



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

BOARD OF COMMISSIONERS Regular Board Meeting Agenda

Tuesday, April 15, 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 - April 1st & 10th, 2025	
4.2	Resignation - Lead Eligibility Worker Teri Bense 04/11/2025	
4.3	Hire Administrative Specialist - Tara Stanek Start date: TBD	
5	County Auditor-Treasurer	9:05
5.1	Auditor Warrants - March 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	Request for MnDOT to Conduct a Speed Limit Study on County Road 11 near Adams Drive	
7	County Sheriff	9:15
7.1	Accept the DNR Boat and Water Grant	
7.2	Accept the Federal DNR Boat and Water Grant	
7.3	Purchase 3 insquad camera systems from Motorola	
8	Planning & Zoning	9:20
8.1	Eckel Request for CUP	
9	Solid Waste	9:25
9.1	30 yd Recycle Roll-Off Purchase	
9.2	Window Treatment Purchase	
10	Health & Human Services	9:30
10.1	Fraud Prevention, Investigation and Prosecution Interagency Agreement	
10.2	Approve Reciprocal Memorandum of Agreement for Environmental Health Services between Horizon Public Health & Todd County HHS	
10.3	Request to Hire Resource Navigator/Interpreter	
10.4	Request to Eliminate One Care Coordinator Position	
10.5	Request to Hire Accounting Supervisor	
10.6	Request to Eliminate Administrative Services Manager Position	
10.7	Request to Hire two Lead Eligibility Workers	
11	Administration	9:40
11.1	Personnel Policy Revisions	
11.2	Termination of Employee #1053	

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 : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250415-01
Agenda Topic Title for Publication:		Meeting Minutes Approval - April 1st & 10th, 2025
Date of Meeting: April 15 th , 2025	Agenda Time Requested:	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: <i>Supporting Documentation enclosed</i> ☒		
Minutes for the following meetings are attached: April 1 st & 10 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 April 1 st & 10 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 Meeting of the Todd County Board of Commissioners held on
April 1st, 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 1st day of April, 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.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for March 18th, 2025 as presented.

To approve a one day On Sale Temporary Liquor License for the American Legion #417 Oscar Jacobson Post (Little Sauk Legion) at the address of 16268 County 50 (parking lot & street area), Long Prairie, MN in Little Sauk Township effective July 12th, 2025.

To approve a one day Dance License for the American Legion #417 Oscar Jacobson Post (Little Sauk Legion) at the address of 16268 County 50 (parking lot & street area), Long Prairie, MN in Little Sauk Township effective July 12th, 2025.

Auditor-Treasurer

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 403796 through 403821 in the amount of \$26,107.24 and (Regular) 58808 through 58844 in the amount of \$53,161.36 for a total of \$79,268.60.

On motion by Neumann and second by Denny, the following motion as introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 806329 through 806366 and (Regular) 712911 through 712958 for a total of \$63,079.73.

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601617 through 601624 and (Regular) 518328 through 518352 for a total amount of \$87,176.19.

Hands of Hope Resource Center

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

SEXUAL ASSAULT AWARENESS MONTH APRIL 2025

WHEREAS, April marks **Sexual Assault Awareness Month (SAAM)**: a time to bring attention to the widespread issue of sexual violence and empower communities to take action. This year's theme,

“TOGETHER WE ACT, UNITED WE CHANGE,” highlights the power of working together to create safer, more respectful environments for all, and;

WHEREAS, sexual abuse, assault, and harassment affect individuals of every background. To address this, we must promote education around consent, healthy communication, and bystander intervention. By equipping individuals and communities with these tools, we can help prevent violence before it starts and foster a culture of respect and care, and;

WHEREAS, central to this campaign is the importance of amplifying the voices of survivors, especially those most vulnerable in our communities. Their experiences must be heard and acknowledged, and their stories should guide our efforts to combat sexual violence in all its form, and;

NOW, THEREFORE BE IT RESOLVED, everyone in our communities deserves to live in safe and supportive environments where they are treated with respect. When our workplaces, schools, and communities work together to uphold safety and respect, we make progress in preventing sexual abuse, assault, and harassment.

BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners does hereby proclaim April 2025 Sexual Assault Awareness Month and calls on all individuals, communities, and organizations of Todd County to take action to prevent sexual violence. Each day of the year is an opportunity to create change for the future.



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

NATIONAL CRIME VICTIMS' RIGHTS WEEK
APRIL 6 – 12, 2025

WHEREAS, Americans are the victims of more than twenty million crimes each year, affecting not only individuals, but their communities too, and;

WHEREAS, many victims face barriers – such as isolation, distrust of authorities, language limitations, lack of transportation, or cultural barriers – that keep them from accessing the services and criminal justice systems that can help them recover from crime, and;

WHEREAS, dedicated victim service providers work every day to meet the needs of crime victims, yet there are still too many victims without meaningful access to rights and services, and;

WHEREAS, crime victims' rights acts passed here in Minnesota and at the federal level have provided victims with ways to participate meaningfully throughout the criminal justice process, and;

WHEREAS, the rights of crime victims are best protected when all participants in the criminal justice process – not only victims – are properly educated about victims' rights, and;

WHEREAS, we must respond to crime and violence by helping victims access the justice, assistance, and support they need to rebuild their lives, and provide a sense of hope for their future, and;

WHEREAS, Hands of Hope Resource Center is hereby dedicated and committed to ensuring that accessible, appropriate, and trauma-informed services are offered to all victims of crime.

NOW, THEREFORE, BE IT RESOLVED, the Todd County Board of Commissioners do hereby proclaim the week April 6-12, 2025, as

CRIME VICTIMS' RIGHTS WEEK

Reaffirming Todd County's commitment to creating a victim service and criminal justice response to all victims of crime so that they may find relevant assistance, support, justice, and peace.



County Attorney

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the 2025 Agreement for Prosecution Services-West Union.

Solid Waste

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: Authorize solid waste director to sign Change Order CO-1 for \$120,182.74.

On motion by Noska and second by Neumann, the following motion was introduced and adopted by unanimous vote: Authorize solid waste director to sign Change Order CO-2 for \$65,595.89.

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: To award the bid to Innovative Office Solutions in the amount of \$29,062.91.

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous vote: To award the bid to Farm Rite Equipment for the L95 loader in the amount of \$76,091.23.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve signing the 2025 STEP Services contract.

Administration

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: To authorize the adoption of the Teamsters Courthouse Employees Collective Bargaining Agreement for 2025-2027.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported the 2025 Tax season is busy, attended the AMC Leadership Conference, and reminded that Osakis School District's special election is happening on April 8, 2025.

