



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

BOARD OF COMMISSIONERS Regular Board Meeting Agenda

Tuesday, March 4, 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 - February 10th and 18th, 2025	
4.2	Hire Sign Technician - Tyler Odden Start date: TBD	
4.3	Accept resignation of Cole Yungbauer, Investigator 03/03/2025	
4.4	Resignation Social Worker Dixie Allen 03/03/2025	
4.5	Resignation Public Health Nurse Kelly Messer 02/21/2025	
4.6	Head of the Lakes Resort - One Year 3.2 Malt Liquor License	
4.7	Head of the Lakes Resort - One Year Setup License	
4.8	Head of the Lakes Resort - One Year Wine License	
5	County Auditor-Treasurer	9:05
5.1	Auditor Warrants - February 2025	
5.2	Commissioner Warrants	
5.3	Health & Human Services Commissioner Warrants	
5.4	Health & Human Services SSIS Warrants	
6	Public Works	9:10
6.1	Award of Construction Contract - 2025 Bituminous Highway Construction Projects	
6.2	FY 2027 Federal HSIP Safety Project Grant	
7	County Attorney	9:15
7.1	2025 City Prosecution Contracts	
8	County Sheriff	9:20
8.1	Change Central Minnesota Emergency Services Board (CMESB) Regional Advisory Committee Designee	
8.2	Purchase replacement squad	
9	Planning & Zoning	9:25
9.1	Ambling Trail Plat Final Plat	
10	Health & Human Services	9:30
10.1	Accounting Contract	
10.2	Energy Assistance Program Delivery for Federal Fiscal Year (FFY) 2026	
10.3	Elimination of Public Health Nurse Position	
11	Solid Waste	9:35
11.1	Purchase of Western Star 47X Semi Tractor	
11.2	Purchase of 2 Walking Floor Trailers	
11.3	Construction & Demo Management Grant	
11.4	Professional Services from Barr	
11.5	Professional Services from Widseth	

Commissioners may be in the Commissioner's Board Room prior to the board meeting proceedings.

1 of 96

The County Board will open the meeting at the posted time and reserves the right to alter the agenda schedule for business needs.

12 Administration

9:45

12.1 Approval of Todd County Recorder as Supervisor of the GIS Department

Standing Reports

County Auditor-Treasurer Report

County Attorney Report

County Coordinator's Report

County Commissioners' Report

Recess



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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	20250304-01
Agenda Topic Title for Publication:	Meeting Minutes Approval - February 10th and 18th, 2025	
Date of Meeting: March 4 th , 2025	Agenda Time Requested:	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Minutes for the following meetings are attached: February 10 th & 18 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 February 10 th and 18 th , 2025 and Joint County/SWCD Meeting Minutes for February 18 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
February 10th, 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 10th day of February, 2025 at 11:00 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 acknowledge the agenda as presented.

Closed Session

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To close the session at 11:02 a.m. pursuant to MN Statute §13D.03 to consider strategies for labor negotiations.

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous vote: To reopen the session at 11:57 a.m.

Adjourn

On motion by Neumann and second by Becker, the meeting was adjourned at 11:58 a.m.



WHERE THE FOREST MEETS THE PRAIRIE

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● MINNESOTA ● EST. 1855 ●

*Minutes of the Meeting of the Todd County Board of Commissioners held on
February 18th, 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 18th day of February, 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 Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented with removal of item 4.2 Anderson Resignation and addition of item 13.3 2025-2027 AFSCME-HHS Contract.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for January 27th, 29th, 31st and February 4th, 2025 as presented.

To hire Kevin Valley as a Part Time Public Safety Telecommunicator. Grade 6, Step 4.

Accept the Resignation of Doug Thom, GIS Specialist effective February 28th, 2025.

To promote Cheryl Klimek to fill the open Eligibility Worker position. Grade 6 Step 4, \$24.28/hr. Start date: TBD

To hire Stacie Ilgen to fill the open Eligibility Worker position. Grade 6 Step 1, \$22.22 /hr. Start date: TBD

Approve the resignation of Administrative Services Manager Jena Peterson, effective March 13th, 2025.

To approve a one year Club On Sale & Sunday Liquor License for the American Legion #417 Oscar Jacobson Post (Little Sauk Legion) at the address of 16268 County 50, Long Prairie, MN in Little Sauk Township effective April 1, 2025 through March 31, 2026.

To approve a Seasonal On Sale and Sunday Liquor License for Birchwood Resort at the address of 22182 Birchwood Loop, Sauk Centre, MN in Birchdale Township effective April 15, 2025 through October 15, 2025.

To approve a one year Dance License for Rebecca L. Pratt dba Clarissa Ballroom at the address of 19281 Kotter Road, Clarissa, MN in Eagle Valley Township effective April 1, 2025 through March 31, 2026.

To approve a one year On Sale and Off Sale 3.2 Malt Liquor License for Rebecca L. Pratt dba Clarissa Ballroom at the address of 19281 Kotter Road, Clarissa, MN in Eagle Valley Township effective April 1, 2025 through March 31, 2026.

To approve a one year Setup License for Rebecca L. Pratt dba Clarissa Ballroom at the address of 19281 Kotter Road, Clarissa, MN in Eagle Valley Township effective April 1, 2025 through March 31, 2026.

To approve a one year Wine License (including Strong Beer) for Rebecca L. Pratt dba Clarissa Ballroom at the address of 19281 Kotter Road, Clarissa, MN in Eagle Valley Township effective April 1, 2025 through March 31, 2026.

To approve an Off Sale, On Sale and Sunday Liquor License for T.J.'s Diamond Point Inc dba Diamond Point Supper Club/Lounge at the address of 12867 Bayview Dr, Sauk Centre, MN in Birchdale Township effective April 1, 2025 through March 31, 2026.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

To approve a Seasonal On Sale, Off Sale and Sunday Liquor License for DT Lisson Inc dba Double Eagle Golf & Grille at the address of 31886 County 3, Eagle Bend, MN in Burleene Township effective April 1st, 2025 through October 31st, 2025.

To approve a one year On Sale and Sunday Liquor License for Sauk Centre Country Club dba Greystone Golf Club at the address of 10548 Andrews Drive, Sauk Centre, MN in Kandota Township effective April 1, 2025 through March 31, 2026.

To approve a one year On Sale and Sunday Liquor License for the Long Prairie Country Club at the address of 406 6th St SE, Long Prairie, MN in Long Prairie Township effective April 1, 2025 through March 31, 2026.

To approve a Seasonal Off Sale and On Sale 3.2 Malt Liquor License for Rainbow Lodge at the address of 20576 Banks Trail, Sauk Centre, MN in Kandota Township effective April 15, 2025 through October 15, 2025.

To approve a Setup License for Rainbow Lodge at the address of 20576 Banks Trail, Sauk Centre, MN in Kandota Township effective April 1, 2025 through March 31, 2026.

To approve a Seasonal On Sale Wine License including strong beer for Donald Panitzke dba Rainbow Lodge at the address of 20576 Banks Trail, Sauk Centre, MN in Kandota Township effective April 15, 2025 through October 15, 2025.

To approve an Off Sale, On Sale and Sunday Liquor License for Full O Fun LLC dba Saukinac Campground at the address of 21914 Bay Loop, Sauk Centre, MN in Kandota Township effective April 1, 2025 through March 31, 2026.

To approve a one year On Sale and Sunday Liquor License for Shady's Golden Eagle at the address of 13218 County 103, Burtrum, MN in Grey Eagle Township effective April 1, 2025 through March 31, 2026.

To approve a one year Off Sale, On Sale & Sunday Liquor License for the Shadys Midway Inc at the address of 17908 US 71, Long Prairie, MN in Round Prairie Township effective April 1, 2025 through March 31, 2026.

To approve an On Sale, Off Sale and Sunday Liquor License for Michael Shattuck dba Shattuck's Hub Supper Club at the address of 30905 County 13, Burtrum, MN in Burnhamville Township effective April 1, 2025 through March 31, 2026.

To approve an Off Sale, On Sale and Sunday Liquor License for The Rock Tavern LLC at the address of 11977 County 47, Grey Eagle, MN in Grey Eagle Township effective April 1, 2025 through March 31, 2026.

To approve a one day On Sale Temporary Liquor License for the Sauk Centre Area Chamber of Commerce at the Marthaler's Shed at the address of 10098 County 11, Sauk Centre, MN in Kandota Township effective May 3rd, 2025.

GAMBLING PERMIT – SAUK CENTRE AREA CHAMBER OF COMMERCE

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Sauk Centre Area Chamber of Commerce through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Sauk Centre Area Chamber of Commerce to hold a raffle event at the Howard & Katherine Marthaler Shed in Kandota Township at the address 10098 County 11, Sauk Centre, MN on May 3rd, 2025.

Auditor-Treasurer

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 403713 through 403742 in the amount of \$59,926.46 and (Regular) 58703 through 58742 in the amount of \$62,056.84 for a total of \$121,983.30.



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● MINNESOTA ● EST. 1855 ●

On motion by Denny 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) 806209 through 806254 and (Regular) 712786 through 712829 for a total of \$114,525.11.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601567 through 601587 and (Regular) 518268 through 518284 for a total amount of \$89,562.09.

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

2025 PARKS AND TRAILS APPROPRIATION FUNDS TRANSFER

WHEREAS, the 2025 budget for Todd County's allocation of funds to the Todd County Parks and Trails Board has been approved at \$9,000; and

WHEREAS, a letter was received from the Todd County Parks and Trails Board requesting for the appropriation of funds from the General Fund for 2025.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the transfer of funds in the amount of \$9,000 from the General Fund to the Parks and Trails Fund.

Board of Commissioners & SWCD Supervisor Joint Meeting

Chair Byers suspended the current meeting to allow for the Joint Meeting with the SWCD Supervisors to be held at 9:09 a.m.

Separate minutes of the Joint Meeting are attached.

Chair Byers resumed the regular board meeting at 9:29 a.m.

County Assessor

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: To schedule the 2025 Todd County Board of Appeal and Equalization meeting for June 23rd, 2025; commencing at 6:00pm and not ending before 7:00pm.

Public Works

On motion by Noska and second by Denny, the following motion was introduced and adopted by majority vote with Becker and Neumann against: Approve the purchase of a new equipped plow truck (includes trade-in) per the attached purchase agreements for \$321,436.24.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: Approve the attached state bid tractor - mower purchase agreement from Midwest Machinery Company for the purchase of a 2025 John Deere 6M 155 Tractor and a 2025 Diamond DDR-120 Mower for \$191,068.23.

An announcement was provided that Todd County was awarded from Region 5 Development Commission regarding a 2029 Federal Surface Transportation Block Grant Program Award for Todd County's State Aid Highway #51 Project.

MIS

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: to approve the purchase of Splunk for the County SIEM solution.

GIS

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: to adopt the change to horizontal 911 address signs effective immediately.

Planning & Zoning

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: Grant the rezoning of the NE1/4 of the SE1/4, Section 2, Burleene Township from R-10 to AF-2 with no conditions.

Health & Human Services

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the two opioid settlement community requests for funding to Better Days Treatment Center and First Baptist Church for an overall total of \$13,225.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve members serving on the Todd County Public Health Advisory Committee to include: Rona Bleess, Faith Community Nurse/Community Member; Cindy Denning, Staples/Motley ISD 2170; Kristen Defoe, CentraCare Health RN; Callista Lehner, CentraCare Health; Megan Kruse, Todd Wadena Community Corrections; Amber Rasinski, Community Member; Bernice Desotell, Community Member; Dr Alex Harsha, Lakewood Health System; Tanja Levin, LPGE ISD 2753; Jason Polovick, Central Todd County Care Center; Barb Becker, County Commissioner-District 1; Randy Neumann, County Commissioner-District 5; Jackie Och, Todd County Health & Human Services Director.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Todd County Public Health Advisory policy/job description as reviewed by the committee.

Administration

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

ADOPTION OF CHANGES TO THE TODD COUNTY PERSONNEL POLICY

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

WHEREAS, the Todd County Board of Commissioners and Policies Subcommittee have had an opportunity to review the policy revisions put forth in Section 7.24 Employee Recognition Service Awards, of the Personnel Policy and find the implementation to be in the best interest of the sound administration of the County.

NOW, THEREFORE BE IT RESOLVED, that Todd County Board of Commissioners adopts the attached changes to the Todd County Personnel Policy and directs the County Coordinator to begin administration of said policy as of February 18, 2025, and;

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

On motion by Becker and second Denny, the following motion was introduced and adopted by unanimous vote: To approve participation for the year 2025 in Sourcewell's Internship Program for the departments requesting to participate (Health and Human Services, Solid Waste, GIS, Planning and Zoning, Public Works, MIS, Sheriff and Administration).

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: To authorize the adoption of the AFSCME HHS Collective Bargaining Agreement for 2025-2027.

Closed Session

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous vote: To enter into closed session pursuant to MN Statute §13D.05, subd. 2(b) and to enter into closed session pursuant to MN Statute 13D.05 Subd. 3(a) at 10:14 a.m.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: To reopen the session at 11:23 a.m.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To terminate employee #597 for just cause effective 2/18/25.

The summary of the closed session was a satisfactory evaluation of the County Coordinator.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported on attending the MACO conference, provided unofficial election results from the Swanville School special election, reminded of the upcoming March Township elections and upcoming Osakis School special election on April 8th. Also, the annual Todd County Township meeting is tentatively set for April 1st, 2025.

County Coordinator's Report

The County Coordinator shared a thank-you letter from Initiative Foundation.

County Commissioner's Report

The Commissioners reported on meetings and events attended.
Commissioner Becker attended the Public Health, negotiation, and TWCC meetings.



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Todd County

● MINNESOTA ● EST. 1855 ●

Commissioner Neumann attended the Public Health, CMCOA, negotiations, Park Board, Solid Waste, and Rainbow Rider meetings.

Commissioner Noska attended regular meetings.

Commissioner Byers attended the finance, policy, dept head, public works, personnel, interviews, childcare, SWCD, and Lauderhill meetings.

Commissioner Denny attended the regular scheduled meetings including Policy, Finance, Personnel, SWCD, Interviews, Lauderhill hearing, Dept Head and Negotiations.

Adjourn

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

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
ARC ELECTRIC SERVICE	\$ 10,328.91
BROWERVILLE TRUCKWASH/BIG BOYZ	\$ 7,986.70
CARGILL SALT DIVISION	\$ 31,067.63
CONFITREK, INC.	\$ 2,400.00
EMERGENCY AUTOMOTIVE TECHNOLOGIES	\$ 13,392.29
LONG PRAIRIE LEADER	\$ 3,178.50
MOMENTUM TRUCK GROUP	\$ 2,725.58
SHI CORP	\$ 3,808.00
WHITMORE INC	\$ 2,370.00
WIDSETH SMITH NOLTING INC	\$ 19,644.00
60 PAYMENTS LESS THAN 2000	\$ 25,081.69
Total:	\$ 121,983.30

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
DHS SWIFT	\$ 50,662.34
V#17455 - COST EFF HEALTH INS	\$ 2,709.11
LAKEWOOD HEALTH SYSTEM	\$ 2,552.41
RONALD MCDONALD HOUSE	\$ 2,500.00
RURAL MN CEP INC	\$ 12,800.80
SHI CORP	\$ 8,620.00
TODD COUNTY ATTORNEY'S OFFICE	\$ 2,200.00
73 PAYMENTS LESS THAN 2000	\$ 30,772.27
10 PAYMENTS LESS THAN 2000	\$ 1,708.18
Total:	\$ 114,525.11

VENDOR NAME	AMOUNT
AKSAMIT TRANSPORTATION INC	\$ 10,516.48
# 16704	\$ 7,012.20
# 17598	\$ 4,189.03
GREATER MN FAMILY SRVS INC	\$ 2,500.00
HEARTLAND GIRLS RANCH	\$ 22,278.46
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$ 2,086.70



# 12198	\$	2,900.00
# 17597	\$	4,021.01
PRODUCTIVE ALTERNATIVES INC	\$	2,070.03
PSJ ACQUISITION LLC	\$	6,923.70
RESOURCE TRAINING & SOLUTIONS	\$	4,944.45
# 17734	\$	2,785.66
26 PAYMENTS LESS THAN 2000	\$	17,334.37
Total:	\$	89,562.09



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• MINNESOTA • EST. 1855 •

Board of Commissioners And SWCD Supervisors

Minutes of the Joint Meeting of the Todd County Board of Commissioners and Todd County SWCD Supervisors held on February 18th, 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 18th day of February, 2025 with all Board of Commissioner members present and with all SWCD Supervisors present.

Chair Byers called the joint meeting to order for the Board of Commissioners.

Chair Wendel called the joint meeting to order for the SWCD Supervisors.

Approval of Agenda

On motion by Katterhagen and second by Williamson, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented.

