00
ANOKA CO GOVERNMENT CENTER	\$	8,375.00
CARDMEMBER SERVICE	\$	2,326.13
CARGILL SALT DIVISION	\$	7,634.10
CENTERPOINT ENERGY	\$	2,322.34
CENTERPOINT ENERGY	\$	11,116.28
COUNTIES PROVIDING TECHNOLOGY	\$	8,006.00
GALLAGHER BENEFIT SERVICES INC	\$	2,000.00
MADDEN GALANTER HANSEN, LLP	\$	17,675.10
MINNESOTA POWER	\$	20,737.03
MISSISSIPPI HEADWATERS BOARD	\$	7,700.00
MORRISON SWCD	\$	4,183.23
STOECKEL JAHNER INC	\$	2,730.00
WADENA COUNTY SHERIFF	\$	2,997.50
35 PAYMENTS LESS THAN 2000	\$	14,606.22
SCHOOL DISTRICT 2170	\$	7,140.67
SCHOOL DISTRICT 486	\$	4,830.83
TOWN OF BRUCE	\$	2,415.41
TOWN OF FAWN LAKE	\$	3,320.46
4 PAYMENTS LESS THAN 2000	\$	2,651.02
AMAZON CAPITAL SERVICES	\$	2,580.12
DOHERTY STAFFING SOLUTIONS	\$	2,627.35
EAGLE BEND FARM & LUMBER SUPPLY INC	\$	2,280.59
EBSO INC	\$	327,049.63
MCIT	\$	2,281.00
METRO SALES INC	\$	3,860.48



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MINNESOTA POWER	\$	5,133.75
PEMBERTON SORLIE RUFER & KERSHNER	\$	7,215.60
27 PAYMENTS LESS THAN 2000	\$	14,351.62
MN DEPT OF REVENUE	\$	59,569.02
US BANK - CC	\$	8,454.06
10 PAYMENTS LESS THAN 2000	\$	4,738.12
TOTAL:	\$	2,252,170.63

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
EMERGENCY AUTOMOTIVE TECHNOLOGIES	\$ 4,415.17
INTRADYN	\$ 2,080.00
LITTLE FALLS MACHINE INC	\$ 2,724.88
LONG PRAIRIE LEADER	\$ 5,054.50
MCCC, MI33	\$ 8,695.00
NORTHSTAR PLUMBING, HEATING AND AIR	\$ 3,625.14
46 PAYMENTS LESS THAN 2000	\$ 15,080.22
Total:	\$ 41,674.91

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
DHS - SWIFT	\$ 46,390.48
FRESHWATER EDUCATION DISTRICT 6004	\$ 18,660.00
INNOVATIVE OFFICE SOLUTIONS, LLC	\$ 42,819.75
QUALITY LOGO PRODUCTS	\$ 2,669.11
TODD COUNTY AUDITOR-TREASURER	\$ 15,096.10
50 PAYMENTS LESS THAN 2000	\$ 16,334.34
Total:	\$ 141,969.78

VENDOR NAME	AMOUNT
DHS - MSOP - MN SEX OFFENDER PROG - 462	\$ 6,038.80
GERARD TREATMENT PROGRAMS	\$ 9,475.46
GREATER MN FAMILY SRVS INC	\$ 18,233.76
HOLISTIC FAMILY EDUCATION SRVS	\$ 2,049.05
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$ 3,129.30
MERIDIAN SERVICES INC	\$ 3,272.14
NORTHWOOD CHILDRENS SERVICES	\$ 8,522.22
PRAIRIE LAKES YOUTH PROGRAMS	\$ 14,023.07
STEP	\$ 5,085.33
VILLAGE RANCH INC	\$ 11,260.44
21 PAYMENTS LESS THAN 2000	\$ 6,179.34
Total:	\$ 87,268.91



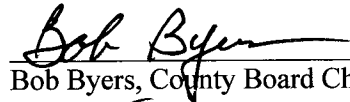
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On a motion by Neumann and second by Noska, the preceding minutes of the County Board meeting held March 4th, 2025 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on March 18th, 2025.

Witness my hand and seal:



Bob Byers, County Board Chairperson



Denise Gaida, Todd County Auditor-Treasurer