County Coordinator's Report

The County Coordinator attended meetings regarding childcare, personnel meeting, LPGE career fair, AMC Leadership Conference, organized the recent lunch & learn series and thanked Admin staff for their continued hard work for the county.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Becker attended the Staples City Park Board, feedlot, AMC Leadership Conference and Rainbow Rider meetings.

Commissioner Neumann attended the SRWD, CPT, AMC Leadership Conference meetings. Encouraged the board to work on a 5-year plan and renewing efforts to connect with area schools for students to experience county government at work.

Commissioner Noska attended regular meetings including the feedlot and a portion of the AMC Leadership Conference. Recognized the March 29th Vietnam Veterans Day and thanked them for their service.

Commissioner Byers attended the Personnel, Attorney workgroup, and AMC Leadership Conference meetings.

Commissioner Denny attended the regular scheduled meetings including the Prairie Lakes meeting with highlights on the ash program.

Recess

On motion by Becker and second by Denny, the meeting was recessed until April 15, 2025.

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
AMAZON CAPITAL SERVICES	\$ 2,461.99
ARC ELECTRIC SERVICE	\$ 9,409.43
BARR ENGINEERING COMPANY	\$ 3,982.00
CAMFIL USA, INC.	\$ 2,644.41
EMERGENCY AUTOMOTIVE TECHNOLOGIES	\$ 7,306.99
INNOVATIVE OFFICE SOLUTIONS, LLC	\$ 12,877.64
LONG PRAIRIE LEADER	\$ 20,850.75
MJ LAWN CARE SERVICES	\$ 2,500.00
VIKING GARAGE DOOR CO	\$ 2,064.00
54 PAYMENTS LESS THAN 2000	\$ 15,171.39
Total:	\$ 79,268.60



HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
ARC ELECTRIC	\$ 3,880.19
V#16675 - COST EFF HEALTH INS	\$ 5,516.08
TCSS MH INITIATIVE FLEX FUND	\$ 23,005.00
TRANSUNION RISK & ALTERNATIVE DATA	\$ 4,080.00
76 PAYMENTS LESS THAN 2000	\$ 24,395.13
6 PAYMENTS LESS THAN 2000	\$ 2,203.33
Total:	\$ 63,079.73

VENDOR NAME	AMOUNT
GERARD TREATMENT PROGRAMS	\$ 8,558.48
GREATER MN FAMILY SRVS INC	\$ 16,666.29
MERIDIAN SERVICES INC	\$ 2,897.79
NORTH HOMES CHILDREN & FAMILY SRVS	\$ 20,068.44
NORTHWOOD CHILDRENS SERVICES	\$ 8,166.48
PRAIRIE LAKES YOUTH PROGRAMS	\$ 12,600.00
WEST CENTRAL REG JUVENILE CTR	\$ 10,948.00
26 PAYMENTS LESS THAN 2000	\$ 7,270.71
Total:	\$ 87,176.19



*Minutes of the Special Board Meeting of the Todd County Board of Commissioners held on
April 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 April, 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.

Agenda

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

Commissioners

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve an On Sale and Sunday Liquor License for Charlotte Tavern Inc at the address of 22056 US 71, Long Prairie, MN in Long Prairie Township effective April 1, 2025 through March 31, 2026. This is subject to final approval requirements from the State of MN-DPS AGE before effective.

Adjourn

On motion by Becker and second by Neumann, the meeting was adjourned until April 15, 2025.



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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250415-02
Agenda Topic Title for Publication:		Resignation - Lead Eligibility Worker Teri Bense
Date of Meeting: 4/15/2025	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 ☐		
Teri Bense has resigned from her position as Lead Eligibility Worker in the Financial Support Services Unit, effective April 11 th , 2025.		
Options:		
1. Approve the resignation of Lead Eligibility Worker Teri Bense, effective April 11 th , 2025.		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the resignation of Lead Eligibility Worker Teri Bense, effective April 11th, 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



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Todd County

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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250415-03
Agenda Topic Title for Publication:	Hire Administrative Specialist - Tara Stanek	
Date of Meeting: April 15, 2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Administration		
Person Presenting Topic at Meeting: Consent Agenda		
Background: Supporting Documentation enclosed ☐		
An open Administrative Specialist position exists within the Veteran's Services Office. It is being recommended to hire Tara Stanek to fill the open Administrative Specialist Grade E/5 Step E \$26.35/hr. Start Date: TBD.		
Options:		
1. To hire Tara Stanek to fill the open Administrative Specialist position		
2. Not Approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To hire Tara Stanek to fill the open Administrative Specialist position. Grade E/5 Step E, \$26.35/hr. Start Date: TBD		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 26.35/hr Grade E/5 Step E 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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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	20250415-04
Agenda Topic Title for Publication:		Auditor Warrants - March 2025
Date of Meeting: April 15 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 March 2025 Auditor Warrants number (ACH) 904915 through 904982 in the amount of \$546,912.83 (Manual) 1058 through 1067 in the amount of \$37,693.39 and (Regular) 244124 through 244286 in the amount of \$849,118.44 for a total of \$1,433,724.66.		