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

SWCD Presentation

Deja Anton, District Manager presented the following information for general knowledge and discussion between the board members:

- Introduction of New Supervisor/Staff and Staff Updates
- Highlights of the draft 2024 Annual Report was provided for discussion.
- 2024 Program Highlights
- Dept 605 Goals and SWCD Contributions

SWCD

On motion by Williamson and second by James, the following motion was introduced and adopted by unanimous vote: To approve the Todd SWCD 2024 Annual Report.

On motion by James and second by Katterhagen, the following motion was introduced and adopted by unanimous vote: To adopt the Crow Wing MOA as presented.

General Discussion

An invitation was extended to attend the RD Offus Farms Ag Water Quality Certification Tour and Luncheon on February 28, 2025.

The Todd County Annual Feedlot Meeting & Farmer Appreciation Dinner is scheduled for Thursday, March 20, 2025 at Central Lakes College starting at 10:00 AM for those interested in attending.

A summary of the MASWCD Legislative Priorities was provided for study.

Adjourn

On motion by Katterhagen and second by Williamson, the SWCD Board adjourned the joint meeting by unanimous vote.

On motion by Denny and second by Noska, the Todd County Board of Commissioners adjourned the joint meeting by unanimous vote.



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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	20250304-02
Agenda Topic Title for Publication:		Hire Sign Technician - Tyler Odden
Date of Meeting: 03/04/2025	Agenda Time Requested: 1 minute	☒ Consent Agenda
Organization / Department Requesting Action: Public Works		
Person Presenting Topic at Meeting: Loren Fellbaum, Todd County Engineer		
Background: Supporting Documentation enclosed ☒		
The Todd County Public Works Department has a vacant Sign Technician position due to a previous resignation. The Public Works & Human Resource Departments have posted the position, held interviews, and are recommending to hire Mr. Tyler Odden to fill this vacant Sign Technician position at Grade 8, Step 1 (\$24.97/hour).		
Options:		
1.) Approve the hiring of Mr. Tyler Odden to fill the vacant Public Works Sign Technician position at Grade 8, Step 1 (\$24.97/hour).		
2.) Do not approve the hiring of Mr. Tyler Odden to fill the vacant Public Works Sign Technician position.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the hiring of Mr. Tyler Odden to fill the vacant Public Works Sign Technician position at Grade 8, Step 1 (\$24.97/hour).		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 24.97/hr Funding Source(s): Fund 3 - Road & Bridge Fund	☒ Yes ☐ No	Start Date = To be determined
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



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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	20250304-02
Agenda Topic Title for Publication:		Accept resignation of Cole Yungbauer , Investigator
Date of Meeting: 03/04/2025		Agenda Time Requested: ☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Investigator Cole Yungbauer has submitted his resignation from the Sheriff's Office effective last day being 03/03/2025.		
Options:		
Accept the resignation of Investigator Cole Yungbauer.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Accept the resignation of Investigator Cole Yungbauer effective 03/03/2025.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



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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	20250304-04
Agenda Topic Title for Publication:		Resignation Social Worker Dixie Allen
Date of Meeting: 3/4/2025	Agenda Time Requested: 5 min	☒ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och (consent item)		
Background: Supporting Documentation enclosed ☐		
Dixie Allen has resigned from her position as Social Worker in the Adult Services Unit, effective March 3 rd , 2025.		
Options:		
1. Approve the resignation of Social Worker Dixie Allen, effective March 3 rd , 2025.		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the resignation of Social Worker Dixie Allen, effective March 3 rd , 2025.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250304-05
Agenda Topic Title for Publication:		Resignation Public Health Nurse Kelly Messer
Date of Meeting: 3/4/2025	Agenda Time Requested: 5 min	☒ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och (consent item)		
Background: Supporting Documentation enclosed ☐		
Kelly Messer has resigned from her position as Public Health Nurse in the Adult Services Unit, effective February 21 st , 2025.		
Options:		
1. Approve the resignation of Public Health Nurse Kelly Messer, effective February 21 st , 2025.		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the resignation of Public Health Nurse Kelly Messer, effective February 21 st , 2025.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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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	20250304-06
Agenda Topic Title for Publication:		Head of the Lakes Resort - One Year 3.2 Malt Liquor License
Date of Meeting: March 4 th , 2025		Agenda Time Requested: ☒ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☐		
Application has been filed in the Auditor-Treasurer's Office		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve 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.		
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 : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250304-07
Agenda Topic Title for Publication:		Head of the Lakes Resort - One Year Setup License
Date of Meeting: March 4 th , 2025		Agenda Time Requested: ☒ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☐		
Application has been filed in the Auditor-Treasurer's Office		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve a 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.		
Additional Information:		Budgeted:
Financial Implications: \$		☒ Yes ☐ No
Funding Source(s):		
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		
		Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250304-08
Agenda Topic Title for Publication:		Head of the Lakes - One Year Wine License
Date of Meeting: March 4 th , 2025		Agenda Time Requested: ☒ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☐		
Application has been filed in the Auditor-Treasurer's Office		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve 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.		
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	20250304-09
Agenda Topic Title for Publication:		Auditor Warrants - February 2025
Date of Meeting: March 4 th , 2025	Agenda Time Requested: 2 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
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 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.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal

**Auditor Warrants for Publication
February 2025**

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
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

Auditor Warrants for Publication
February 2025

Vendor Name	Amount
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
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



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	20250304-10
Agenda Topic Title for Publication:		Approve Commissioner Warrants
Date of Meeting: March 4th, 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) 403743 through 403762 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.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

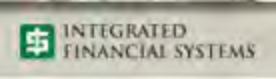
STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal

**** Todd County ****
WARRANTS FOR PUBLICATION



Cutoff 2000
Report Sequence: 1 - Vendor Name



WARRANTS FOR PUBLICATION
Warrants Approved On 3/04/2025 For Payment 3/07/2025

<u>Vendor Name</u>	<u>Amount</u>
EMERGENCY AUTOMOTIVE TECHNOLOGIE	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 A	3,625.14
46 Payments less than 2000	15,080.22
Final Total:	41,674.91



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	20250304-11
Agenda Topic Title for Publication:	Health & Human Services Commissioner Warrants	
Date of Meeting: March 4 th , 2025	Agenda Time Requested: 2 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Printouts have been sent for Commissioners to review and Warrants for Publication are attached.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Health & Human Services Commissioner Warrants number (ACH) 806255 through 806273 and (Regular) 712830 through 712865 for a total of \$141,969.78.		

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

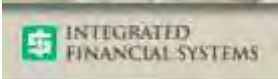
KATIE
2/26/25 11:24AM

**** Todd County ****
WARRANTS FOR PUBLICATION



Cutoff 2000
Report Sequence: 1 – Vendor Name

**** Todd County ****



WARRANTS FOR PUBLICATION
Warrants Approved On 3/04/2025 For Payment 3/07/2025

<u>Vendor Name</u>	<u>Amount</u>
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
Final Total:	141,969.78



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	20250604-12
Agenda Topic Title for Publication:	Health & Human Services SSIS Warrants	
Date of Meeting: March 4 th , 2025	Agenda Time Requested: 2 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Printouts have been sent for Commissioners to review and Warrants for Publication are attached.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Health & Human Services SSIS Warrants number (ACH) 601588 through 601597 and (Regular) 518285 through 518305 for a total amount of \$87,268.91.		

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:

3/7/2025

Approval Date:

3/4/2025

Vendor name or #

Amount

DHS - MSOP - MN SEX OFFENDER PROG - 462	6038.80
GERARD TREATMENT PROGRAMS	9475.46
GREATER MN FAMILY SRVS INC	18233.76
HOLISTIC FAMILY EDUCATION SRVS	2049.05
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	3129.30
MERIDIAN SERVICES INC	3272.14
NORTHWOOD CHILDRENS SERVICES	8522.22
PRAIRIE LAKES YOUTH PROGRAMS	14023.07
STEP	5085.33
VILLAGE RANCH INC	11260.44

\$6,179.34

21 Pymts less than \$2000

Final Total

\$87,268.91



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	20250304-13
Agenda Topic Title for Publication:		Award of Construction Contract - 2025 Bituminous Highway Construction Projects
Date of Meeting: 03/04/2025	Agenda Time Requested: 5 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Public Works		
Person Presenting Topic at Meeting: Loren Fellbaum, County Engineer		
Background: Supporting Documentation enclosed ☒		
Award of construction contract for 2025 bituminous highway construction related projects located in various locations in Todd County.		
Options:		
#1 Approve attached resolution.		
#2 Do not approve attached resolution.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve attached resolution for Award of Construction Contract for 2025 Bituminous Highway Construction.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 4,113,309.75 Funding Source(s): State Aid Const. Funds, Local Levy, Sales Tax	☒ 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



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.

Contract 2025 Todd County Bituminous Contract - Bid Summary

Report Date	Contract Name	Contract Number	Release Date	Bid opening
2/25/2025	2025 Todd County Bituminous Contract	202501	1/28/2025	2/25/2025, 10:00 AM

Bid Abstract Summary

Bid Name	Total	% Over/Under Estimate
Engineer's Estimate	\$4,649,953.60	
Mark Sand & Gravel Co.	\$4,113,309.75	11.54% UNDER
Central Specialties Inc.	\$4,125,035.93	11.29% UNDER
Anderson Brothers Construction Company of Brainerd LLC	\$4,266,576.20	8.24% UNDER
MPM Minnesota Paving & Materials	\$4,399,198.03	5.39% UNDER
R.J. Zavoral and Sons, Inc.	\$4,405,995.59	5.25% UNDER
KNIFE RIVER	\$4,823,858.39	3.74% OVER
Duininck, Inc.	\$5,046,727.74	8.53% OVER



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	20250304-14
Agenda Topic Title for Publication:	FY 2027 Federal HSIP Safety Project Grant	
Date of Meeting: 03/04/2025	Agenda Time Requested: 5 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Public Works		
Person Presenting Topic at Meeting: Loren Fellbaum, Todd County Engineer		
Background: Supporting Documentation enclosed ☒		
See attached announcement from MnDOT regarding a 2027 Federal HSIP Safety Project Grant for the installation of 6" Ground-In Wet Reflective Stripes on various Todd County Highways (see attached map).		
Options:		
N/A		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: N/A		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 342,000.00 Funding Source(s): Federal HSIP	☒ Yes ☐ No	N/A
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

Memo

Date: 02/12/2025

To: Loren Fellbaum
County Engineer, Todd County

From: Eric DeVoe
MnDOT Office of Traffic Engineering

RE: Federal Safety Funds Awarded

In November 2024, the Office of Traffic Engineering (OTE) completed a solicitation for local Highway Safety Improvement Program (HSIP) projects in Greater Minnesota. The selection committee prioritized projects that:

- Identified in a County Road Safety Plan or systemic safety plan
- Addressed a high-risk area
- Implemented low-cost, high-benefit strategies

Your project has been selected to receive federal safety funds. State Aid for Local Transportation (SALT) will work with your District State Aid Engineer (DSAE) to coordinate project development and construction via the Delegated Contract Process (DCP). Please note that a local match equal to at least 10% of total project costs is required for these funds.

Please read the FAQ and service life section appended in the following pages.

If you have questions, feel free to contact Girma Feyissa at girma.feyissa@state.mn.us or 651-366-3818.

Project number	077-070-018
Application number	Nov24_L3-01
Agency	Todd County
ATP	3
MPO	None
Project description	6-inch GIWR edgelines
Estimated output	44.7 miles
Program year	2027
Type of safety funds	HSIP (Local)
Federal funds awarded	\$342,000

CC: DSAE, SALT, OTE



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

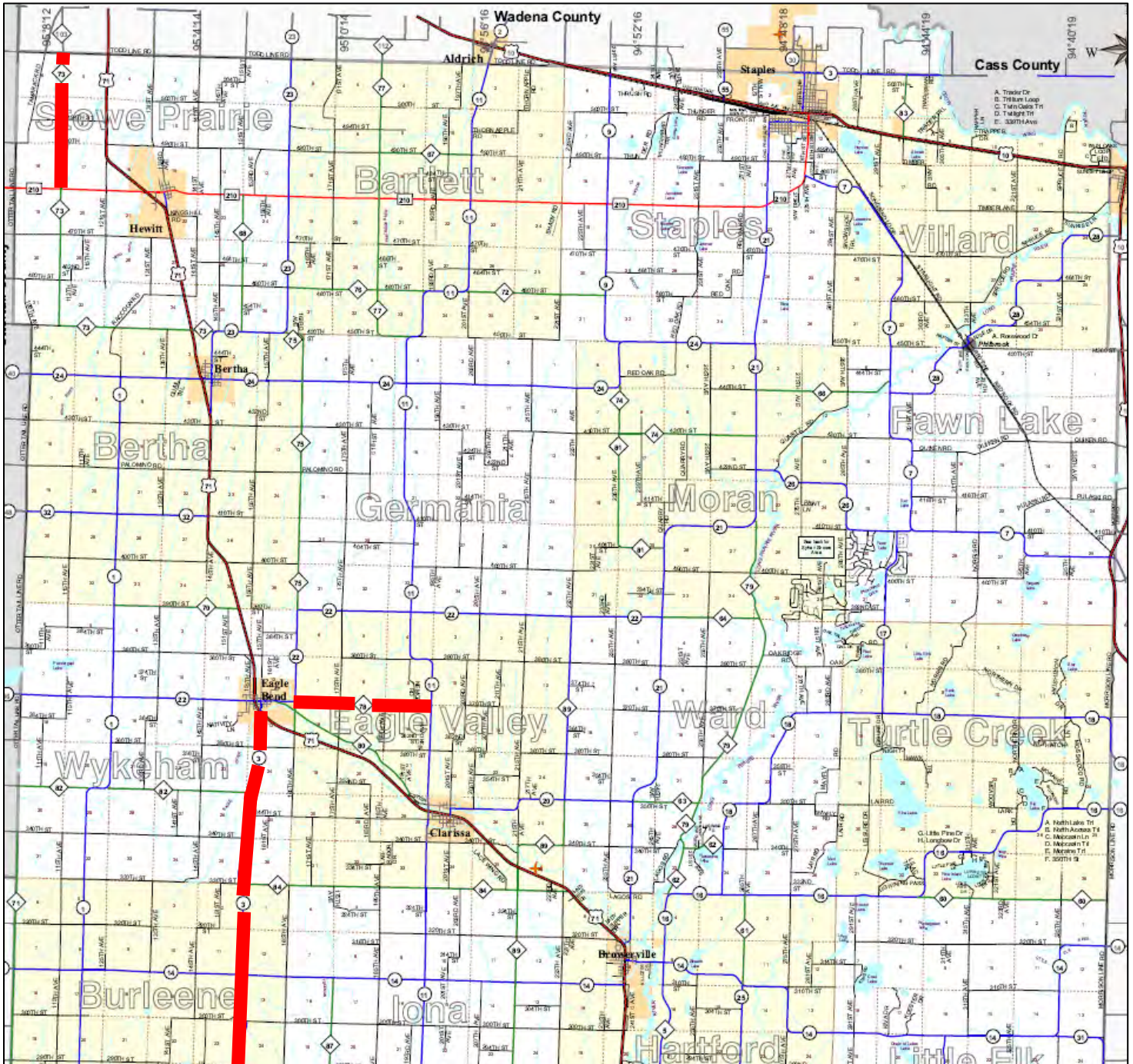
TODD COUNTY PUBLIC WORKS

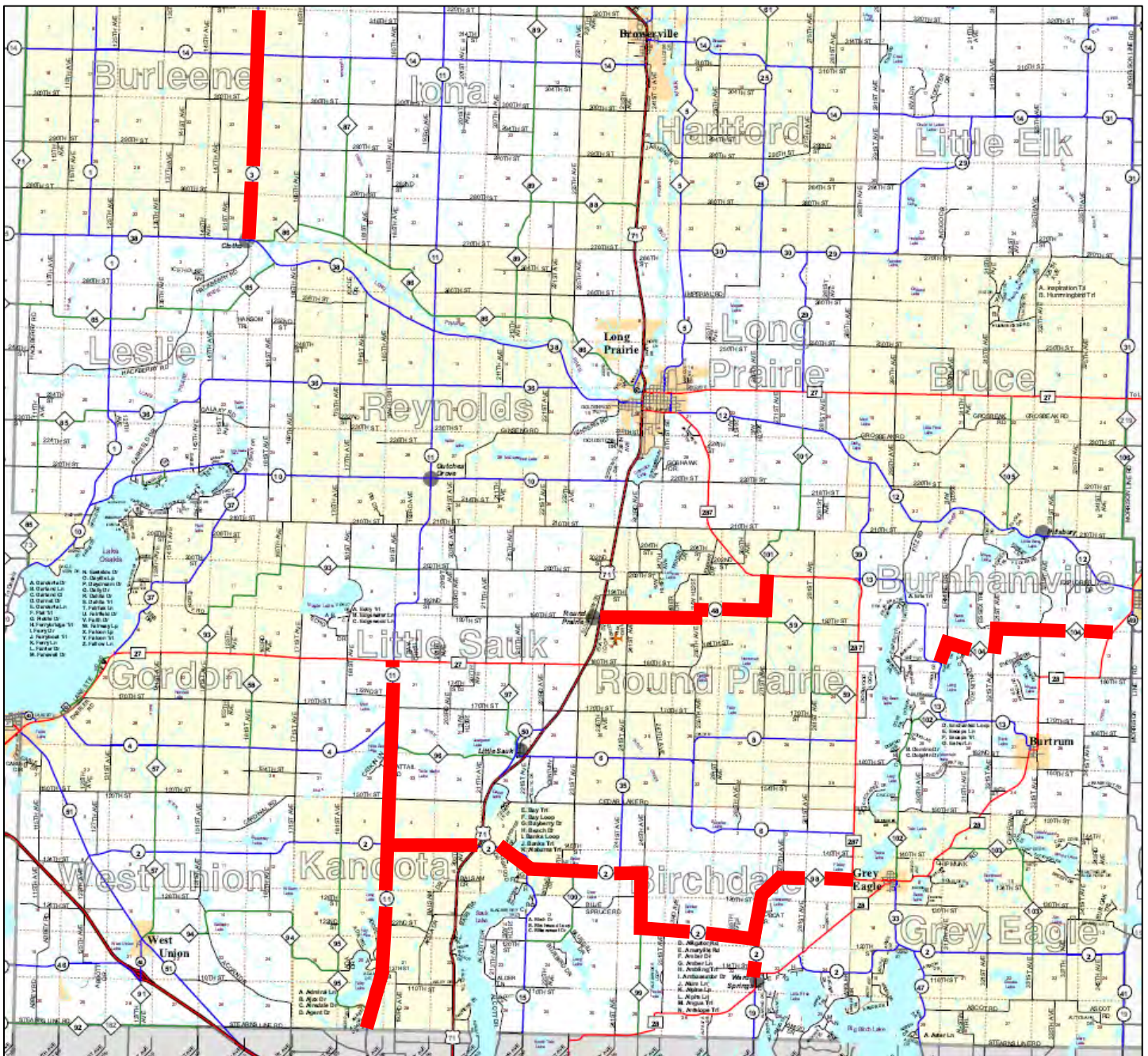
44 Riverside Drive

Long Prairie, MN 56347

Phone (320) 732-2722

Todd County 2027 HSIP Project Location Map Ground-In Wet Reflective Pavement Stripes