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
March 2025**

Vendor Name	Amount
CLIFTON LARSONALLEN, LLP	\$ 4,630.50
LONG PRAIRIE SANITATION INC	\$ 4,673.25
OTTER TAIL CO SOLID WASTE DEPT	\$ 13,434.43
TODD TRAILS ASSOCIATION	\$ 29,884.00
30 PAYMENTS LESS THAN 2000	\$ 14,278.78
ALEXANDRIA MOTOR COMPANY	\$ 48,510.00
ARC ELECTRIC SERVICE	\$ 4,870.30
BOYER FORD TRUCKS INC	\$ 159,285.24
BROWERVILLE TRUCKWASH/BIG BOYZ	\$ 2,307.90
CARASOFT	\$ 10,100.00
CARD SERVICES COBORNS	\$ 2,168.77
CENTRA CARE	\$ 12,714.58
CLIFTON LARSONALLEN, LLP	\$ 5,985.00
COUNTIES PROVIDING TECHNOLOGY	\$ 7,926.00
FLEET SERVICES/WEX BANK	\$ 7,025.55
HY-TEC CONSTRUCTION	\$ 295,450.00
LONG PRAIRIE OIL COMPANY	\$ 5,223.17
MADDEN GALANTER HANSEN, LLP	\$ 3,096.75
METRO SALES INC	\$ 2,873.07
MN DEPT OF FINANCE	\$ 5,084.50
NOW MICRO INC	\$ 5,688.00
POPE DOUGLAS SOLID WASTE MANAGEMENT	\$ 10,637.75
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH	\$ 93,473.61
SHIRLEY'S GAS & GROCERIES INC	\$ 2,966.72
STEP	\$ 9,618.18
WEST CENTRAL REG JUVENILE CTR	\$ 14,054.00
48 PAYMENTS LESS THAN 2000	\$ 19,934.12
ALL INDUSTRIAL TOOL SUPPLY	\$ 11,865.14
BECKER/DARRICK AND RACHEL	\$ 51,296.25
CENTERPOINT ENERGY	\$ 2,466.35
CENTERPOINT ENERGY	\$ 3,850.37
GALLAGHER BENEFIT SERVICES INC	\$ 2,000.00
GRONDAHL/KEVIN AND MARGARET	\$ 8,527.50
HEALTH PARTNERS DENTAL	\$ 8,590.02
LONG PRAIRIE OIL COMPANY	\$ 2,096.08
MENCH/JAMES	\$ 14,380.00
MINNESOTA POWER	\$ 24,342.18
MORRISON COUNTY	\$ 11,783.62
PETERS LAW OFFICE, P.A.	\$ 5,525.00
TODD CO AUD-TREAS	\$ 8,759.50
TODD CO AUDITOR-TREASURER	\$ 96,835.50
TOWMASTER	\$ 162,151.00
VERIZON	\$ 6,922.79
WIDSETH SMITH NOLTING INC	\$ 9,345.00
WONDERLICH/SCOTT A	\$ 6,737.50
48 PAYMENTS LESS THAN 2000	\$ 20,127.91
CENTERPOINT ENERGY	\$ 6,956.64
CUMMINS INC	\$ 2,062.10
OFFICE OF MNIT SERVICES	\$ 2,677.30
STAPLES ADVANTAGE	\$ 2,157.81
STOECKEL JAHNER INC	\$ 15,620.00
STREICHER'S	\$ 5,220.00
WARNER LAW, LLC	\$ 5,245.00
20 PAYMENTS LESS THAN 2000	\$ 8,225.44
CLARISSA BALLROOM	\$ 3,010.83
CLIFTON LARSONALLEN, LLP	\$ 3,465.00
HEALTH PARTNERS DENTAL	\$ 8,750.58
REGENTS OF THE UNIV OF MN	\$ 43,750.00
STONE HILL FARM WEDDING & EVENT VENUE	\$ 2,450.00
THOMSON REUTERS - WEST	\$ 10,346.00
TODD CO AUD-TREAS	\$ 8,759.50
TODD CO AUDITOR-TREASURER	\$ 3,176.12
27 PAYMENTS LESS THAN 2000	\$ 10,663.07
MN DEPT OF REVENUE	\$ 22,812.87
US BANK - CC	\$ 9,125.00
9 PAYMENTS LESS THAN 2000	\$ 5,755.52
TOTAL:	\$ 1,433,724.66



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• 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	20250415-05
Agenda Topic Title for Publication:		Approve Commissioner Warrants
Date of Meeting: April 15th, 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) 403822 through 403849 in the amount of \$36,429.38 and (Regular) 58845 through 58883 in the amount of \$98,233.12 for a total of \$134,662.50.		

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 4/15/2025 For Payment 4/17/2025

<u>Vendor Name</u>	<u>Amount</u>
ASSOC OF MN COUNTIES	3,025.00
AXON ENTERPRISE, INC.	7,728.00
BRAATEN AGGREGATE INC	9,289.61
EMERGENCY AUTOMOTIVE TECHNOLOGIE	3,030.70
FORUM COMMUNICATIONS PRINTING	8,173.80
FRIEDRICH'S TIRE & OIL CO INC	2,181.95
LONG PRAIRIE LEADER	9,469.00
LONG PRAIRIE OIL COMPANY	20,711.04
MENCH/JAMES	9,010.00
MOTOROLA	13,525.54
NORTHSTAR PLUMBING, HEATING AND A	3,557.86
NOW MICRO INC	2,924.00
RAHN'S OIL & PROPANE	20,086.93
SCR CENTRAL DIVISION	2,200.00
WIDSETH SMITH NOLTING INC	3,136.00
52 Payments less than 2000	16,613.07
Final Total:	134,662.50



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	20250415-06
Agenda Topic Title for Publication:	Health & Human Services Commissioner Warrants	
Date of Meeting: April 15 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) 806367 through 806415 and (Regular) 712959 through 712996 for a total of \$75,354.92.		

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

KATIE

4/9/25 6:14AM

**** Todd County ****

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

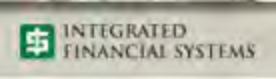
**** Todd County ****



WARRANTS FOR PUBLICATION
Warrants Approved On 4/15/2025 For Payment 4/17/2025

<u>Vendor Name</u>	<u>Amount</u>
DHS - SWIFT	9,855.72
PETERSON/JENA	2,505.00
RURAL MN CEP INC	16,132.60
SHI CORP	4,031.63
77 Payments less than 2000	40,442.69
Final Total:	72,967.64

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



Cutoff 2000
Report Sequence: 1 - Vendor Name

**** Todd County ****



WARRANTS FOR PUBLICATION
Warrants Approved On 4/15/2025 For Payment 4/17/2025

<u>Vendor Name</u>	<u>Amount</u>
6 Payments less than 2000	2,387.28
Final Total:	2,387.28



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	20250415-07
Agenda Topic Title for Publication:	Health & Human Services SSIS Warrants	
Date of Meeting: April 15 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) 601625 through 601642 and (Regular) 518353 through 518373 for a total amount of \$64,492.44.		

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:

4/17/2025

Approval Date:

4/15/2025

Vendor name or #

Amount

16704

2940.60

Foster care provider

17598

4189.03

Foster care provider

HEARTLAND GIRLS RANCH

22278.46

17734

2929.50

Foster care provider

17748

2806.40

Foster care provider

VALLEY LAKE BOYS HOME INC

3280.00

\$26,068.45

33 Pymts less than \$2000

Final Total

\$64,492.44



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	20250415-08
Agenda Topic Title for Publication:		Request for MnDOT to Conduct a Speed Limit Study on County Road 11 near Adams Drive
Date of Meeting: 04/15/2025	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 ☒		
See attached resolution for additional background information.		
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 the Request for a Speed Limit Study on County Road #11 Near Adams Drive.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 0.00 Funding Source(s): Fund 3 - Road & Bridge	☒ 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



REQUEST FOR A SPEED LIMIT STUDY ON COUNTY ROAD #11 NEAR ADAMS DRIVE

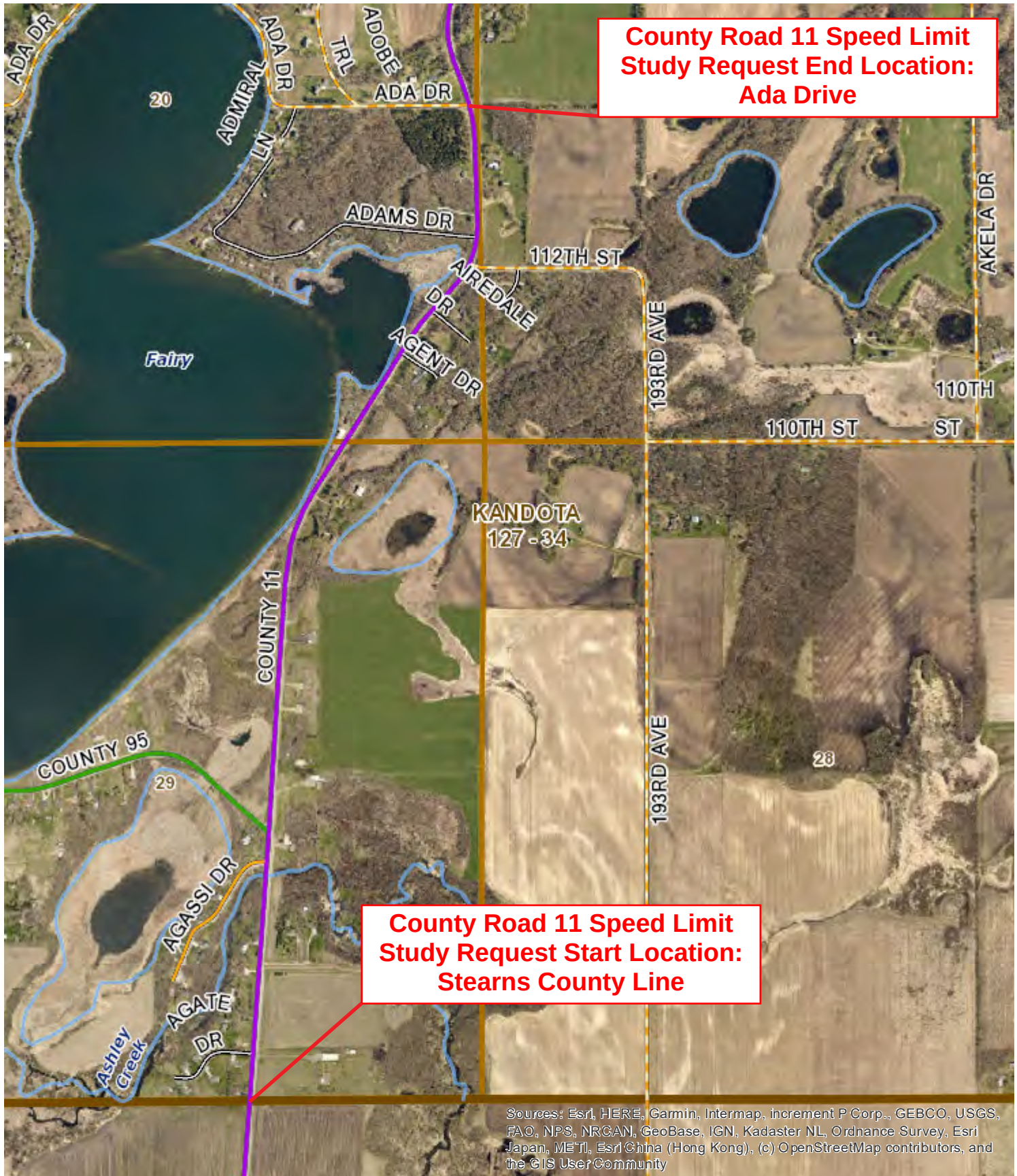
WHEREAS, on June 16th, 2020 the Todd County Board of Commissioners passed a resolution requesting the Minnesota Department of Transportation to conduct a speed limit study on County Road 11 from the Stearns County Line to Ada Drive in order to determine a reasonable and safe speed limit, and;

WHEREAS, on November 23rd, 2020 the Minnesota Department of Transportation submitted a letter to the Todd County Engineer recommending “No Change in the 55 MPH speed limit at this time” after completing an engineering and traffic investigation, and;

WHEREAS, due to some recent traffic crashes on County Road 11 near Adams Drive some Todd County residents have expressed concerns over the appropriateness of the 55 mile per hour regulatory speed limit on County Road 11 from the Stearns County Line to Ada Drive in Kandota Township, and;

WHEREAS, by Minnesota Statute 169.14, Subdivision 5, local authorities can request the Commissioner of the Department of Transportation to authorize a speed limit on a local (non-trunk highway) roadway.

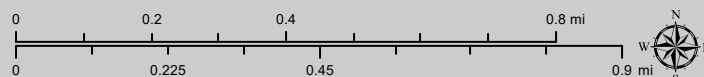
NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby request the Commissioner of Transportation to make the necessary investigation to determine the reasonable and safe speed limit, as provided in Section 169.14, Subdivision 5, of the Minnesota Statutes, on Todd County Road 11 from the Stearns County Line to Ada Drive in Kandota Township.



Todd County GIS
215 1st Ave S, Ste 102
Long Prairie, MN 56347
(Office) 320-732-4248

Todd County GIS

County Road 11 - Speed Limit Request



The Todd County GIS & Land Services Department has made every effort to provide the most accurate and up-to-date information available in this publication and cannot be held responsible for any unforeseen errors or omissions. If the recipient wishes to locate parcel corners and property lines, employ the services of a Registered Land Surveyor.

Printed on:
Monday, June 08, 2020

November 23, 2020

Loren Fellbaum
Todd County Engineer
44 Riverside Drive
Long Prairie, MN 56347

Subject: Speed Zoning – Todd CSAH 11

Dear Mr. Fellbaum,

As requested, an engineering and traffic investigation has been completed to determine the safe and reasonable speed limit on County State Aid Highway (CSAH) 11, between the Stearns/Todd County Line to Ada Dr in Kandota Township. No change in the 55mph speed limit is recommended at this time.

Our recent study consisted of a road review, test drives, and speed checks. The speed check occurred approximately 5600ft north of the Stearns/Todd County Line. The check shown the 85th percentile speed for north and southbound CSAH 11 is 60mph and speeds ranged from 47mph to 64mph. Test drives confirmed that 55mph is a reasonable speed.

The total crash rate of 1.193 for the segment is greater than the statewide average for similar roadways however under the critical crash rate of 1.400. The dominant crash type is single vehicle run off the roadway.

With the results of the above-mentioned data a regulatory speed limit lower than 55mph is not justified at this time.