PROPOSED ROUTES

County State Aid Highway 2
 County State Aid Highway 3
 County State Aid Highway 11
 County State Aid Highway 48
 County Road 73
 County Road 78
 County Road 98
 County Road 104

(from County State Aid Highway 11 to Trunk Highway 28)
 (from County State Aid Highway 38 to Trunk Highway 71)
 (from the Stearns County Line to Trunk Highway 27)
 (from Trunk Highway 71 to Trunk Highway 287)
 (from Trunk Highway 210 to the Wadena County Line)
 (from County State Aid Highway 22 to County State Aid Hwy 11)
 (from County State Aid Highway 2 to Trunk Highway 287)
 (from County State Aid Highway 13 to Trunk Highway 28)



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	20250304-15
Agenda Topic Title for Publication:	2025 City Prosecution Contracts	
Date of Meeting: 3/4/2025	Agenda Time Requested: 5 Min.	☐ Consent Agenda
Organization / Department Requesting Action: Todd County Attorney's Office		
Person Presenting Topic at Meeting: John E. Lindemann		
Background: Supporting Documentation enclosed ☒		
Proposed 2025 Agreement for Prosecution Services, Burtrum, Grey Eagle, Clarissa, Eagle Bend, Bertha, Hewitt		
Options:		
Approve or reject Proposed 2025 Agreement for Prosecution Services, Burtrum, Grey Eagle, Clarissa, Eagle Bend, Bertha, Hewitt		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the 2025 Agreement for Prosecution Services, Burtrum, Grey Eagle, Clarssa, Eagle Bend, Bertha, Hewitt		

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

CONTRACT TITLE

2025 AGREEMENT BETWEEN TODD COUNTY AND THE CITY OF BERTHA FOR PROSECUTION SERVICES

This Agreement is made and entered into by and between the County of Todd, a corporation existing under the laws of the State of Minnesota, hereinafter referred to as “County,” and the City of Bertha, hereinafter referred to as “City.”

SECTION 1

SERVICES PROVIDED

The County, through its County Attorney’s Office, agrees to prosecute for the City those certain misdemeanors, gross misdemeanors, and City ordinance violations the City is statutorily obligated to prosecute. Prosecution services provided to the City by the County include, but are not limited to, reviewing reports, drafting complaints, correspondence, court time including first and second appearances, evidentiary hearings, trials, sentencings, and probation violation hearings. It also includes consulting with officers, victims, corrections agents, defense attorneys, and any research that needs to be done, as well as time spent on past years files if someone is picked up on a warrant, and general legal advice to officers unrelated to any open file.

SECTION 2

COMPENSATION

As consideration for the prosecution services set forth in Section 1, the City agrees to compensate the County at a rate of \$1,800 for the year 2025. This amount is based upon the average number of cases prosecuted by the County for your City in the two years prior to the current budget year at an estimated rate of \$150 per case. The minimum amount of compensation to be paid by a City to the County for prosecution services will be \$500.

SECTION 3

CONTRACT RENEWAL

ACCOUNTING

Within the first six months of each following year, the County Attorney's Office will provide to the City a new proposed agreement, and a printout of the number of cases for the two averaged years used as the basis for the compensation set forth in Section 2. The County Attorney's Office will provide more detailed information on any or all of the cases considered upon request of the City. The City and the County are under no obligation to renew this agreement each year.

IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed.

CITY OF Bertha
BY: [Signature]
Its Mayor

COUNTY OF TODD
BY: _____
Chair, County Board

DATED: _____

ATTEST:

BY: Brenda Roberts
City Clerk

DATED: 12/9/2024

CONTRACT TITLE

2025 AGREEMENT BETWEEN TODD COUNTY AND THE CITY OF BURTRUM FOR PROSECUTION SERVICES

This Agreement is made and entered into by and between the County of Todd, a corporation existing under the laws of the State of Minnesota, hereinafter referred to as "County," and the City of Burtrum, hereinafter referred to as "City."

SECTION 1

SERVICES PROVIDED

The County, through its County Attorney's Office, agrees to prosecute for the City those certain misdemeanors, gross misdemeanors, and City ordinance violations the City is statutorily obligated to prosecute. Prosecution services provided to the City by the County include, but are not limited to, reviewing reports, drafting complaints, correspondence, court time including first and second appearances, evidentiary hearings, trials, sentencings, and probation violation hearings. It also includes consulting with officers, victims, corrections agents, defense attorneys, and any research that needs to be done, as well as time spent on past years files if someone is picked up on a warrant, and general legal advice to officers unrelated to any open file.

SECTION 2

COMPENSATION

As consideration for the prosecution services set forth in Section 1, the City agrees to compensate the County the amount of \$500 for the year 2025. This amount is based upon the average number of cases prosecuted by the County for your City in the two years prior to the current budget year at an estimated rate of \$150 per case. The minimum amount of compensation to be paid by a City to the County for prosecution services will be \$500.

SECTION 3

CONTRACT RENEWAL

ACCOUNTING

Within the first six months of each following year, the County Attorney's Office will provide to the City a new proposed agreement, and a printout of the number of cases for the two averaged years used as the basis for the compensation set forth in Section 2. The County Attorney's Office will provide more detailed information on any or all of the cases considered upon request of the City. The City and the County are under no obligation to renew this agreement each year.

IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed.

CITY OF Burtrum
BY: Genae Ulbricht
Its Mayor

COUNTY OF TODD
BY: _____
Chair, County Board

ATTEST:
BY: [Signature]
City Clerk
DATED: 11/12/2024

DATED: _____

CONTRACT TITLE

2025 AGREEMENT BETWEEN TODD COUNTY AND THE CITY OF CLARISSA FOR PROSECUTION SERVICES

This Agreement is made and entered into by and between the County of Todd, a corporation existing under the laws of the State of Minnesota, hereinafter referred to as "County," and the City of Clarissa, hereinafter referred to as "City."

SECTION 1

SERVICES PROVIDED

The County, through its County Attorney's Office, agrees to prosecute for the City those certain misdemeanors, gross misdemeanors, and City ordinance violations the City is statutorily obligated to prosecute. Prosecution services provided to the City by the County include, but are not limited to, reviewing reports, drafting complaints, correspondence, court time including first and second appearances, evidentiary hearings, trials, sentencings, and probation violation hearings. It also includes consulting with officers, victims, corrections agents, defense attorneys, and any research that needs to be done, as well as time spent on past years files if someone is picked up on a warrant, and general legal advice to officers unrelated to any open file.

SECTION 2

COMPENSATION

As consideration for the prosecution services set forth in Section 1, the City agrees to compensate the County the amount of \$1,125 for the year 2025. This amount is based upon the average number of cases prosecuted by the County for your City in the two years prior to the current budget year at an estimated rate of \$150 per case. The minimum amount of compensation to be paid by a City to the County for prosecution services will be \$500.

SECTION 3

CONTRACT RENEWAL

ACCOUNTING

Within the first six months of each following year, the County Attorney's Office will provide to the City a new proposed agreement, and a printout of the number of cases for the two averaged years used as the basis for the compensation set forth in Section 2. The County Attorney's Office will provide more detailed information on any or all of the cases considered upon request of the City. The City and the County are under no obligation to renew this agreement each year.

IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed.

CITY OF Clarissa

BY: Bret Ho
Its Mayor

COUNTY OF TODD

BY: _____
Chair, County Board

DATED: _____

ATTEST:

BY: Jill Shabaga
City Clerk

DATED: 10/21/24

CONTRACT TITLE

2025 AGREEMENT BETWEEN TODD COUNTY AND THE CITY OF EAGLE BEND FOR PROSECUTION SERVICES

This Agreement is made and entered into by and between the County of Todd, a corporation existing under the laws of the State of Minnesota, hereinafter referred to as "County," and the City of Eagle Bend, hereinafter referred to as "City."

SECTION 1

SERVICES PROVIDED

The County, through its County Attorney's Office, agrees to prosecute for the City those certain misdemeanors, gross misdemeanors, and City ordinance violations the City is statutorily obligated to prosecute. Prosecution services provided to the City by the County include, but are not limited to, reviewing reports, drafting complaints, correspondence, court time including first and second appearances, evidentiary hearings, trials, sentencings, and probation violation hearings. It also includes consulting with officers, victims, corrections agents, defense attorneys, and any research that needs to be done, as well as time spent on past years files if someone is picked up on a warrant, and general legal advice to officers unrelated to any open file.

SECTION 2

COMPENSATION

As consideration for the prosecution services set forth in Section 1, the City agrees to compensate the County the amount of \$1,800 for the year 2025. This amount is based upon the average number of cases prosecuted by the County for your City in the two years prior to the current budget year at an estimated rate of \$150 per case. The minimum amount of compensation to be paid by a City to the County for prosecution services will be \$500.

SECTION 3

CONTRACT RENEWAL

ACCOUNTING

Within the first six months of each following year, the County Attorney's Office will provide to the City a new proposed agreement, and a printout of the number of cases for the two averaged years used as the basis for the compensation set forth in Section 2. The County Attorney's Office will provide more detailed information on any or all of the cases considered upon request of the City. The City and the County are under no obligation to renew this agreement each year.

IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed.

CITY OF Eagle Bend

BY: [Signature]
Its Mayor

COUNTY OF TODD

BY: _____
Chair, County Board

DATED: _____

ATTEST:

BY: [Signature]
City Clerk

DATED: January 24, 2025

CONTRACT TITLE

2025 AGREEMENT BETWEEN TODD COUNTY AND THE CITY OF GREY EAGLE FOR PROSECUTION SERVICES

This Agreement is made and entered into by and between the County of Todd, a corporation existing under the laws of the State of Minnesota, hereinafter referred to as “County,” and the City of Grey Eagle, hereinafter referred to as “City.”

SECTION 1

SERVICES PROVIDED

The County, through its County Attorney’s Office, agrees to prosecute for the City those certain misdemeanors, gross misdemeanors, and City ordinance violations the City is statutorily obligated to prosecute. Prosecution services provided to the City by the County include, but are not limited to, reviewing reports, drafting complaints, correspondence, court time including first and second appearances, evidentiary hearings, trials, sentencings, and probation violation hearings. It also includes consulting with officers, victims, corrections agents, defense attorneys, and any research that needs to be done, as well as time spent on past years files if someone is picked up on a warrant, and general legal advice to officers unrelated to any open file.

SECTION 2

COMPENSATION

As consideration for the prosecution services set forth in Section 1, the City agrees to compensate the County the amount of \$825 for the year 2025. This amount is based upon the average number of cases prosecuted by the County for your City in the two years prior to the current budget year at an estimated rate of \$150 per case. The minimum amount of compensation to be paid by a City to the County for prosecution services will be \$500.

SECTION 3

CONTRACT RENEWAL

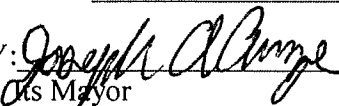
ACCOUNTING

Within the first six months of each following year, the County Attorney's Office will provide to the City a new proposed agreement, and a printout of the number of cases for the two averaged years used as the basis for the compensation set forth in Section 2. The County Attorney's Office will provide more detailed information on any or all of the cases considered upon request of the City. The City and the County are under no obligation to renew this agreement each year.

IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed.

CITY OF Grey Eagle

COUNTY OF TODD

BY:  Joseph Arnzen
City Mayor

BY: _____
Chair, County Board

DATED: _____

ATTEST:
BY:  Beth Ramacher
City Clerk

DATED: 10.22.2024

CONTRACT TITLE

2025 AGREEMENT BETWEEN TODD COUNTY AND THE CITY OF HEWITT FOR PROSECUTION SERVICES

This Agreement is made and entered into by and between the County of Todd, a corporation existing under the laws of the State of Minnesota, hereinafter referred to as “County,” and the City of Hewitt, hereinafter referred to as “City.”

SECTION 1

SERVICES PROVIDED

The County, through its County Attorney’s Office, agrees to prosecute for the City those certain misdemeanors, gross misdemeanors, and City ordinance violations the City is statutorily obligated to prosecute. Prosecution services provided to the City by the County include, but are not limited to, reviewing reports, drafting complaints, correspondence, court time including first and second appearances, evidentiary hearings, trials, sentencings, and probation violation hearings. It also includes consulting with officers, victims, corrections agents, defense attorneys, and any research that needs to be done, as well as time spent on past years files if someone is picked up on a warrant, and general legal advice to officers unrelated to any open file.

SECTION 2

COMPENSATION

As consideration for the prosecution services set forth in Section 1, the City agrees to compensate the County the amount of \$500 for the year 2025. This amount is based upon the average number of cases prosecuted by the County for your City in the two years prior to the current budget year at an estimated rate of \$150 per case. The minimum amount of compensation to be paid by a City to the County for prosecution services will be \$500.

SECTION 3

CONTRACT RENEWAL

ACCOUNTING

Within the first six months of each following year, the County Attorney's Office will provide to the City a new proposed agreement, and a printout of the number of cases for the two averaged years used as the basis for the compensation set forth in Section 2. The County Attorney's Office will provide more detailed information on any or all of the cases considered upon request of the City. The City and the County are under no obligation to renew this agreement each year.

IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed.

CITY OF HEWITT
BY: [Signature]
Its Mayor

COUNTY OF TODD
BY: _____
Chair, County Board

DATED: _____

ATTEST:

BY: Virginia M. Kern
City Clerk

DATED: 11-7-2024



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 ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250304-16
Agenda Topic Title for Publication:		Change Central Minnesota Emergency Services Board (CMESB) Regional Advisory Committee Designee
Date of Meeting: 3/4/25	Agenda Time Requested: 5 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☒		
The Central Minnesota Emergency Services Board Regional Advisory Committee has a delegate and alternate representative appointed by Todd County. The current delegate is Michael Wisniewski and the current alternate is Sarah Booker. The request is to change the delegate to Sarah Booker and the alternate to Michael Wisniewski.		
Options:		
1. Appoint Sarah Booker as the Todd County delegate to the CMESB Regional Advisory Committee and Michael Wisniewski as the alternate representative.		
2. To not appoint Sarah Booker as the Todd County delegate and Michael Wisniewski as the alternate to the CMESB Regional Advisory Committee.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Appoint Sarah Booker as the Todd County delegate to the CMESB Regional Advisory Committee and Michael Wisniewski as the alternate representative.		