If you have any questions pertaining to retaining the statutory speed limit, please feel free to contact either Jack Austin (320-259-6132) or myself (218-282-5771)

Sincerely,

**Kenneth
Hansen**

Kenneth Hansen, PE
District Traffic Engineer

 Digitally signed by Kenneth
Hansen
Date: 2020.11.23 18:06:52
-06'00'

CC: file



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

On a motion by Neumann and second by Erickson the following was adopted by unanimous vote:

REQUEST FOR SPEED LIMIT STUDY ON COUNTY ROAD #11

WHEREAS, some Todd County residents have expressed concerns over the appropriateness of the 55 mile per hour regulatory speed limit on County Road 11 from the Stearns County Line to Ada Drive in Kandota Township, and;

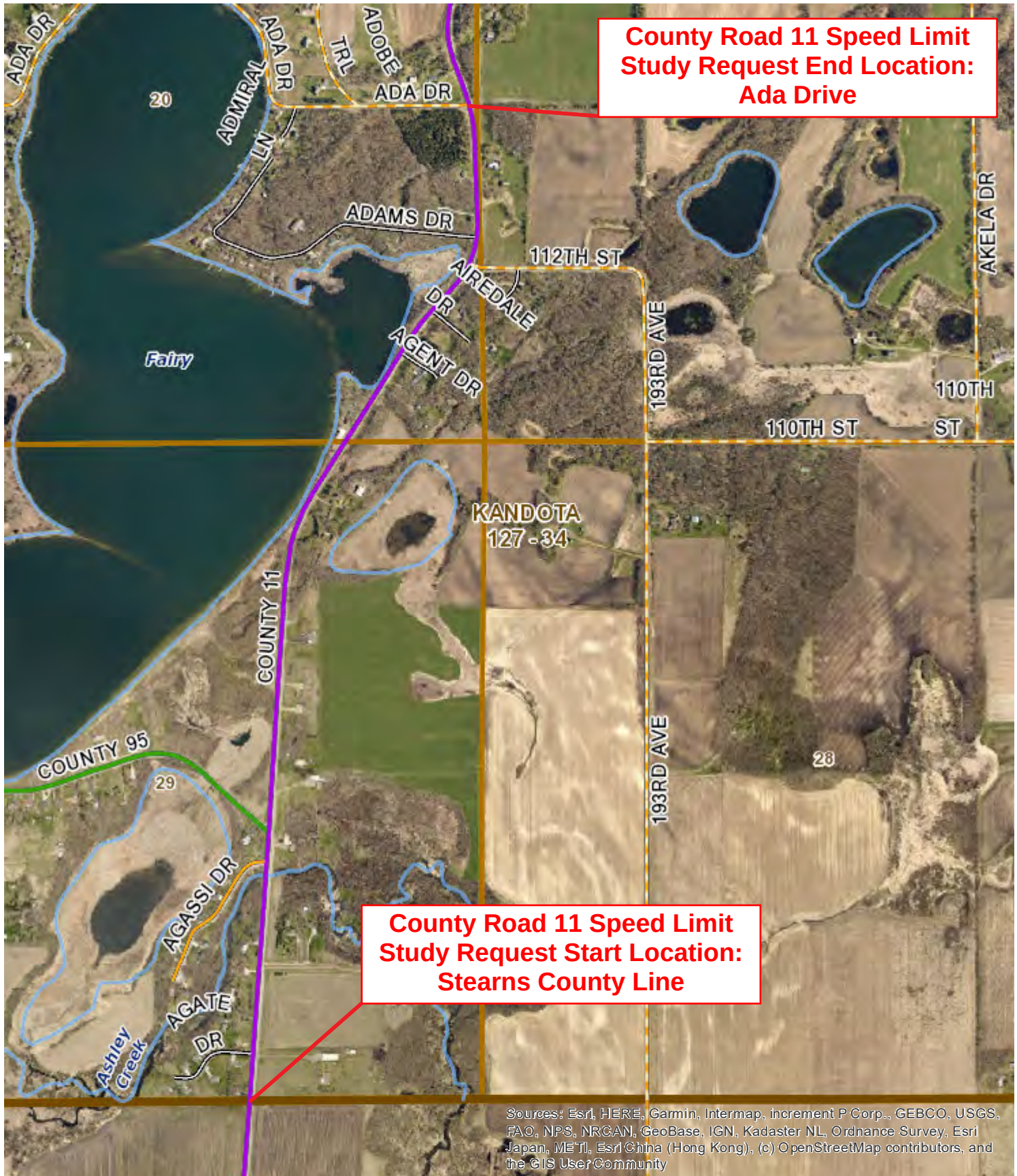
WHEREAS, by Minnesota Statute 169.14, Subdivision 5, local authorities can request the Commissioner of the Department of Transportation to authorize a speed limit on a local (non-trunk highway) roadway.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby request the Commissioner of Transportation to make the necessary investigation to determine the reasonable and safe speed limit, as provided in Section 169.14, Subdivision 5, of the Minnesota Statutes, on Todd County Road 11 from the Stearns County Line to Ada Drive in Kandota Township.

STATE OF MINNESOTA }
COUNTY OF TODD }

I, Denise Gaida, Todd County Auditor/Treasurer, hereby certify that I have compared the foregoing copy of the resolution 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 at a meeting duly held on June 16th, 2020, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting. Witness my hand and seal this 16th day of June, 2020.

Denise Gaida, County Auditor/Treasurer



Todd County

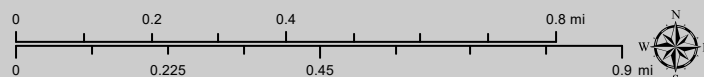
MINNESOTA



Todd County GIS
215 1st Ave S, Ste 102
Long Prairie, MN 56347
(Office) 320-732-4248

Todd County GIS

County Road 11 - Speed Limit Request



The Todd County GIS & Land Services Department has made every effort to provide the most accurate and up-to-date information available in this publication and cannot be held responsible for any unforeseen errors or omissions. If the recipient wishes to locate parcel corners and property lines, employ the services of a Registered Land Surveyor.

Printed on:
Monday, June 08, 2020

Roadway Summary Form

Date: 11/23/2020

County: Todd

By: Ken Hansen

Municipality: N/A

Road Name: CSAH 11

From: Stearns/Todd County Line

To: Ada Dr.

Roadway: Length 1.62mi
Width 34ft
Type Bituminous
Condition Good

Shoulder: Width 2ft paved, 4ft gravel
Rumble Strips No
Type Bituminous and gravel
Condition Good

Alignment: Horizontal Slight
Vertical Slight

Land Use: Rural agricultural, Fairy Lake, sparse rural residential

Volume: 1,700

Crash Data: See attached

Traffic Control: Stop signs for adjoining roads, No Passing Zones

Existing Speed Limit: 55 mph

Test Run Speed: 50, 55, 60mph

Speed Checks	Location	85 th NB	Pace NB	85 th SB	Pace SB
1	Approximately 5600ft north of Stearns/Todd County Line	60mph	51-60mph	60mph	51-60mph

Speed limit recommendation and justification: Recommend no change from the existing speed limits. Test drives confirm the recommended no change is appropriate for the surrounding environments and can be safely driven.

Segment Safety Screening

Intersection: Todd CSAH 11 from Stearns/Todd Line to County Ada Dr.

Statewide Averages based on 2015-2019 crashes

Crashes by Crash Severity		Analysis Description	
Fatal	0	Length	1.620 miles
Incapacitating Injury	0	VMT	5,028,804
Minor Injury	0	Non-junction AND Junction Crashes	
Possible Injury	1		
Property Damage	5		
Total Crashes	6		

Annual crash cost per mile = \$22,840

Statewide comparison = Rural 2-Lane ADT 1500-4999

Total Crash Rate		Fatal & Serious Injury Crash Rate	
Observed	1.193	Observed	0.000
Statewide Average	0.493	Statewide Average	2.792
Critical Rate	1.400	Critical Rate	22.290
Critical Index	0.85	Critical Index	0.00

The observed crash rate is the number of crashes per million vehicle miles traveled (MVMT). The critical rate is a statistical comparison based on similar trunk highways statewide. An observed crash rate greater than the critical rate indicates that the section operates outside the expected, normal range. The critical index reports the magnitude of this difference.

The observed total crash rate for this period is 1.19 per MVMT; this is 15% below the critical rate. Based on similar statewide segments, an additional 2 crashes over the five years would indicate this section operates outside the normal range.

The observed fatal and serious injury crash rate for this period is 0.00 per 100 MVMT; this is 100% below the critical rate. The section operates within the normal range.



Crash Summary

TODD CSAH 11

Report Version 1.0
February 2020

Crash Severity/Crash Year												
Crash Severity	Total	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
K - Fatal	0	0	0	0	0	0	0	0	0	0	0	0
A - Serious Injury	0	0	0	0	0	0	0	0	0	0	0	0
B - Minor Injury	0	0	0	0	0	0	0	0	0	0	0	0
C - Possible Injury	1	0	0	0	0	0	1	0	0	0	0	0
N - Prop Dmg Only	5	0	0	0	0	0	2	0	0	3	0	0
U - Unkown	0	0	0	0	0	0	0	0	0	0	0	0
Total	6	0	0	0	0	0	3	0	0	3	0	0

Crash Severity/Number of Vehicles					
Crash Severity	Total	0	1	2	3+
K - Fatal	0	0	0	0	0
A - Serious Injury	0	0	0	0	0
B - Minor Injury	0	0	0	0	0
C - Possible Injury	1	0	0	1	0
N - Prop Dmg Only	5	0	4	1	0
U - Unkown	0	0	0	0	0
Total	6	0	4	2	0

Basic Type Summary			Total	%
Pedestrian			0	0.0
Bike			0	0.0
Single Vehicle Run Off Road			4	66.7
Single Vehicle Other			0	0.0
Sideswipe Same Direction			0	0.0
Sideswipe Opposing			1	16.7
Rear End			0	0.0
Head On			0	0.0
Left Turn			1	16.7
Angle			0	0.0
Other			0	0.0
Total			6	100.0

First Harmful Event Summary			Total	%
Pedestrian			0	0.0
Bicyclist			0	0.0
Motor Vehicle In Transport			2	33.3
Parked Motor Vehicle			0	0.0
Train			0	0.0
Deer/Animal			0	0.0
Other - Non Fixed Object			0	0.0
Collision Fixed Object			1	16.7
Non-Collision Harmful Events			3	50.0
Non-Harmful Events			0	0.0
Other/Unknown			0	0.0
Total			6	100.0

Relationship to Intersection Summary		Total	%
Not at Intersection/Interchange		5	83.3
Four-Way Intersection		0	0.0
T or Y Intersection		1	16.7
Five-Way Intersection or More		0	0.0
Roundabout		0	0.0
Intersection Related		0	0.0
Driveway Access Related		0	0.0
At School Crossing		0	0.0
Railway Grade Crossing		0	0.0
Shared Use Path or Trail		0	0.0
Interchange or Ramp		0	0.0
Crossover Related		0	0.0
Acceleration/Deceleration Lane		0	0.0
Other/Unknown		0	0.0
Total		6	100.0

Weather 1 Summary		Total	%
Clear		2	33.3
Cloudy		2	33.3
Rain		1	16.7
Snow		0	0.0
Sleet, Hail (Freezing Rain/Drizzle)		1	16.7
Fog/Smog/Smoke		0	0.0
Blowing Sand/Soil/Dirt/Snow		0	0.0
Severe Crosswinds		0	0.0
Other/Unknown		0	0.0
Total		6	100.0

Light Condition Summary		Total	%
Daylight		5	83.3
Sunrise		0	0.0
Sunset		0	0.0
Dark (Str Lights On)		0	0.0
Dark (Str Lights Off)		0	0.0
Dark (No Str Lights)		1	16.7
Dark (Unknown Light)		0	0.0
Other/Unknown		0	0.0
Total		6	100.0



Crash Summary

TODD CSAH 11

Report Version 1.0
February 2020

Time of Day/Day of Week

From To	00:00 01:59	02:00 03:59	04:00 05:59	06:00 07:59	08:00 09:59	10:00 11:59	12:00 13:59	14:00 15:59	16:00 17:59	18:00 19:59	20:00 21:59	22:00 23:59	Total	%
SUN	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
MON	0	0	0	0	1	0	0	1	0	0	0	0	2	33.3
TUE	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
WED	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
THU	1	0	0	0	0	0	0	1	1	0	0	0	3	50.0
FRI	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0
SAT	0	0	0	0	0	0	0	0	1	0	0	0	1	16.7
Total	1	0	0	0	1	0	0	2	2	0	0	0	6	100.0
%	16.7	0.0	0.0	0.0	16.7	0.0	0.0	33.3	33.3	0.0	0.0	0.0	100.0	100.0

Driver & Non-Motorist Age/Gender Summary

Age	M	F	NR	No Value	Total	%
<14	0	0	0	0	0	0.0
14	0	0	0	0	0	0.0
15	0	0	0	0	0	0.0
16	0	0	0	0	0	0.0
17	0	0	0	0	0	0.0
18	0	0	0	0	0	0.0
19	0	0	0	0	0	0.0
20	1	0	0	0	1	12.5
21-24	0	0	0	0	0	0.0
25-29	0	0	0	0	0	0.0
30-34	1	0	0	0	1	12.5
35-39	1	0	0	0	1	12.5
40-44	0	0	0	0	0	0.0
45-49	0	0	0	0	0	0.0
50-54	2	0	0	0	2	25.0
55-59	0	2	0	0	2	25.0
60-64	0	0	0	0	0	0.0
65-69	0	0	0	0	0	0.0
70-74	0	0	0	0	0	0.0
75-79	0	0	0	0	0	0.0
80-84	0	0	0	0	0	0.0
85-89	1	0	0	0	1	12.5
90-94	0	0	0	0	0	0.0
95+	0	0	0	0	0	0.0
No Value	0	0	0	0	0	0.0
Total	6	2	0	0	8	100.0
%	75.0	25.0	0.0	0.0	100.0	100.0