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

Central Minnesota Emergency Services Board
Appointment to Regional Advisory Committee

The following appointments have been made by the governing body of Todd County in accordance with the terms of the Joint Powers Agreement governing the Central Minnesota Emergency Services Board to provide authorized representation to serve a term commencing March 5, 2025 on the **Regional Advisory Committee** representing Todd County, a member of the Central Minnesota Emergency Services Board:

Delegate:

Sarah Booker

Emergency Communications Center Supervisor
Title

115 3rd St S, Long Prairie MN 56347
Address

sarah.booker@co.todd.mn.us
Email address

320-732-7842
Phone

Alternate:

Michael Wisniewski

Emergency Manager
Title

119 3rd St S, Long Prairie Mn 56347
Address

michael.wisniewski@co.todd.mn.us
Email address

320-533-4697
Phone

I certify the appointments herein listed have been approved by the governing body of Todd County, a member of the Central Minnesota Emergency Services Board, this 4 day of March, 2025.

Signed: _____

Title: _____

Printed Name: _____



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion	☐ Report	20250304-17
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	
Agenda Topic Title for Publication:		Purchase replacement squad.
Date of Meeting: 03/04/2025		Agenda Time Requested: 5 ☐ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
The Sheriff's Office would like to replace one of the squad cars in our fleet. After looking at options the a 2025 Chevy K1500 pickup best fits our needs and long term goals. The price for the 2025 K1500 Chevy pickup from Alexandria Motors would be \$48,510.00.		
Options:		
1- Purchase the 2025 Chevy K1500 pickup		
2- Do not purchase the 2025 Chevy K1500 Pickup		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Purchase the 2025 Chevy K1500 pickup from Alexandria Motors for the price of \$48,510.00		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ \$48,510	☒ Yes ☐ No	
Funding Source(s):		
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal

MAZDA

alexandriacars.com

CUST#: 071369

Address

IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.



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	
Agenda Topic Title for Publication:	Ambling Trail Plat Final Plat	
Date of Meeting: 3/4/2025	Agenda Time Requested: 5	☐ 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 outlot on parcel 03-0018300 (Birchdale TWP) was submitted on December 4th, 2024. The preliminary plat was approved by the Board of Commissioners on January 21 st , 2025 with the following 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. Planning and Zoning has completed the review of the proposal and determined that it is ready for final platting.		
Options: 1. Approve the final plat as presented. 2. Deny the final plat.		
Recommendation: The Todd County Board of Commissioners approves the following by Motion: Approval of the final plat as presented to formally establish Ambling Trail Plat.		
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

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 outlot; 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 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.

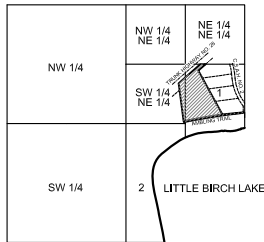
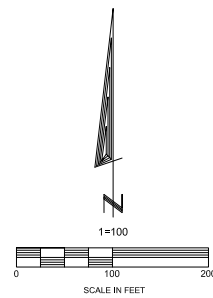
WHEREAS, On January 21st, 2025, the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the Ambling Trail Plat preliminary plat with two conditions:

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.

AMBLING TRAIL PLAT



SEC. 23 T 127 N R 33 W
VICINITY MAP
NO SCALE

BLOCK ONE	
<u>LOT</u>	<u>LOT AREA (S.F)</u>
1	117,991±
2	440,797±
OUTLOT A	55,044±

DEDICATED RIGHT OF WAY: 88,767 S.F.±
TOTAL PLATTED AREA: 16.13 ACRES±

KNOW ALL PERSONS BY THESE PRESENTS: That Michael L. Bushard, as Trustee of the Michael L. Bushard 2007 Revocable Trust Agreement and Jeanne L. Bushard as trustee of the Jeanne L. Bushard 2007 Revocable Trust Agreement, owners of the following described property:

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, 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.

Have caused the same to be surveyed and platted as AMBLING TRAIL PLAT and do hereby dedicate to the public for public use the public ways as shown on this plat.

In witness whereof said Michael L. Bushard, as Trustee of the Michael L. Bushard 2007 Revocable Trust Agreement and Jeanne L. Bushard as trustee of the Jeanne L. Bushard 2007 Revocable Trust Agreement, dated _____, have hereunto set their hands this _____ day of _____, 20_____.

Michael L. Bushard, Trustee of the Michael L. Bushard 2007 Revocable Trust Agreement, dated

Jeanne L. Bushard, Trustee of the Jeanne L. Bushard 2007 Revocable Trust Agreement dated

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____, by Michael L. Bushard, Trustee of the Michael L. Bushard 2007 Revocable Trust Agreement and Jeanne L. Bushard, Trustee of the Jeanne L. Bushard Revocable Trust Agreement, dated _____.

Notary Public, _____ County, Minnesota
My Commission expires _____

Notary printed

SURVEYOR'S CERTIFICATE

I Brad M. Nyberg do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on the plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes 505.01, Subd. 3, as the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on the plat.

Dated this _____ day of _____, 20____.

Brad M. Nyberg, Licensed Land Surveyor
Minnesota License No. 42620

STATE OF MINNESOTA
COUNTY OF DOUGLAS

This instrument was acknowledged before me this _____ day of _____, 20____, by
Brad M. Nyberg, Licensed Land Surveyor, Minnesota License No. 42620.

Notary Public, Douglas County, Minnesota
My Commission expires _____

I hereby certify that proper evidence of title has been presented to and examined by me, and I hereby approve this plat as to form and execution this _____ day of _____, 20____.

Attorney for Todd County

I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 20____.

Todd County Surveyor
Minnesota License No.

Approved by the Todd County Board of County Commissioners this ____ day of _____,
20____.

Chairman, Todd County Board of Commissioners Attest: Todd County Auditor/Treasurer

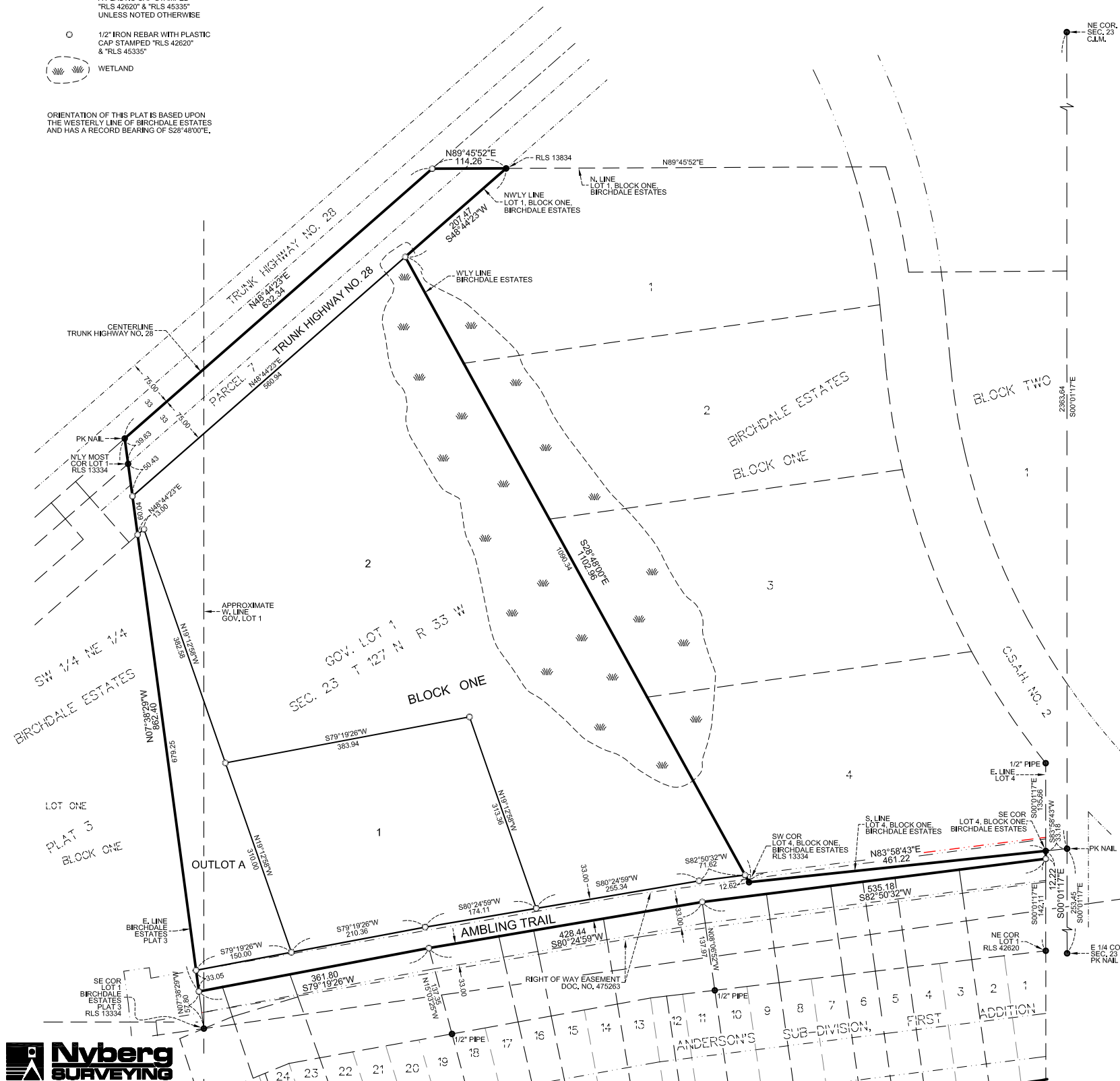
No delinquent taxes due and transfer entered this _____ day of _____, 20____.

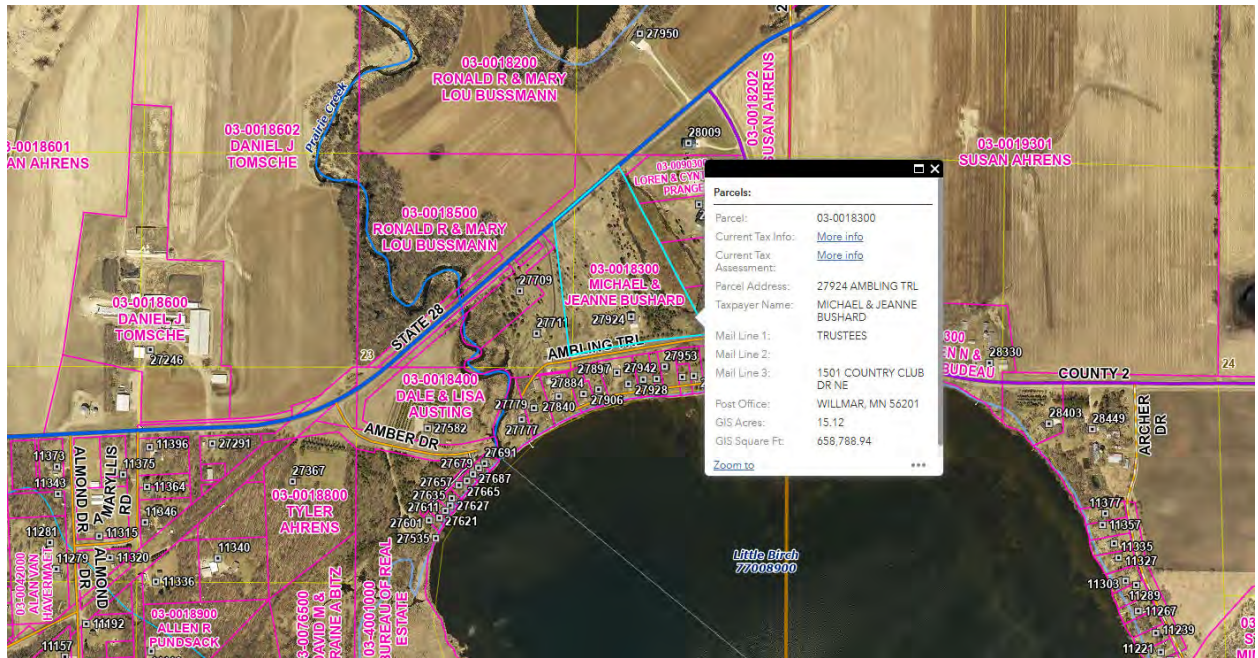
Taxes for the current year are paid this _____ day of _____, 20_____.

Todd County Auditor/Treasurer

I hereby certify that this plat of KANDOTA LANDING was filed in the Office of the County Recorder this ____ day of _____, 20____, at _____ o'clock ____M. and was duly recorded as Document No. _____.

Todd County Recorder







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	20250304-19
Agenda Topic Title for Publication:	Accounting Contract	
Date of Meeting: 3/4/2025	Agenda Time Requested: 5 mins	☐ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och		
Background: Supporting Documentation enclosed ☒		
An accounting contract was discussed at the Febraury 18 th , 2025 work session due to the vacant Administrative Services Manager position.		
Options:		
1. To approve the Accounting Contract as presented.		
2. Not Approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Accounting Contract as presented.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 60.00/hourly Funding Source(s): 11 & 21	☐ Yes ☒ No	
Attorney Legal Review: ☒ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal

TODD COUNTY HEALTH & HUMAN SERVICES PURCHASE OF SERVICES CONTRACT

The County of Todd, acting through its Health & Human Services Department (“Agency”), 212 2nd Ave SE, Long Prairie, MN 56347, hereinafter referred to as the County, and Jena Peterson, hereinafter referred to as the Contractor, enter into this Agreement for the period of March 14, 2025 through December 31, 2025, with an option for one 6-month extension upon agreement of both parties, to June 30 2026.

SCOPE OF SERVICES

- 1) The County agrees to purchase, and the Contractor agrees to furnish, services such as the following, depending upon County needs:
 - Preparation of grant expenditure reports from County financial records
 - Preparation of County budget materials
 - Assistance developing and monitoring Agency spread sheets (grants, revenues and expenditures, waiver programs)
 - Assistance in completing month end processes/procedures
 - Assistance gathering financial data needed for a variety of state reporting
 - Assistance with agency financial audits
 - Assistance with agency medical billing
 - Consulting with the Agency Director and other members of the management team regarding financial procedures and processes
 - Consultation with Agency accounting staff
 - Other projects as requested and agreed upon
- 2) The Contractor agrees to maintain books, records, documents, and other evidence which sufficiently reflect services provided through this Agreement. These books, records and documents, and other information relevant to the Agreement, shall be subject at all reasonable times to inspection, review or audit on site by personnel of the County, personnel authorized by the County, and either the Legislative Auditor or State Auditor as appropriate. The Contractor agrees to maintain records for three (3) years after the last date of services under this Agreement, provided that the County may, by furnishing written notice during the term, require continued retention of records to allow completion of an audit by the County or its ultimate funding source.
- 3) The County may duplicate, use and disclose in any manner consistent with the provisions of the Data Privacy Clause in this Agreement, and have others do so, all data delivered under this Agreement.
- 4) The County may evaluate the performance of the Contractor in regard to the provisions of this agreement prior to its termination. The County reserves the right to authorize independent evaluations under this paragraph.

PAYMENT

- 1) The Contractor agrees to perform the described services at the rate of sixty dollars per hour (\$60/hour) for the term of this Agreement, not to exceed a total of 120 hours in any month, unless authorized in writing by the County. Fractional amounts of time shall be billed in fifteen-minute increments. This includes time spent by the Contractor traveling to and from scheduled meetings at Todd County or other prearranged locations. There will be no mileage reimbursement. Payment is contingent on timely written submission of the following information to the Agency Director:
 - dates of service
 - time worked on each date

- documentation of work accomplished

- 2) The Contractor shall, within fifteen (15) working days following the last day of each calendar month, submit an invoice for services purchased on a form acceptable to the County. Except as provided below, the County shall make payment to the Contractor within thirty (35) days of the date of which the invoice is received. The County has the absolute right to refuse to make payment on invoices received or postmarked more than ninety (90) days after the last date the invoiced services were performed.

INDEMNITY AND INSURANCE

The Contractor agrees to defend and indemnify the County, its officials, employees and agents from any and all liability, loss or damage they may suffer as a result of claims, demands, judgments or costs, including reasonable attorney's fees, arising out of or related to Contractor's performance of this Agreement.

INDEPENDENT CONTRACTOR STATUS

Contractor is an independent contractor and nothing herein contained shall be construed to create the relationship of employer and employee between County and Contractor. Contractor shall at all times be free to exercise initiative, judgment and discretion as to how best to perform or provide services. Contractor acknowledges and agrees that Contractor is not entitled to receive any of the benefits received by County's employees and is not eligible for Worker's or Unemployment Benefits. Contractor further acknowledges and agrees that no withholdings or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due Contractor and that it is the Contractor's sole obligation to comply with the applicable provisions of federal and state tax laws.

DATA PRIVACY

- 1) All data collected, created, received, maintained or disseminated for any purposes in the course of the Contractor's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. §13.01 et. seq., or any other applicable state statutes, any state rules adopted to implement the Act, as well as federal regulations on data privacy, including the Health Insurance Portability and Accountability Act (HIPAA). The Contractor agrees to abide strictly by these statutes, rules and/or regulations.
- 2) Contractor also agrees to abide by the terms of the attached addendum to this Agreement entitled as "Attachment A, BUSINESS ASSOCIATE AGREEMENT, HIPAA Addendum."

MODIFICATION OF AGREEMENT

Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when it has been reduced to writing, signed by authorized representatives of the County and the Contractor, and attached to the original of this Agreement.

EARLY TERMINATION OF AGREEMENT

The County may immediately terminate this Agreement if it does not obtain adequate reimbursement from state and federal sources for Contractor's services. In that event, the obligations of each party hereunder shall be immediately cancelled, other provisions of this Agreement notwithstanding. Any such termination shall be without prejudice to any obligations or liabilities of the parties already accrued prior to such cancellation. Any such termination takes effect upon service of written notice thereof by the County to the Contractor (via Certified Mail or in person) or via fax or email.

DEFAULT

- 1) Unless the Contractor's default is excused under the provisions of this Agreement, the Contractor, after receipt of notice by the County of any circumstances wanting cancellation of this Agreement, shall have ten (10) days (or such longer period as the County may authorize in writing) after receipt of notice from the County to cure the specified failure.
- 2) If the Contractor fails to remedy the specified condition after notice within the prescribed period of time, then the County may upon written notice immediately cancel the whole or any part of this Agreement.
- 3) Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be construed to be modification of the terms of authorized representative of the County, and attached to the original Agreement.
- 4) The rights and remedies of the County provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law and/or under this Agreement.

CANCELLATION AND FINALIZATION

- 1) This Agreement or portion thereof may be cancelled by either party at any time, with or without cause, upon thirty (30) days written notice, delivered by mail or in person.
- 2) After receipt of a notice of cancellation, and except as otherwise directed, the Contractor shall:
 - a. Discontinue provision of Purchased Services under this Agreement on the date, and to the extent specified, in the notice of cancellation.
 - b. Cancel all orders to the extent that they relate to the performance of Purchased Services cancelled by the notice of cancellation.
 - c. Complete performance of such Purchased Services as shall not have been cancelled by the notice of cancellation.
 - d. Submit a revenue and expense statement for the performance of Purchased Services prior to the effective date of cancellation within thirty (30) days of said date.
 - e. Maintain all records relating to performance of the cancelled portion of the Agreement as may be required by the County.

MERGER

It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and County relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

IN WITNESS WHEREOF, the County and the Contractor have executed this Agreement this 4th day of March, 2025.

Todd County Board of Commissioners

Bob Byers, Chair

Dated: _____

Todd County Health & Human Services

Jackie Och, Director

Dated: _____

Contractor

Jena Peterson, Accountant

Dated: _____

Todd County Attorney

John Lindemann, County Attorney

Dated: _____

Attachment A
BUSINESS ASSOCIATE AGREEMENT
HIPAA Addendum

THIS ADDENDUM supplements and is made a part of the contract or agreement (hereinafter, the "Underlying Agreement") between Todd County and Jena Peterson (the "Business Associate"). The Underlying Agreement, when accepted by Todd County, establishes the terms of the relationship between Todd County and the Business Associate.

Whereas, Todd County and the Business Associate are parties to the Underlying Agreement;

Whereas, pursuant to the Underlying Agreement, the Business Associate provides certain services to Todd County and in connection with the provision of those services, Todd County discloses to the Business Associate certain Protected Health Information ("PHI") (as defined in 45 CFR §164.501);

Whereas, the PHI is subject to regulatory protection under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") implementing regulations, 45 CFR Part 160 and Part 164, Subparts A and E, the Standards for Privacy of Individually Identifiable Health Information ("Privacy Rule");

Whereas, the Health Information Technology for Economic and Clinical Health (HITECH) Act and the Omnibus Rule, provides modifications to the HIPAA Security and Privacy Rule;

Whereas Todd County is a "Covered Entity" as defined in the Privacy Rule;

Whereas, Jena Peterson, as a recipient of PHI from Todd County, is a "Business Associate" as that term is defined in the Privacy Rule;

Whereas, pursuant to the Privacy Rule, all Business Associates of Covered Entities must agree in writing to certain mandatory provisions regarding the use and disclosure of PHI, as the terms "use" and "disclosure" are defined in the Privacy Rule; and

Whereas, the purpose of this Addendum is to comply with the requirement of the Privacy Rule, including, but not limited to, the Business Associate contract requirements at 45 CFR Part 164;

NOW, THEREFORE in consideration of the Parties continuing obligations under this Agreement, compliance with the Privacy Rule, and the mutual promises and covenants contained herein, the Parties agree to the provisions of this Agreement as follows:

- 1) Definitions. Terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules. In addition, the following shall apply:
 - a. "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to this agreement, shall mean Jena Peterson.
 - b. "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to this agreement, shall mean Todd County.
 - c. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

2) Scope of Use and Disclosure of Protected Health Information by Business Associate.

- a. Business Associate shall be permitted to use and disclose PHI that is disclosed to it by Todd County as necessary to perform its obligations under the Underlying Agreement in accordance with Business Associate's established policies, procedures, and requirements.
- b. Business Associate may use or disclose PHI as required by law.
- c. Business Associate agrees to make uses and disclosures and requests for PHI consistent with Todd County's minimum necessary policies & procedures.
- d. Business Associate may not use or disclose PHI in a manner that would violate Subpart E of 45 CFR Part 164 if done by Todd County except for the specific uses and disclosures set forth below:
 - i. Use the PHI in its possession for its proper management and administration and to fulfill any legal responsibilities of Business Associate; and
 - 11. Disclose the PHI in its possession to a third party for the purpose of Business Associate's proper management and administration or to fulfill any legal responsibilities of Business Associate provided, however, that:
 - 1. The disclosures are required by law; or
 - 2. Business Associate has received from the third party written assurances that: the information will be held confidentially and used or further disclosed only as required by law or for the purposes for which it was disclosed to the third party; and the third party will notify the Business Associate of any instances of which the confidentiality of the information has been breached.

3) Obligations of Business Associate. In connection with its use and disclosure of PHI, Business Associate agrees that it will:

- a. Use or further disclose PHI only as permitted or required by this Addendum and/or as required by law;
- b. Use reasonable and appropriate safeguards and comply with the HIPAA Security Rule, Subpart C of 45 CPR Part 164, with respect to electronic PHI to prevent use or disclosure of PHI other than as provided for by this Addendum, including:
 - 1. To the extent that Business Associate is conducting electronic transactions as described in 45 CPR §162.923, on behalf of Todd County, Business Associate will comply with the Electronic Data Interchange (EDI) regulations set out in 45 CPR §162.10 through 162.182; and
 - ii. To the extent that Business Associate is sharing electronic transmissions with Todd County, Business Associate will sign a trading partner agreement with Todd County.
- c. Take immediate steps to mitigate any harmful effects of the unauthorized use, disclosure, or loss of PHI by Business Associate in violation of this Addendum;
- d. Report to Todd County any use and/or disclosure of PHI not provided for by this Addendum of which the Business Associate becomes aware, including breaches or potential breaches of unsecured PHI as required at 45 CFR 164.410, and any security incident of which it becomes aware within one (1) business day following the discovery of any violation;
- e. In accordance with 45 CPR 164.502(e)(1)(ii) and 164.308(b)(2), Business Associate agrees that its agents, including any subcontractors, that create, receive, maintain, or transmit **PHI** on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information;
- f. Make available its internal practices, books, and records relating to the use and disclosure of protected health information received from, or created or received by the Business Associate on behalf of Todd County to Todd County, the Minnesota Legislative auditor, the State Auditor, and the U.S. Secretary of Health and Human Services or their representatives,

delegates, and agents, for purposes of determining the Business Associate's compliance with the Privacy Rule;

- g. Within fifteen (15) days of receiving a request from Todd County, make available the information necessary for Todd County to provide an accounting of disclosures to the individual as necessary to satisfy Todd County's obligations under 45 CFR 164.528;
 - h. Within ten (10) days of receiving a written request from Todd County, make available PHI necessary for Todd County to respond to the individuals' request for access to PHI about them that is not in the possession of Todd County in accordance with Todd County's obligations under 45 CFR 164.524;
 - 1. Within fifteen (15) days of receiving a written request from Todd County, incorporate any amendments to the PHI in accordance with the Privacy Rule;
 - j. Not make any disclosure of PHI that DHS would be prohibited from making; and
 - k. To the extent the Business Associate is to follow Todd County's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to Todd County in the performance of such obligation(s).
- 4) Obligations of Todd County. Todd County agrees that:
- a. In its Notice of Privacy Practices, as required by the Privacy Rule, Todd County has included a statement that Todd County may disclose PHI for health care operations purposes;
 - b. Todd County shall notify Business Associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI;
 - c. Todd County is authorized by law or regulations to share PHI relating to the Underlying Agreement with Business Associate; and
 - d. Todd County has obtained any required consents, authorizations or other permissions that may be necessary for Todd County to share PHI with Business Associate. Todd County shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under Subpart E of 45 CFR Part 164 if done by Todd County except if Business Associate will use or disclose PHI for, and the agreement includes provisions for, data aggregation or management and administration and legal responsibilities of the Business Associate.
- 5) Termination.
- a. Term. The Term of this Addendum shall be effective as of the effective date of the Underlying Agreement and shall terminate upon the expiration of the Underlying Agreement, or as provided by the Covered Entity's right to terminate as authorized in this section, whichever is sooner.
 - b. Termination for Cause. Todd County may terminate this Addendum if Todd County determines that Business Associate has breached a material term of this Addendum.
 - c. Effect of Termination.
 - 1. Termination of this Addendum will result in termination of the Underlying Agreement.
 - ii. Upon termination of this Addendum or the Underlying Agreement, for any reason, Business Associate will return or destroy all PHI received from Todd County, or created, maintained, or received by Business Associate on behalf of Todd County that Business Associate still maintains in any form. Business Associate shall retain no copies of such PHI. Provided that if such return or destruction is not feasible, Business Associate shall provide written notification to Todd County of the conditions that make return or destruction not feasible. If Todd County and Business Associate agree that return or destruction of **PHI** is not feasible, Business Associate will extend the protections of this Addendum to the PHI and limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.

- d. Survival. The obligations of Business Associate under this section shall survive the termination of this Agreement.
- 6) Amendment. Business Associate and Todd County agree to take such action as is necessary to amend this Addendum from time to time in order to maintain compliance with the requirements of the Privacy Rules and any other applicable law.
- 7) Regulatory References. A reference in this Addendum to a section in the HIPAA Privacy Rules, HIPAA Security Rules, or HITECH Act means the section as in effect and/or as amended.
- 8) Indemnification for Breach. Business Associate shall, to the extent allowed by law, indemnify Todd County for costs associated with any Incident involving the acquisition, access, use or disclosure of PHI in a manner not permitted under the Privacy Rules.
- 9) Interpretation. Any ambiguity in this Agreement shall be interpreted to permit compliance with the Privacy Rules.
- 10) Disclaimer. Todd County makes no warranty or representation that compliance by Business Associate with this Addendum will be adequate or satisfactory for Business Associate's own purposes. Business Associate is solely responsible for all decisions it makes regarding the safeguarding of "protected health information". Todd County shall not be liable to Business Associate for any claim, loss, or damage related to the unauthorized use or disclosure of any information received by Business Associate from Todd County or from any other source.



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	20250304-20
Agenda Topic Title for Publication:		Energy Assistance Program Delivery for Federal Fiscal Year (FFY) 2026
Date of Meeting: 03/04/2025	Agenda Time Requested: 5 Min	☐ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och/Steven McCoy/Amy Zimmerman		
Background: Supporting Documentation enclosed ☐		
The critical role of Service Providers in the administration and delivery of the Energy Assistance Program (EAP) requires the Minnesota Department of Commerce to request early notice of possible EAP Service Provider changes for FFY 2026. The Department of Commerce requires a written letter no later than March 31, 2025, clearly stating the county's intent to administer and deliver EAP for FFY 2026.		
Options:		
1. Approve notification to the Minnesota Department of Commerce, Todd County's intent to administer and deliver the Energy Assistance Program for FFY 2026.		
2. Not approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve notification to the Minnesota Department of Commerce, Todd County's intent to administer and deliver the Energy Assistance Program for FFY 2026.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 20,941 Funding Source(s): 11-Social Services	☒ Yes ☐ No	EAP Program Year 2024 funding from LIHEAP was \$128,122 and funding from county levy was \$20,941
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	20250304-21
Agenda Topic Title for Publication:		Elimination of Public Health Nurse Position
Date of Meeting: 3/4/2025	Agenda Time Requested: 5 mins	☐ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och/Kim DeCock		
Background: Supporting Documentation enclosed ☐		
Kelly Messer has resigned from the Public Health Nurse (PHN) position as of 2/21/2025. It has been decided that this PHN position is no longer needed in the Adult Services Unit. The new Care Coordinator position that was approved at the 12/30/2024 Board meeting will take the place of the PHN position and best meet the needs of the Adult Services Unit.		
Options:		
1. Approve the elimination of the Public Health Nurse position in the Adult Services Unit.		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the elimination of the Public Health Nurse position in the Adult Services Unit.		

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

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion	☐ Report	20250304-22
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Purchase of Western Star 47X Semi Tractor
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Date of Meeting: March 4, 2025	Agenda Time Requested: 5 min	☐ Consent Agenda
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Organization / Department Requesting Action: Solid Waste
--

Person Presenting Topic at Meeting: Mike Eberle

Background: Supporting Documentation enclosed ☒
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In support of the new Transfer Station opening in mid-summer 2025. The department solicited 2 bids through the State bid process for the purchase of a semi-tractor with a wet kit system. Boyer Truck of Rogers MN was the low bid at \$154,448.10. Allstate Peterbuilt was 2nd at \$182,562.00. This purchase was discussed with the Solid Waste committee. The department submitted an approved construction project budget in February 2024.

Options:

1) Award the bid to Boyer Truck

2) Do not award the bid to Boyer Truck

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
To award the bid to Boyer Truck in the amount of \$154,448.10 for Western Star 47X Semi-tractor

Additional Information:	Budgeted:	Comments
Financial Implications: \$ \$154,448.10	☒ Yes ☐ No	Funding Source-Enterprise Fund and ARPA dollars
Funding Source(s): Enterprise Fund		
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal

TANDEM AXLE CAB/CHASSIS

Exhibit D: Price Schedule

VENDOR NAME

BOYER TRUCKS

MAKE AND MODEL

WESTERN STAR 47X

This section for use when ordering

WB	189"
CA	107"
AF	58"
Rear Ratio	3.23
Cab Color	TBD
Wheel Color	Aluminum
Notes	

Grand Total \$ 146,648.10

Wet Kit \$ 7,800.00

\$ 154,448.10

Plus tax, title, & license fees

Todd County Solid Waste

Code	Spec #	Description	Qty	2024 Price	Subtotal
	1.0	Price for Base Unit:	1	\$ 103,813.00	\$ 103,813.00
	2.0	FRAME OPTIONS			
551-034	2.4	Frame fastener option (bolt)	1	\$ 267.00	\$ 267.00
MC	2.17	2,023715 / 16.86 / 120,000 / 98" TO 134"	1	\$ 634.00	\$ 634.00
553-031	2.118	FLANGE TAPERED END OF FRAME, GRIND AND POLISH WELDS	1	\$ 38.00	\$ 38.00
572-001	2.134	STANDARD REARMOST CROSSMEMBER	1	\$ 21.00	\$ 21.00
674-019	2.164	LH BACK OF CAB ACCESS, GRAB HANDLES WITH SINGLE RUBBER INSERT	1	\$ 176.00	\$ 176.00
556-127	2.173	BRIGHT STEEL 1/8 INCH VOCATIONAL BUMPER	1	\$ 369.00	\$ 369.00
585-095	2.188	BETTS B-23 PAINTED COILED MUDFLAP BRACKETS	1	\$ 59.00	\$ 59.00
924-007	2.253	LEFT HAND SIDE HEAVY DUTY BRACKETS REQUIRED	1	\$ 12.00	\$ 12.00
928-007	2.261	RIGHT HAND SIDE HEAVY DUTY BRACKETS REQUIRED	1	\$ 12.00	\$ 12.00
	3.0	FRONT AXLE/SUSPENSION/BRAKE/OPTION			
410-001	3.6	Heavy duty front axle shocks	1	\$ 122.00	\$ 122.00
408-001	3.10	Front axle lubrication cap with slotted venthole	1	\$ 5.00	\$ 5.00
427-001	3.11	Front brake dust shields	1	\$ 31.00	\$ 31.00
400-1A7	3.17	DETROIT DA-F-13.3-3 13,300# FF1 71.5 KPI/3.74 DROP SINGLE FRONT AXLE	1	\$ 78.00	\$ 78.00
620-1D8	3.32	13,300# TAPERLEAF FRONT SUSPENSION	1	\$ 158.00	\$ 158.00
402-049	3.48	MERITOR 16.5X5 Q+ CAST SPIDER CAM FRONT BRAKES, DOUBLE ANCHOR, FABRICATED SHOES	1	\$ 207.00	\$ 207.00
419-023	3.61	CONMET CAST IRON FRONT BRAKE DRUMS	1	\$ 37.00	\$ 37.00
405-031	3.70	HALDEX AUTOMATIC FRONT SLACK ADJUSTERS WITH STAINLESS STEEL CLEVIS PINS	1	\$ 41.00	\$ 41.00
418-058	3.81	CONMET PRESET PLUS PREMIUM ALUMINUM FRONT HUBS	1	\$ 312.00	\$ 312.00
	4.0	4.0 TANDEM REAR AXLE/SUSPENSION/BRAKE/OPTIONS			
452-006	4.8	Driver activated differential lock on both front and rear axles	1	\$ 773.00	\$ 773.00
425-002	4.14	Rear brake dust shield	1	\$ 66.00	\$ 66.00
420-1T8	4.15	DETROIT DA-RT-40.0-4S HH 40,000# R-SERIES TANDEM REAR AXLE	1	\$ 162.00	\$ 162.00
622-199	4.61	AIRLINER 46,000# REAR SUSPENSION	1	\$ 474.00	\$ 474.00
621-108	4.88	9.5 INCH NOMINAL RIDE HEIGHT (460MM GLOBAL REFERENCE HEIGHT)	1	\$ 5.00	\$ 5.00
431-005	4.95	RESTRAINED AXLE SEATS IN AXLE CLAMP GROUP	1	\$ 59.00	\$ 59.00