Month Summary

	Total	%
January	2	33.3
February	1	16.7
March	0	0.0
April	0	0.0
May	0	0.0
June	0	0.0
July	0	0.0
August	0	0.0
September	1	16.7
October	1	16.7
November	0	0.0
December	1	16.7
Total	6	100.0

Physical Condition Summary

	Total	%
Apparently Normal (Including No Drugs/Alcohol)	6	75.0
Physical Disability (Short Term or Long Term)	0	0.0
Medical Issue (Ill, Sick or Fainted)	0	0.0
Emotional (Depression, Angry, Disturbed, etc.)	0	0.0
Asleep or Fatigued	1	12.5
Has Been Drinking Alcohol	0	0.0
Has Been Taking Illicit Drugs	0	0.0
Has Been Taking Medications	0	0.0
Other/Unknown	0	0.0
Not Applicable	1	12.5
Total	8	100.0

Selection Filter:

WORK AREA: County('659521') - FILTER: Date('01/01/2015','12/31/2019') - SPATIAL FILTER APPLIED

Analyst:

Jack Austin

Notes:

FIELD SPEED SURVEY SHEET

SPEED SAMPLE #1

Road No TODD CSAH 11 Zone 55 M.P.H. Location APPROXIMATELY 5600' N OF STEARNS CO LINE

Ref Pt _____ Time 9:15AM-11:15

County TODD CSAH 11 Weather PARTLY CLOUDY/DRY Road Type 2 LANE RURAL

Date 11/10/2020 Machine EAGLE II N.B. 85% Tile 60 Pace 51 to 60 82.1% in 10 pace

Day TUESDAY Observer J. A. S.B. 85% Tile 60 Pace 51 to 60 84.2% in 10 pace

PASSENGER CARS, PICKUPS, VANS									TRUCKS & BUSES							
NORTH Bound					SOUTH Bound				NORTH Bound				SOUTH Bound			
VEHICLES	T.	A.T.	%		VEHICLES	T.	A.T.	%	T. & B.	T.	A.T.	%	T. & B.	T.	A.T.	%
65																
64						1	57	100.0%								
63		3	39	100.0%		2	56	98.2%								
62		1	36	92.3%		1	54	94.7%								
61		0				2	53	93.0%								
60		6	35	89.7%		6	51	89.5%								
59		4	29	74.4%		3	45	78.9%								
58		6	25	64.1%		6	42	73.7%								
57		2	19	48.7%		6	36	63.2%								
56		5	17	43.6%		4	30	52.6%								
55		2	12	30.8%		7	26	45.6%								
54		1	10	25.6%		7	19	33.3%								
53		0				5	12	21.1%								
52		5	9	23.1%		1	7	12.3%								
51		1	4	10.3%		3	6	10.5%								
50		1	3	7.7%		2	3	5.3%								
49		0				0										
48		1	2	5.1%		1	1	1.8%								
47		1	1	2.6%												
46																
45																
44																
43																
42																
41																

MN/DOT 21273 (2-2000) (6-2009)

CSAH	10	013+00.820	77	T-507 LT		13.820
CSAH	10	014+00.270	77	USTH-71 X-ING; T-435 AHD		14.270
CSAH	11	000+00.000	77	CSAH-11 BEGINS; STEARNS CO CSAH-17 BHD		0.000
CSAH	11	000+00.355	77	S END BR#95010 SILVER CREEK		0.355
CSAH	11	000+00.365	77	N END BR#95010 SILVER CREEK		0.365
CSAH	11	000+00.410	77	CR 95 LT		0.410
CSAH	11	001+00.370	77	T-193 RT		1.370
CSAH	11	001+00.420	77	T-566 LT		1.420
CSAH	11	001+00.620	77	T-491 LT		1.620
CSAH	11	002+00.380	77	T-485 RT		2.380
CSAH	11	004+00.150	77	CSAH-2 X-ING		4.150
CSAH	11	005+00.140	77	T-469 X-ING		5.140
CSAH	11	005+00.829	77	T-1001 RT		5.829
CSAH	11	006+00.340	77	CR-96 RT		6.340
CSAH	11	006+00.360	77	BR#92676 SAUK RIVER		6.360
CSAH	11	006+00.950	77	CSAH-4 LT		6.950
CSAH	11	007+00.250	77	T-501 RT		7.250
CSAH	11	007+00.510	77	T-463 LT		7.510
CSAH	11	008+00.270	77	MNTH-27 X-ING		8.270
CSAH	11	009+00.850	77	T-455 RT		9.850
CSAH	11	010+00.060	77	LEG RT FROM T-455		10.060
CSAH	11	010+00.660	77	CR-93 LT T-559 RT		10.660
CSAH	11	011+00.550	77	LEG LT TO T-561		11.550
CSAH	11	011+00.660	77	T-561 X-ING		11.660
CSAH	11	011+00.900	77	T-753 RT		11.900
CSAH	11	012+00.710	77	CSAH-10 X-ING		12.710
CSAH	11	013+00.470	77	T-505 LT		13.470
CSAH	11	014+00.750	77	CSAH-36 X-ING		14.750
CSAH	11	015+00.040	77	CSAH-38 X-ING		15.040

T-491 = ADA DR
 T-193 = 112TH ST.
 1700 ADT IN 2018.



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	20250415-09
Agenda Topic Title for Publication:		Accept the DNR Boat and Water Grant
Date of Meeting: 04/15/2025	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 Todd County Sheriff's Office received a DNR Boat and Water Grant for the amount not to exceed \$11,208 for the 2025 fiscal year.		
Options:		
1- Accept the DNR Grant		
2- Do not accept the DNR Grant		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Accept the DNR Boat and Water Grant for the amount of \$11,208 for the 2025 fiscal year.		