Code	Spec #	Description	Qty	2024 Price	Subtotal
888-078	4.114	IGNITION CONTROLLED ELECTRIC DUMP SWITCH FOR AIR SUSPENSION WITH STATE RETENTION AND GAUGE	1	\$ 5.00	\$ 5.00
87D-012	4.117	REAR AIR SUSPENSION DUMP VALVE AUTOFILL >5 MPH WITH INDICATOR LIGHT	1	\$ 5.00	\$ 5.00
439-005	4.137	REAR SHOCK ABSORBERS - TWO AXLES (TANDEM) (AIR RIDE SUSPENSION)	1	\$ 5.00	\$ 5.00
423-019	4.148	MERITOR 16.5X8.62 Q+ CAST SPIDER CAM REAR BRAKES, DOUBLE ANCHOR, FABRICATED SHOES	1	\$ 134.00	\$ 134.00
434-005	4.158	BRAKE CAMS AND CHAMBERS ON FORWARD SIDE OF DRIVE AXLE(S) WITH AUXILIARY SUPPORT BRACKETS	1	\$ 5.00	\$ 5.00
451-023	4.162	CONMET CAST IRON REAR BRAKE DRUMS	1	\$ 18.00	\$ 18.00
428-031	4.182	HALDEX AUTOMATIC REAR SLACK ADJUSTERS WITH STAINLESS STEEL CLEVIS PINS	1	\$ 213.00	\$ 213.00
450-058	4.188	CONMET PRESET PLUS PREMIUM ALUMINUM REAR HUBS	1	\$ 64.00	\$ 64.00
386-044	4.192	RPL25 MERITOR MAIN DRIVELINE	1	\$ 110.00	\$ 110.00
388-039	4.206	RPL20 MERITOR INTERAXLE DRIVELINE	1	\$ 5.00	\$ 5.00
878-023	4.228	(1) INTERAXLE LOCK VALVE, (1) DRIVER CONTROLLED DIFFERENTIAL LOCK FORWARD-REAR AND REAR-REAR AXLE VALVE	1	\$ 5.00	\$ 5.00
87A-012	4.232	INDICATOR LIGHT FOR EACH INTERAXLE LOCKOUT SWITCH WITH IAD FEEDBACK	1	\$ 5.00	\$ 5.00
87B-009	4.237	INDICATOR LIGHT AND BUZZER FOR EACH DIFFERENTIAL LOCKOUT SWITCH	1	\$ 5.00	\$ 5.00
5.0 Fifth Wheel options					
592-053	5.8	Behind cab deck plate	1	\$ 25.00	\$ 25.00
578-1W7	5.15	FONTAINE 6000 SERIES 6NWB 12.0 INCH AIR SLIDE FIFTH WHEEL	1	\$ 965.00	\$ 965.00
890-001	5.96	DASH MOUNTED CONTROL AND PLUMBING FOR FIFTH WHEEL	1	\$ 23.00	\$ 23.00
579-003	5.100	SIDE LEFT FIFTH WHEEL RELEASE	1	\$ 6.00	\$ 6.00
583-062	5.120	PDI INSTALLED BETTS 4 RIB SR400-126 STAINLESS STEEL FULL FENDERS	1	\$ 2,119.00	\$ 2,119.00
6.0 TIRES/RIMS OPTIONS:					
093-14F	6.22	BRIDGESTONE R213 ECOPIA 11R22.5 14 PLY RADIAL FRONT TIRES	1	\$ 136.00	\$ 136.00
502-593	6.91	ACCURIDE 40008 22.5X8.25 10-HUB PILOT 5.65 INSET 10-HAND HD ALUMINUM DISC FRONT WHEELS	1	\$ 207.00	\$ 207.00
MC	6.115	FRONT TIRE SURCHARGE - BRIDGESTONE	1	\$ 70.00	\$ 70.00
094-2DH	6.124	MICHELIN X LINE ENERGY D 11R22.5 14 PLY RADIAL REAR TIRES	1	\$ 930.00	\$ 930.00
505-593	6.198	ACCURIDE 40008 22.5X8.25 10-HUB PILOT 10-HAND HD ALUMINUM DISC REAR WHEELS	1	\$ 827.00	\$ 827.00
MC	6.243	REAR TIRE SURCHARGE - MICHELIN	1	\$ 520.00	\$ 520.00
7.0 BRAKE SYSTEM OPTIONS:					
477-004	7.2	Manual cable drain valves on air tanks	1	\$ 5.00	\$ 5.00
490-1AW	7.9	WABCO 6S/6M ABS WITH HILL START AID AND TRACTION CONTROL WITH ATC SHUT OFF SWITCH	1	\$ 268.00	\$ 268.00
8.0 ENGINE/EXHAUST AND FUEL TANKS OPTIONS:					
101-3C0	8.7	DETROIT DD13 GEN 5 12.8L 470 HP @ 1625 RPM, 1900 GOV RPM, 1650 LB-FT @ 975 RPM	1	\$ 13,906.00	\$ 13,906.00
99D-027	8.68	EPA EMISSIONS CERTIFICATION FOR REGISTRATION OUTSIDE CARB STATES - EPA CLEAN IDLE (INCLUDES 6X4 INCH LABEL ON LOWER FORWARD OF DRIVER DOOR)	1	\$ 5.00	\$ 5.00

Code	Spec #	Description	Qty	2024 Price	Subtotal
016-1C2	8.72	RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL			
		AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR			
		MOUNTED VERTICAL TAILPIPE	1	\$ 488.00	\$ 488.00
237-1CR	8.91	RH CURVED VERTICAL TAILPIPE B-PILLAR MOUNTED ROUTED			
		FROM STEP	1	\$ 5.00	\$ 5.00
204-156	8.141	100 GALLON/378 LITER ALUMINUM FUEL TANK - LH	1	\$ 201.00	\$ 201.00
203-009	8.170	50 GALLON ALUMINUM HYDRAULIC RESERVOIR, RH WITH 1-1/4			
		INCH NPT STANDPIPE FITTINGS	1	\$ 470.00	\$ 470.00
	9.0	ENGINE RELATED OPTIONS:			
014-115	9.40	SIDE OF HOOD AIR INTAKE WITH ENGINE MOUNTED HIGH			
		CAPACITY AIR CLEANER AND PASSIVE PRECLEANER	1	\$ 97.00	\$ 97.00
292-222	9.54	3 DTNA GENUINE, HIGH TEMP AGM STARTING AND CYCLING,			
		MIN 2775CCA, 570RC, THREADED STUD BATTERIES	1	\$ 509.00	\$ 509.00
290-1AC	9.66	PASSENGER SEAT BATTERY BOX VENTED TO OUTSIDE OF CAB			
			1	\$ 5.00	\$ 5.00
282-013	9.71	BATTERY BOX MOUNTED UNDER PASSENGER SEAT			
107-046	9.90	BW MODEL FE-921 19.0 CFM SINGLE CYLINDER AIR	1	\$ 5.00	\$ 5.00
		COMPRESSOR WITH SAFETY VALVE			
128-002	9.94	JACOBS COMPRESSION BRAKE	1	\$ 5.00	\$ 5.00
273-059	9.100	ELECTRONICALLY CONTROLLED VARIABLE SPEED VISCOUS	1	\$ 81.00	\$ 81.00
		FAN DRIVE			
122-123	9.104	DAVCO 385 FUEL/WATER SEPARATOR WITH ESOC	1	\$ 144.00	\$ 144.00
110-068	9.113	DDC SUPPLIED ENGINE MOUNTED FUEL FILTER/FUEL WATER	1	\$ 358.00	\$ 358.00
		SEPARATOR WITH WATER-IN-FUEL INDICATOR			
138-005	9.136	PHILLIPS-TEMRO 1500 WATT/115 VOLT BLOCK HEATER	1	\$ 5.00	\$ 5.00
166-005	9.143	PHILLIPS-TEMRO 300 WATT/115 VOLT OIL PREHEATER	1	\$ 18.00	\$ 18.00
140-022	9.144	CHROME ENGINE HEATER RECEPTACLE MOUNTED UNDER LH	1	\$ 27.00	\$ 27.00
		DOOR	1	\$ 47.00	\$ 47.00
	10.0	TRANSMISSION OPTIONS:			
35T-003	10.6	Synthetic lubrication for Manual Transmission	1	\$ -	\$ -
342-612	10.49	DT12-1750-OV VOCATIONAL 12-SPEED OVERDRIVE AUTOMATED			
		MANUAL TRANSMISSION	1	\$ 5,022.00	\$ 5,022.00
363-021	10.169	PTO MOUNTING, BOTTOM AND RH REAR FOR A REAR			
		MOUNTED PTO DETROIT & EATON FULLER TRANSMISSION	1	\$ 56.00	\$ 56.00
370-002	10.187	AIR TO OIL TRANSMISSION COOLER	1	\$ 5.00	\$ 5.00
	11.0	ELECTRICAL OPTIONS:			
295-029	11.6	Remote jump start terminals	1	\$ 69.00	\$ 69.00
311-001	11.8	OEM daytime running lights	1	\$ -	\$ -
721-021	11.19	87 DB TO 112 DB SELF-ADJUSTING BACKUP ALARM	1	\$ 35.00	\$ 35.00
148-072	11.25	ENGINE REMOTE INTERFACE WITH ONE OR MORE SET SPEEDS			
			1	\$ 79.00	\$ 79.00
35M-010	11.31	QUICKFIT PROGRAMMABLE INTERFACE MODULE	1	\$ 90.00	\$ 90.00
6TS-008	11.38	2 TMC RP1226 ACCESSORY CONNECTORS: (1) LOCATED			
		BEHIND PASSENGER SIDE REMOVABLE DASH PANEL (1)			
		CENTER OF OVERHEAD CONSOLE	1	\$ 19.00	\$ 19.00
329-115	11.52	TWO EXTRA HARDWIRED SWITCHES IN DASH, ROUTE TO			
		BETWEEN SEATS, CAPPED	1	\$ 47.00	\$ 47.00
4C1-005	11.69	HARDWIRE SWITCH #1, ON/OFF MOMENTARY, 20 AMPS			
		IGNITION POWER	1	\$ 9.00	\$ 9.00
4C2-005	11.82	HARDWIRE SWITCH #2, ON/OFF MOMENTARY, 20 AMPS			
		IGNITION POWER	1	\$ 9.00	\$ 9.00
48H-003	11.108	QUICKFIT POWERTRAIN INTERFACE CONNECTOR UNDER CAB			
		WITH CAPS	1	\$ 46.00	\$ 46.00
4CH-004	11.128	4 EXTRA PROGRAMMABLE SWITCHES/INDICATORS	1	\$ 57.00	\$ 57.00

Code	Spec #	Description	Qty	2024 Price	Subtotal
48C-004	11.137	QUICKFIT PROGRAMMABLE INTERFACE CONNECTOR(S) UNDER CAB WITH BLUNTCUTS	1	\$ 27.00	\$ 27.00
919-063	11.148	1 QUICKFIT PROGRAMMABLE SOLENOID W/STATE RETENTION PLUMBED TO BACK OF CAB	1	\$ 49.00	\$ 49.00
353-073	11.194	QUICKFIT BODY LIGHTING CONNECTOR UNDER CAB, WITH CAP	1	\$ 73.00	\$ 73.00
34C-011	11.198	ELECTRONIC TRANSMISSION WIRING TO CUSTOMER INTERFACE CONNECTOR	1	\$ 49.00	\$ 49.00
12.0 CAB EXTERIOR OPTIONS:					
727-012	12.3	Dual rectangular air horns	1	\$ 140.00	\$ 140.00
558-070	12.28	Front tow hooks	1	\$ 5.00	\$ 5.00
82A-028	12.36	STAINLESS STEEL CAB ACCENT MOLDING	1	\$ 97.00	\$ 97.00
678-066	12.44	INTERIOR GRAB HANDLES WITH ADDED LOWER LH AND RH A PILLAR GRAB HANDLES AND LH AND RH EXTERIOR NON-SLIP GRAB HANDLES	1	\$ 107.00	\$ 107.00
65X-010	12.49	BRIGHT HOOD MOUNTED AIR INTAKE GRILLE, BLACK SCREEN, WITH LED ACCENT LIGHTS	1	\$ 14.00	\$ 14.00
294-1AY	12.90	INTEGRAL LED STOP/TAIL/BACKUP LIGHTS	1	\$ 16.00	\$ 16.00
73A-002	12.141	REAR REFLECTIVE DEVICE	1	\$ 10.00	\$ 10.00
764-020	12.159	STAINLESS STEEL EXTERIOR SUN VISOR WITH INTEGRAL MARKER LIGHTS	1	\$ 316.00	\$ 316.00
659-006	12.169	8 LITER (2 GAL) WINDSHIELD WASHER RESERVOIR, CAB MOUNTED, WITH FLUID LEVEL INDICATOR	1	\$ 9.00	\$ 9.00
13.0 CAB INTERIOR OPTIONS:					
707-1C4	13.22	CHARCOAL BLACK VINYL UP LEVEL INTERIOR	1	\$ 109.00	\$ 109.00
70K-017	13.24	CARBON WITH PREMIUM TEAK ACCENT	1	\$ 51.00	\$ 51.00
772-037	13.28	BLACK MATS WITH ADDED FLOOR HEAT AND NOISE INSULATION WITH ACCELERATOR RUB PAD	1	\$ 84.00	\$ 84.00
720-025	13.55	5 LB. FIRE EXTINGUISHER MOUNTED INBOARD OF DRIVER SEAT	1	\$ 35.00	\$ 35.00
170-045	13.67	STANDARD HEATER PLUMBING WITH BALL SHUTOFF VALVES AT SUPPLY LINES ONLY	1	\$ 11.00	\$ 11.00
739-034	13.71	PREMIUM INSULATION	1	\$ 425.00	\$ 425.00
324-182	13.74	PREMIUM LED CAB LIGHTING	1	\$ 76.00	\$ 76.00
78G-003	13.77	KEY QUANTITY OF 3	1	\$ 5.00	\$ 5.00
722-028	13.99	TRIANGULAR REFLECTORS KIT WITHOUT FLARES SHIPPED LOOSE IN CAB	1	\$ 14.00	\$ 14.00
540-070	13.101	4-SPOKE 18 INCH (450MM) LEATHER WRAPPED STEERING WHEEL WITH CHROME SWITCH BEZELS	1	\$ 76.00	\$ 76.00
870-002	13.111	BRIGHT ARGENT FINISH GAUGE BEZELS	1	\$ 17.00	\$ 17.00
160-045	13.130	HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR WITH DUST CAP LOCATED BELOW LH DASH	1	\$ 2.00	\$ 2.00
854-001	13.138	ENGINE OIL TEMPERATURE GAUGE	1	\$ 21.00	\$ 21.00
372-123	13.144	PTO CONTROLS FOR ENHANCED VEHICLE ELECTRIC/ELECTRONIC ARCHITECTURE	1	\$ 11.00	\$ 11.00
49B-004	13.162	ELECTRONIC STABILITY CONTROL	1	\$ 208.00	\$ 208.00
746-135	13.188	AM/FM/WB WORLD TUNER RADIO WITH SIRIUSXM, BLUETOOTH, IPOD INTERFACE, USB AND AUXILIARY INPUTS, J1939	1	\$ 5.00	\$ 5.00
748-006	13.195	CB POWER AND GROUND WIRING PROVISION OVERHEAD	1	\$ 3.00	\$ 3.00
749-001	13.199	ROOF/OVERHEAD CONSOLE CB RADIO PROVISION	1	\$ 5.00	\$ 5.00
751-001	13.203	SINGLE REMOTE SPEAKER WITH LEAD FOR 2-WAY RADIO	1	\$ 6.00	\$ 6.00
752-004	13.204	SINGLE FIBERGLASS LH MIRROR MOUNTED CB ANTENNA WITH BRACKET AND LEAD	1	\$ 12.00	\$ 12.00

Code	Spec #	Description	Qty	2024 Price	Subtotal
75W-001	13.208	HEADLINER MULTI-BAND ANTENNA: AM/FM/WEATHERBAND, WIFI/BLUETOOTH, GNSS/GPS	1	\$ 44.00	\$ 44.00
81Y-005	13.222	PRE-TRIP INSPECTION FEATURE FOR EXTERIOR LAMPS ONLY	1	\$ 7.00	\$ 7.00
482-001	13.224	BW TRACTOR PROTECTION VALVE	1	\$ 70.00	\$ 70.00
883-001	13.229	TRAILER HAND CONTROL BRAKE VALVE	1	\$ 21.00	\$ 21.00
842-006	13.232	DIGITAL TURBO AIR PRESSURE IN DRIVER DISPLAY	1	\$ 5.00	\$ 5.00
882-021	13.236	TWO VALVE PARKING BRAKE SYSTEM WITH DASH VALVE CONTROL AUTONEUTRAL AND WARNING INDICATOR	1	\$ 35.00	\$ 35.00
756-1J7	13.246	ELITE 2.0 HIGH BACK AIR SUSPENSION DRIVER SEAT W/2 AIR LUMBAR,ACTIVE BOLSTER,INTEGRATED CUSHION EXTENSION, TILT,ADJUSTABLE SHOCK, MAP POCKET, HEAT & VENTILATION	1	\$ 208.00	\$ 208.00
760-294	13.250	BATTERY BOX MID BACK NON SUSPENSION PASSENGER SEAT	1	\$ 402.00	\$ 402.00
757-001	13.260	BLACK SUSPENSION COVER FOR AIR DRIVER SEAT	1	\$ 29.00	\$ 29.00
759-007	13.262	DUAL DRIVER SEAT ARMRESTS, NO PASSENGER SEAT ARMRESTS	1	\$ 38.00	\$ 38.00
758-135	13.269	BLACK MORDURA CLOTH DRIVER SEAT COVER WITH EMBROIDERED LOGO	1	\$ 41.00	\$ 41.00
761-138	13.280	BLACK MORDURA CLOTH PASSENGER SEAT COVER WITH NO LOGO	1	\$ 5.00	\$ 5.00
763-1AB	13.294	3 POINT HIGH VISIBILITY ORANGE ADJUSTABLE D-RING RETRACTOR DRIVER AND FIXED D-RING RETRACTOR PASSENGER SEAT BELTS	1	\$ 22.00	\$ 22.00

14.0 MN/DOT OPTIONS:**15.0 TRAILER TOW OPTIONS:**

481-003	15.9	12 FOOT STRAIGHT TRAILER AIR HOSE	1	\$ 31.00	\$ 31.00
476-057	15.20	36 INCH STAINLESS STEEL SLIDE BAR WITH (2) 16 INCH SPRING TYPE AIR HOSE HANGERS	1	\$ 38.00	\$ 38.00
484-032	15.36	COMBINATION DUMMY GLAD HANDS AND LIGHT PLUG HOLDER MOUNTED LH BACK OF CAB WITH GROUND ACCESS	1	\$ 18.00	\$ 18.00
296-010	15.39	PRIMARY CONNECTOR/RECEPTACLE WIRED FOR SEPARATE STOP/TURN, ABS CENTER PIN POWERED THROUGH IGNITION	1	\$ 23.00	\$ 23.00
297-132	15.40	SAE J560 7-WAY PRIMARY TRAILER CABLE RECEPTACLE MOUNTED BACK OF CAB/BACK OF SLEEPER	1	\$ 76.00	\$ 76.00
1AZ-001	15.66	PAINTED STRADDLE BRACKET LOCATED AT BACK OF CAB/BACK OF SLEEPER	1	\$ 44.00	\$ 44.00
310-002	15.73	12 FOOT DETACHABLE STRAIGHT PRIMARY TRAILER ELECTRICAL CABLE WITH SAE J560 CONNECTOR	1	\$ 23.00	\$ 23.00

16.0 MANUALS / INTEREST FEE:**17.0 Delivery Charges:****18.0 Maintenance/ Body Shop Labor rates****19.0 Quantity Discounts:****20.0 Next Model Year Upcharges**

Enter the following Production Model Year here >>>>>>>>

20.1 Percentage Upcharge for the following Model Year Base Unit

20.2 Percentage Upcharge for the following Model Year Options

1	2026	
1	4.90%	\$ 5,086.84
1	4.90%	\$ 1,763.27



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	20250304-23
Agenda Topic Title for Publication:		Purchase of 2 Walking Floor Trailers
Date of Meeting: March 4, 2025	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Solid Waste		
Person Presenting Topic at Meeting: Mike Eberle		
Background: Supporting Documentation enclosed ☒		
In support of the transfer station opening in mid-summer 2025. The department solicited bids from 3 trailer manufacturers through the state bid process. North American Trailer of Inver Grove Heights, MN was low bid at \$125,242.00 per unit. Prairie Trailer of Morris MN was next bid at \$136,044.48 and 3 rd bid at \$137,402.76. This purchase was discussed with the Solid Waste committee. The department submitted an approved construction budget in February 2024.		
Options:		
1) Award the bid to North American Trailer for 2 units in the amount of \$250,484.00		
2) Do Not award bid to North American Trailer.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To award the bid of \$250,484.00 to North American Trailer for 2 walking floor trailers.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ \$250,484.00 Funding Source(s): Enterprise Fund	☒ Yes ☐ No	Funding from Enterprise Fund and ARPA dollars.
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



MAC Trailer Enterprises Inc.
Corporate Office
14599 Commerce Street, Alliance, OH, 44601
330-823-9900 800-795-8454
www.MACtrailer.com

Todd County, MN Sourcewell Pricing (2-14-25)
Sourcewell Member #8150
Sourcewell Contract #092922-MCT

<u>Options:</u>	<u>Option \$</u>	<u>Sourcewell \$</u>
Base 48' Walking Floor Pricing:	<u>\$102,218.22</u>	<u>\$95,531.00</u>
1. Hallco 3-1/2" Cylinder Drive Unit And #41-4164 Floor Slats:	\$4,579.60	\$4,280.00
2. Smooth Side Trailer:	\$793.94	\$742.00
3. 12" Cross-Member Spacing:	\$263.22	\$246.00
4. HD 3/8" Cross-Members from Landing Gear to Coupler Plate:	\$423.72	\$396.00
5. 105" Side Wall Height:	\$526.44	\$492.00
6. 10" Wedge in Side Wall Height:	\$3,463.59	\$3,237.00
7. Fenderwells Over each Axle for Wedge in Side Height:	\$1,167.37	\$1,091.00
8. Boomerang Wear Plates:	\$737.23	\$689.00
9. Heavy Duty Top Rails:	\$806.78	\$754.00
10. Bulkhead Man-Door:	\$974.77	\$911.00
11. Tire Carrier:	\$143.38	\$134.00
12. Aux. 4-Way Plug:	\$209.72	\$196.00
13. Intraax 250 Air Ride Tandem Axle Suspension w/ Alum. Frame:	\$5,412.06	\$5,058.00
14. Aluminum 22.5 Rims:	\$1,398.49	\$1,307.00
15. General 255/70R Lo Pro Tires:	\$62.06	\$58.00
16. Air in cab Control & Ball Valve For Suspension Dump:	\$173.34	\$162.00
17. Hendrickson Tire Inflation System:	\$659.12	\$616.00
18. Air Gauge for Air Pressure:	\$218.28	\$204.00
19. Box for Switches:	\$185.11	\$173.00
20. Roll Rite Electric Side Roll Tarp System:	\$6,634.00	\$6,200.00
Total:	<u>\$28,832.22</u>	<u>\$26,946.00</u>

Total 48' WFSP Sourcewell Base Price:	\$102,218.22	\$95,531.00
Total for Options:	\$28,832.22	\$26,946.00
Total Price with Options:	\$131,050.44	\$122,477.00
Freight:	\$2,765.00	\$2,765.00
Total price with Freight:	<u>\$133,815.44</u>	<u>\$125,242.00</u>
<u>(2) Two Trailer Price:</u>	<u>\$267,630.88</u>	<u>\$250,484.00</u>



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	20250304-24
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Construction & Demo Management Grant
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Date of Meeting: March 4, 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 ☒
--

MPCA is proposing new rules for demolition landfills that would require liners, leachate collection systems and other measures. A transition period of up to 7 years for existing unlined landfills to close and be covered. Todd County expresses support with Ottertail County's application for Minnesota Pollution Control Agency's Demolition Management Planning Grant for \$300,000.00. Todd County agree's to pay our share of the cost of the local match for this project based on prorated per capita contributions from the 9 participating counties. This study will assist our region in pursuing partnerships that will allow Todd County to advance the management of demolition waste at a lowest cost to our residents. This demolition grant has been reviewed and discussed at our Solid Waste committee level.

Options:

1) Approve contribution and letter of support to the Construction & Demolition Management Grant with Ottertail County

2) Do Not approve contribution.

Recommendation:

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

To approve letter of support and contribution of \$6,000.00 to Ottertail County application of C&D Management Grant.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ \$6,000.00 Funding Source(s): Enterprise Fund	☐ Yes ☒ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE
Todd County
● MINNESOTA ● EST. 1855 ●

TODD COUNTY SOLID WASTE
30433 US 71
Browerville, MN 56438
Phone: 320-594-2210
Fax: 320-594-3022

March 4, 2025

Clancy Oliphant
Otter Tail County Solid Waste Department
1115 N. Tower Road
Fergus Falls, MN 56537

RE: Construction and Demolition (C&D) Management Planning Grant

Dear Ms. Oliphant:

On behalf of Todd County, I am writing to express support and commitment of partnership with Otter Tail County's application for Minnesota Pollution Control Agency's Construction and Demolition (C&D) Management Planning Grant for \$300,000, provided our county is included in the study.

The proposed planning study will greatly assist our region in pursuing partnerships that will allow Todd County to advance the waste management hierarchy and environmental protection as they relate to demolition waste at the lowest cost to our residents.

We agree to pay our share of the cost of the local match for this project based on prorated per capita contributions from each county participating. We understand that the actual cost of the project, number of counties participating, or grant amount to be awarded is not yet known; however, we do commit to contribute up to the amount shown below for our county.

- Becker (\$8,400 – population 35,203)
- Clay (\$15,800 – population 66,656)
- Douglas (\$9,400 – population 40,222)
- Grant (\$1,500 – population 6,157)
- Otter Tail (\$14,400 – 60,708)
- Pope (\$2,600 – population 11,380)
- Stevens (\$2,300 – population 9,841)
- Todd (\$6,000 – population 25,801)
- Wadena (\$3,400 – population 14,246)

Please contact Landfill and Transfer Station Supervisor Mike Eberle at (320) 594-2210 or mike.eberle@co.todd.mn.us for further information.

Sincerely,

Tim Denny
Chair



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion	☐ Report	20250304-25
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Professional Services from Barr
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Date of Meeting: March 4, 2025	Agenda Time Requested: 5 minutes	☐ Consent Agenda
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Organization / Department Requesting Action: Solid Waste
--

Person Presenting Topic at Meeting: Mike Eberle

Background: Supporting Documentation enclosed ☒
--

Todd County has historically used Barr for professional services related to annual groundwater quality data review, analysis and reporting. For 2025, Barr has provided the attached proposal to perform these services for \$15,500.00. In 2024 the cost was slightly lower for similar tasks. This work is required by state law and Minnesota Pollution Control Agency permits for the demolition landfill.

Options:

1. Authorize Solid Waste Director to sign proposal with Barr for professional services for \$15,500.00.
2. Deny Solid Waste Director authority to sign proposal with Barr for professional services.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Authorize Solid Waste Director to sign proposal with Barr for professional services for \$15,500.00.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ \$15,500 Funding Source(s): Solid Waste	☒ 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

February 18, 2025

Mr. Chris McConn, P.E.
Todd County Solid Waste Director
via Email at Chris McConn <cmcconn@co.ottertail.mn.us>

Re: Proposal for 2025 Groundwater Monitoring Services - Todd County Demolition Landfill

Dear Mr. McConn:

Barr Engineering is pleased to offer this proposal for groundwater reporting services. The purpose of the reporting is to maintain compliance with the terms of Minnesota Solid Waste Permit SW-403 for the Todd County demolition landfill (Landfill) located in Todd County, approximately 1.5 miles southeast of Browerville, MN.

Background

Barr has reviewed and reported on the groundwater monitoring program for the Landfill since 2022, including the completion of a hydrogeologic evaluation of the Site in 2022, implementing surface water elevation monitoring and additional laboratory analytical sampling beginning in 2023, and the completion of spring and annual monitoring reports. This Proposal includes budget for routine spring and annual reporting efforts in 2025.

Proposal

We propose the following tasks going forward to maintain compliance for the facility:

1. *Prepare the spring (routine) monitoring report* – We will summarize the monitoring data for the routine event in a letter report format, similar to the 2024 spring report. We assume that we will receive the data in our standard electronic deliverable format or .CSV file for review prior to its uploading to the MPCA database to ensure accuracy. The report is due on June 30th of the monitoring year. Our estimated cost for this task is **\$4,000**.
2. *Prepare the Annual Groundwater Monitoring Report* – We will prepare an annual report modified from the 2024 report format and will include a summary of findings from additional monitoring tasks. The report is due on March 1 of the year following the monitoring year. Our estimated cost for this task is **\$8,500**.
3. *Project Management and Communications* – This task includes project management and communications with Wadena County and the project team at a rate of approximately 15% of other costs. This task will be billed on a time and materials basis, not to exceed **\$3,000**.

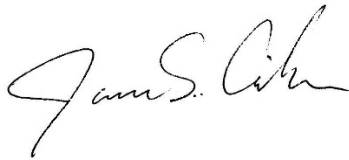
Assumptions and Terms

We understand that Widseth Smith and Nolting Consultants (Widseth) will provide annual surveying, field sampling and surface water permit related services as in years past.

Our costs are estimates based on our anticipated level of effort for similar projects. We will manage our costs to these budgets and bill you on a time and expense basis not to exceed these amounts without explanation of additional costs and your approval of additional budget. The estimated costs are proposed as a package due to the interdependence of the tasks and timing assumptions. Pricing for individual tasks will increase the costs for each task. Our 2025 fee schedule is included in Attachment A.

You may halt our work at any time without cause and we will submit a final invoice for hours worked to that date. Please see our short form contract for additional terms and insurance information in Attachment B. We hope that this proposal meets your needs. However, we are flexible and can modify the scope to meet your budget. Please call me at 701-595-4155.

Sincerely,

A handwritten signature in black ink, appearing to read "James S. Aiken". The signature is fluid and cursive, with the first name "James" and last name "Aiken" clearly distinguishable.

James S. Aiken, P.G.
Vice President
Barr Engineering Company

Attachment A

2025 Fee Schedule

Description	Rate* (U.S. dollars)
Vice President	\$180-350
Consultant/Advisor	\$210-325
Engineer/Scientist/Specialist IV	\$185-205
Engineer/Scientist/Specialist III	\$155-180
Engineer/Scientist/Specialist II	\$130-150
Engineer/Scientist/Specialist I	\$85-125
Technician IV	\$155-205
Technician III	\$125-150
Technician II	\$95-120
Technician I	\$60-90
Support Personnel III	\$155-205
Support Personnel II	\$95-150
Support Personnel I	\$60-90

Rates for litigation support services will include a 30% surcharge.

A ten percent (10%) markup will be added to subcontracts for professional support and construction services to cover overhead and insurance surcharge expenses.

Invoices are payable within 30 days of the date of the invoice. Any amount not paid within 30 days shall bear interest from the date 10 days after the date of the invoice at a rate equal to the lesser of 18 percent per annum or the highest rate allowed by applicable law.

For travel destinations within the continental U.S. (CONUS) and Canada, meals will be reimbursed on a per diem basis. The per diem rate will be as published by the U.S. Internal Revenue Service (IRS) based on the High-Low method. Full-day per diem rates will be pro-rated on travel days. For travel destinations outside the continental U.S. (CONUS) and Canada, meals will be reimbursed based on actual expenses incurred.

All other reimbursable expenses, including but not limited to costs of transportation, lodging, parking, postage, shipping, and incidental charges, will be billed at actual reasonable cost. Mileage will be billed at the IRS-allowable rate.

Materials and supplies charges, printing charges, and equipment rental charges will be billed in accordance with Barr's standard rate schedules.

Vice President category includes consultants, advisors, engineers, scientists, and specialists who are officers of the company.

Consultant/Advisor category includes experienced personnel in a variety of fields. These professionals typically have advanced background in their areas of practice and include engineers, engineering specialists, scientists, related technical professionals, and professionals in complementary service areas such as communications and public affairs.

Engineer/Scientist/Specialist categories include registered professionals and professionals in training (e.g., engineers, geologists, and landscape architects) and graduates of engineering and science degree programs.

Technician category includes CADD operators, construction observers, cost estimators, data management technicians, designers, drafters, engineering technicians, interns, safety technicians, surveyors, and water, air, and waste samplers.

Support Personnel category includes information management, project accounting, report production, word processing, and other project support personnel.

*Rates do not include sales tax on services that may be required in some jurisdictions.

Attachment B

Contract Agreement

February 18, 2025

Mr. Chris McConn, P.E.
Todd County Solid Waste Director
Via Email: cmconn@ottertail.co.mn.us

Re: Agreement for Todd County Demolition Landfill Groundwater Reporting and Evaluation

Dear Mr. McConn:

Thank you for retaining us. We will do our best to justify your expression of confidence in us. This letter, together with our Standard Terms (attached) sets forth the Agreement between Todd County (Client) and Barr Engineering Co. (Barr) regarding groundwater reporting and evaluation for the Todd County Demolition Landfill, Permit SW-403.

The scope of professional consulting services we will provide are described on the attached proposal.

This Agreement will be effective for the duration of the services unless terminated earlier by either you or us. Our Proposal is part of this Agreement except as modified in subsequent proposal or work order approved by you or your delegate. We will commence work upon receipt of a copy of this letter signed by you. The estimated schedule for the services is:

Task 1: Spring Monitoring Report – Begin when data received from lab/Widseth; complete by June 30th, 2025

Task 2: Annual Groundwater Monitoring – Begin December 2025; Complete by March 1st, 2026

Task 3: Project Management and Communications

We will inform you of our progress by email and as noted on the monthly invoice.

For the services provided, you will pay us according to the attached Standard Terms. The cost of the services will not exceed \$15,500 (USD) without prior approval by you.

We understand you or your delegate have the authority to direct us. We will direct communications to you unless otherwise directed by you. Direction should be provided to me (jaiken@barr.com) or Alex Puetz (apuetz@barr.com).

During the term of this Agreement, Barr agrees to maintain with a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, the type of insurance and policy limits as set forth below (USD):

Workers' Compensation and Employers' Liability

1. Coverage A: Per State Statute
2. Coverage B: \$500,000 Each Accident
\$500,000 Disease – Policy Limit
\$500,000 Disease – Each Employee

Commercial General Liability

1. \$1,000,000 General Aggregate
2. \$1,000,000 Products – Completed Operations Aggregate
3. \$500,000 Each Occurrence
4. \$500,000 Personal Injury

Commercial Automobile Liability

1. \$1,000,000 Combined Single Limit Bodily Injury and Property Damage

The Commercial Automobile Liability shall provide coverage for the following automobiles:

1. All Owned Automobiles
2. All Non-Owned Automobiles
3. All Hired Automobiles

Umbrella Liability

1. \$500,000 Each Claim
\$1,000,000 Annual Aggregate
2. The Umbrella Liability provides excess limits for the Commercial General Liability, Employers' Liability, and Commercial Automobile Liability policies.

Professional and Pollution Incident Liability

Professional Liability insurance including Pollution Incident Liability coverage with limits of not less than \$1,000,000 Per Claim / \$1,000,000 Annual Aggregate.

Certificates of Insurance

Certificates of Insurance will be provided upon request.

Barr and Client waive all rights, including their insurers' subrogation rights, against each other, their subcontractors, agents, and employees, and the other's consultants, separate contractors, and their subcontractors, agents, and employees for losses or damages covered by their respective property or casualty insurance, commercial general liability, or Builder's Risk insurance. This waiver of subrogation is effective notwithstanding any duty of indemnity.

If this Agreement is satisfactory, please sign the enclosed copy of this letter in the space provided and return it to us. This Agreement will be open for acceptance until April 30, 2025, unless earlier withdrawn by us.

Sincerely,

BARR ENGINEERING CO.



James S. Aiken

Its Vice President

Accepted this _____ day of _____, 20____

TODD COUNTY

By _____

Its _____

Attachments

Standard Terms—Professional Services



STANDARD TERMS—PROFESSIONAL SERVICES

Our Agreement with you consists of the accompanying letter or other authorization, Work Orders, and these Standard Terms – Professional Services.

Section 1: Our Responsibilities

- 1.1 We will provide the professional services ("Services") described in this Agreement. We will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality.
- 1.2 We will select the means, methods, techniques, sequences, or procedures used in providing our Services. If you direct us to deviate from our selections, you agree to hold us harmless from claims, damages, and expenses arising out of your direction.
- 1.3 We will acquire all licenses applicable to our Services and we will comply with applicable law.
- 1.4 Our duties do not include supervising your contractors or commenting on, supervising, or providing the means and methods of their work unless we accept any such duty in writing. We will not be responsible for the failure of your contractors to perform in accordance with their undertakings.
- 1.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, job, or site health or safety unless we accept that duty in writing.
- 1.6 Estimates of our fees or other project costs will be based on information available to us and on our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should add a contingency.
- 1.7 The information you provide to us will be maintained in confidence except as required by law.

Section 2: Your Responsibilities

- 2.1 You will provide access to property.
- 2.2 You will provide us with prior reports, specifications, plans, changes in plans, and other information about the project that may affect the delivery of our Services. You will hold us harmless from claims, damages, and related expenses, including reasonable attorneys' fees, involving information not timely called to our attention or not correctly shown on documents you furnish to us.
- 2.3 You agree to provide us with information on contamination and dangerous and hazardous substances and processes we may encounter in performing the Services and related emergency procedure information.
- 2.4 You agree to hold us harmless as to claims that we are an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of any law governing the handling, treatment, storage, or disposal of dangerous or hazardous materials.
- 2.5 Site remediation services may involve risk of contamination

of previously uncontaminated air, soil, or water. If you are requesting that we provide services that include this risk, you agree to hold us harmless from such contamination claims, damages, and expenses, including reasonable attorneys' fees, unless and to the extent the loss is caused by our negligence.

- 2.6 You agree to make disclosures required by law. If we are required by law or legal process to make such disclosures, you agree to hold us harmless and indemnify us from related claims and costs, including reasonable attorneys' fees.

Section 3: Reports and Records

- 3.1 We will retain analytical data relating to the Services for seven years and financial data for three years.
- 3.2 Monitoring wells are your property and you are responsible for their permitting, maintenance and abandonment unless we accept that duty in writing. Samples remaining after tests are conducted and field and laboratory equipment that cannot be adequately cleansed of contaminants are your property. They will be discarded or returned to you, at our discretion, unless within 15 days of the report date you give written direction to store or transfer the materials at your expense.
- 3.3 Our reports, notes, calculations, and other documents, and our computer software, programs, models, and data are instruments of our Services, and they remain our property, subject to a license to you for your use in the related project for the purposes disclosed to us. You may not use or transfer such information and documents to others for a purpose for which they were not prepared without our written approval.
- 3.4 Because electronic documents may be modified intentionally or inadvertently, you agree that we will not be liable for damages resulting from change in an electronic document occurring after we transmit it to you. In case of any difference or ambiguity between an electronic and a paper document, the paper document shall govern. When accepting document transfer in electronic media format, you accept exclusive risk relating to long-term capability, usability, and readability of documents, software application packages, operating systems, and computer hardware. We will submit a harcopy of all final documents to you at the completion of this engagement.
- 3.5 If you do not pay for the Services in full as agreed, we may retain reports and work not yet delivered to you and you agree to return to us our reports and other work in your possession or under your control.

Section 4: Compensation

- 4.1** You will pay for the Services as agreed or according to our then current fee schedules according to the terms of our proposal and within 30 to 45 days of receipt of our invoice.
- 4.2** You agree to notify us of billing disputes within 15 days and to pay undisputed portions of invoices within 30 days of invoice date. No interest or late fees are allowed to accrue.
- 4.3** You agree to compensate us in accordance with our fee schedule if we are asked or required to respond to legal process arising out of a proceeding to which we are not a party.
- 4.4** If we are delayed by factors beyond our control, or if the project conditions or the scope of work change, or if the standards change, we will receive an equitable adjustment of our compensation.
- 4.5** In consideration of our providing insurance to cover claims made by you, you hereby waive any right of offset as to payment otherwise due us.

Section 5: Disputes, Damage, and Risk Allocation

- 5.1** Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include a meeting attended by each party's representative empowered to resolve the dispute. Disputes (except collections) will be submitted to mediation as a condition precedent to litigation.
- 5.2** We will not be liable for special, incidental, consequential, or punitive damages, including but not limited to those arising from delay, loss of use, loss of profits or revenue, loss of financing commitments or fees, or the cost of capital. Each of us waives against the other and its subcontractors, agents, and employees all rights to recover for losses covered by our respective property/casualty or auto insurance policies.
- 5.3** We will not be liable for damages unless you have notified us of your claim within 30 days of the date of your discovery of it and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages, and unless suit is commenced within two years of the earlier of the date of injury or loss and the date of completion of the Services.

5.5 We will remind you of past due invoices after 30 days. Failure to pay within 60 days of the invoice date, may result in delay of delivery of expected deliverables until payment is received.

- 5.6** The law of the state in which the project site is located will govern all disputes. No employee acting within the scope of employment will have any individual liability for his or her acts or omissions and you agree not to make any claim against individual employees working on the project.

Section 6: Miscellaneous Provisions

- 6.1** We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured will be limited to losses caused by our negligence as policy holder.
- 6.2** This Agreement is our entire agreement, and it supersedes prior agreements. Only a writing signed by an authorized representative for each of us making specific reference to the provision modified may modify it.
- 6.3** Neither of us will assign this Agreement without the written approval of the other. No other person has any rights under this Agreement.
- 6.4** Only a writing may terminate this Agreement. We will receive an equitable adjustment of our compensation as well as our earned fees and expenses through the day of termination.
- 6.5** We will not discriminate against any employee or applicant for employment because of race, color, creed, ancestry, national origin, sex, religion, age, marital status, affectional preference, disability, status with regard to public assistance, membership or activity in a local human-rights commission, or status as a specially disabled, Vietnam-era, or other eligible veteran. We will take affirmative action to ensure that applicants are considered, and employees are treated during their employment, without regard to those factors. Our actions will include, but are not limited to notifications, hiring, promotion or employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoffs or terminations, rates of pay and other forms of compensation, and selection for training or apprenticeship.
- 6.6** Neither we nor you, including our officers, employees, and agents, are agents of the other, except as agreed in writing. Except as agreed in writing, nothing in this Agreement creates in either party any right or authority to incur any obligations on behalf of, or to bind in any respect, the other party. Nothing contained herein will prevent either party from procuring or providing the same or similar products or services from or to any third person, provided that there is no breach of any obligations pertaining to confidentiality.

End of Standard Terms



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	20250304-26
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Professional Services from Widseth
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Date of Meeting: March 4, 2025	Agenda Time Requested: 5 minutes	☐ Consent Agenda
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Organization / Department Requesting Action: Solid Waste
--

Person Presenting Topic at Meeting: Mike Eberle

Background: Supporting Documentation enclosed ☒
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Todd County has historically used Widseth for professional services related to annual groundwater sampling, topographic surveys and stormwater compliance. For 2025, Widseth has provided the attached proposal to perform these services for \$18,500.00. This work is required by state law and Minnesota POLLution Control Agency facility permits for the demolition landfill and transfer station. The County does not have the equipment or staff qualifications needed to perform these services.

Options:

1. Authorize Solid Waste Director to sign proposal with Widseth for professional services for \$18,500.

2. Deny Solid Waste Director authority to sign proposal with Widseth for professional services

Recommendation:

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

Authorize Solid Waste Director to sign proposal with Widseth for professional services for \$18,500.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ \$18,500	☒ Yes ☐ No	
Funding Source(s): Solid Waste Dept		
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

January 9, 2025

Mr. Chris McConn, P.E.
Todd County Solid Waste Administrator
1115 North Tower Road
Fergus Falls, MN 56537

Alexandria
610 Fillmore Street
Alexandria MN 56308

320.762.8149
Alexandria@Widseth.com
Widseth.com

**Re: Costs for 2025 Groundwater Sampling,
Stormwater Management Review and Annual Survey
Todd County Demolition Landfill
MPCA Permit No. SW-403**

Dear Mr. Chris McConn:

Attached is Widseth Smith Nolting's (Widseth's) 2025 cost estimate for the groundwater sampling associated with the groundwater-monitoring system (GMS) at the Todd County Demolition Landfill. Additionally, our proposal includes the cost of the stormwater management review and annual survey. The work outlined in our proposal is based on the Limits Table (sampling schedule) included at the end of the County's Minnesota Pollution Control Agency (MPCA) Solid Waste Management Facility Permit. The Limits Table outlines the sampling requirements for the GMS.

The GMS at the landfill includes monitoring wells MW-1, MW-3, MW-4, MW-5, MW-6, and piezometer PZ-2. New staff gauges (SG-NW, SG-NE, SG-S) were installed in the spring of 2023, and added to the GMS. In accordance with your permit, the landfill's monitoring wells will be sampled twice in 2025, once in the spring and again in the fall. The MPCA is requiring sample collection for MW-3, MW-4, MW-5, and MW-6. The MPCA only requires static water levels to be taken in MW-1 and PZ-2. However, at the request of Barr Engineering (via email received on January 9, 2024) samples will also be collected from PZ-2. Only static water levels will be taken in SG-NE, SG-NW and SG-S. Samples from the monitoring wells will be analyzed for a list of dissolved metals, general chemistry parameters, and the Minnesota Department of Health (MDH) method 465F volatile organic compounds (VOCs) in the spring and fall for MW-3, MW-4, MW-5, and MW-6. Samples from PZ-2 will be analyzed for general chemistry parameters and dissolved metals in the spring and fall.

Your permit also includes a sampling schedule. The permit indicates the spring samples should be collected between March 14 and April 28. The fall sample collection window is between October 1 and November 21.

The annual survey will include an isopach and will also include the available air space, minus the 2.5-foot final cover.

Stormwater Management Review of the site consists of oversight into the Industrial Stormwater Permit and consulting with Todd County to verify that the Project is in compliance with the MPCA regulations.

Assuming you find our proposal acceptable as presented, and wish to retain our services for 2025, sign below authorizing Widseth to proceed. Please return the signed copy to us. An emailed signature page or an emailed authorization would be acceptable as well. This proposal is in effect from March 1, 2025, to February 28, 2026.

If you would like Widseth to attend any meetings that are not outlined in the scope of this proposal, the meeting will be billed on a time and materials basis in accordance with our 2025 fee schedule. We have worked with Todd County Solid Waste for many years and would appreciate the opportunity to do so again this year. Do not hesitate to call me with any questions or comments regarding our scope of work or the associated costs. My direct number is 320.335.5059 and my email address is

Mike.Pederson@Widseth.com.

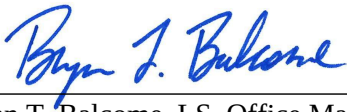
Sincerely,

WIDSETH



Mike Pederson, Director of Environmental Services

PROPOSAL OF WIDSETH

BY: 

Bryan T. Balcome, LS, Office Manager, VP

ACCEPTED: The costs are satisfactory, and you are authorized to do the work as specified. Payment will be made monthly in accordance with the terms and provisions.

Consultant Services	\$6,700.00
Laboratory Services	\$6,800.00
Stormwater Management Review	\$1,500.00
Annual Survey	<u>\$3,500.00</u>
Lump sum	\$18,500.00

BY: _____
Todd County

DATE: _____



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250304-27
Agenda Topic Title for Publication:		Approval of Todd County Recorder as Supervisor of the GIS Department
Date of Meeting: 3/4/2025	Agenda Time Requested:	☐ Consent Agenda
Organization / Department Requesting Action: Administration and Recorder's Office		
Person Presenting Topic at Meeting: Jackie Bauer and Kim Bosl		
Background: Supporting Documentation enclosed ☐		
The GIS Department has been under interim supervision, and we now propose appointing the Todd County Recorder as the permanent supervisor to ensure continuity and effective leadership.		
Options:		
1. Approve the Todd County Recorder as the Supervisor for the GIS Department		
2. Do not approve the Todd County Recorder as the Supervisor for the GIS Department		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion:		

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

Auditor/Treasurer Archival Purposes Only:

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

Official 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