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

 **DEPARTMENT OF
NATURAL RESOURCES**

**2025 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT CONTRACT AGREEMENT**

ENCUMBRANCE WORKSHEET

Contract# 265718 **PO#** 3000271658

State Accounting Information:

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2025	Source Type State	Vendor Number 0000197346-001
Total Amount \$11208	Project ID R29G70CGBLA24	Billing Location R297000221	UEI CG54FXDC3C91	

Accounting Distribution:

Fund 2100	Fin. Dept. ID R2937714	Appropriation ID R297400	Category 84101501	Account 441302	Activity A7CG002
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Grant Begin Date January 1, 2025	Grant End Date June 30, 2026
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Grantee Name and Address:
Todd County Sheriff's Office
115 - 3rd St. S.
Long Prairie, MN 56347

Payment Address:
(where DNR sends the check)
Todd Co. Treasurer
215 - 1st Ave. S. #203
Long Prairie, MN 56347

**2025 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT CONTRACT AGREEMENT**

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Todd County Sheriff's Office, 115 - 3rd St. S., Long Prairie, MN 56347, (TODD) ("Grantee"). The payment address for this grant contract agreement is Todd Co. Treasurer, 215 - 1st Ave. S. #203, Long Prairie, MN 56347.

Recitals

1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules", including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 **Effective date:** January 1, 2025 or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for 2025 grant expenditures incurred back to effective date. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** June 30, 2026, or until all obligations have been satisfactorily fulfilled, whichever occurs first. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State and Single Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

Provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract.

The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

The grantee will comply with required grants management policies and procedures set forth through Minnesota Statutes Section 16B.97, subdivision 4 (a)(1), and 2CFR 200.

Reporting Requirements: The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing. Exhibit "B", which is attached and incorporated into this grant further defines reporting requirements.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract agreement as follows:
 - (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Eleven thousand two hundred eight dollars.
 - (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed Eleven thousand two hundred eight dollars.
 - (c) **Match:** *Grant funds cannot be used by the Grantee as match or for reimbursement for any other grant or program without written authorization from the State's Authorized Representative.*
- 4.2 **Payment**
 - (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Submit one invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first in a form prescribed by the State within the dates previously noted in "Term of Grant Contract Agreement" in this contract.

4.3 Contracting and Bidding Requirements

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
- (b) The grantee must not contract with vendors who are suspended or debarred in MN:
<https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>
- (c) The grantee agrees if it subcontracts any portion of the project to another entity, the agreement with the subcontractor will contain all applicable provisions of the agreement with the state. The grantee also agrees to comply with 2 CFR 200.318-3321 and 2 CFR 200.323-326.

5 Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Adam Block, Boating Law Administrator, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, adam.block@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Mike Allen, Todd County Sheriff's Office, 115 - 3rd St. S., Long Prairie, MN 56347. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Agreement Complete

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Contract Agreement Complete.** This grant contract agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 Audits (State and Single)

Under Minn. Stat. §16B.98, subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the Commissioner of Administration, by the State granting agency and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

If the grantee expends \$750,000 or more of Federal awards in a fiscal year, they must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit and Administrative Awards Requirements for Federal Awards. This is \$750,000 in total Federal awards received from all sources. The grantee will forward a copy of the audit report to both the State's Authorized Representative and the State Auditor.

10 Government Data Practices and Intellectual Property

- 10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

- 12.1 **Publicity.** Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant contract agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.
- 12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

- 14.1 **Termination by the State.** (a) The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- (b) **Termination by The Commissioner of Administration.** The Commissioner of Administration may unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.
- 14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:
- (a) It does not obtain funding from the Minnesota Legislature.
- (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 American Disabilities Act

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

17 Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- (e) Any other applicable non-discrimination law(s).

18

Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area.

The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

19

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

19.1 The prospective lower tier participant certifies, by submission of this grant contract agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant contract agreement.

20

Whistleblower Protection Rights

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).

(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

Attachments:

- _____ A. State Boat Grant Contract Agreement
- _____ B. Exhibit A
- _____ C. Exhibit B
- _____ D. Conflict of Interest Disclosure

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15.

Signed: Susan J. Larson Digitally signed by Susan J. Larson
Date: 2025.03.13 23:00:45 -05'00'

SWIFT Contract # 265718

Purchase Order # 3000271658

2. GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: County Sheriff

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

Distribution:

- 1. DNR - OMBS
- 2. Grantee
- 3. State's Authorized Representative

By: _____

Title: _____

Date: _____



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250415-10
Agenda Topic Title for Publication:		Accept the Federal DNR Boat and Water Grant
Date of Meeting: 04/15/2025	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 Todd County Sheriff's Office received a Federal DNR Boat and Water Grant for the amount \$3500 for the 2025 fiscal year.		
Options:		
1- Accept the Federal DNR Grant		
2- Do not accept the Federal DNR Grant		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Accept the Federal DNR Boat and Water Grant for the amount of \$3,500 for the 2025 fiscal year.		

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

DEPARTMENT OF NATURAL RESOURCES

2025 STATE OF MINNESOTA FEDERAL BOATING SAFETY SUPPLEMENTAL PATROL GRANT CONTRACT AGREEMENT

ENCUMBRANCE WORKSHEET

Contract #: 266391

PO #: 3-273047

State Accounting Information

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2025	Source Type REIMB	Vendor Number 0000197346-001
Total Amount \$3500	Project ID R29G70CGBLA24	Billing Location R297000221	UEI CG54FXDC3C91	

Accounting Distribution

Fund 3000	Fin. Dept. ID R2937715	Approp. ID R297227	Category 84101501	Account 441302	Activity A7CG002
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Grant Begin Date May 9, 2025	Grant End Date September 1, 2025
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Grantee Name and Address:

Todd County Sheriff's Office
115 - 3rd St. S.
Long Prairie, MN 56347

Payment Address:
(where DNR sends the check)

Todd Co. Treasurer
215 - 1st Ave. S. #203
Long Prairie, MN 56347

**2025 STATE OF MINNESOTA
FEDERAL BOATING SAFETY SUPPLEMENTAL PATROL
GRANT CONTRACT AGREEMENT**

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Todd County Sheriff's Office, 115 - 3rd St. S., Long Prairie, MN 56347 (DUNS CG54FXDC3C91) ("Grantee"). The payment address for this grant contract agreement is Todd Co. Treasurer, 215 - 1st Ave. S. #203, Long Prairie, MN 56347.

Recitals

1. Under Minnesota Statute §84.026, §86B.101 and Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110 the State is empowered to enter into this grant contract agreement. This grant contract agreement is a non-research and non-developmental grant.
2. The State will make available supplementary funding in the amount noted in this grant contract agreement to cover the cost of additional boating safety patrol of lakes and rivers in the county.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 **Effective date:** May 9, 2025. Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** September 1, 2025 or until all obligations have been satisfactorily fulfilled, whichever occurs first. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant contract agreement as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State and Single Audits; 10. Government Data Practices; 14. Publicity and Endorsement; 15. Governing Law, Jurisdiction, and Venue; and 17. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1). The Grantee will provide additional boating safety patrol hours during high watercraft use periods through the payment of overtime or the addition of enforcement personnel. The Grantee will submit to the State a written plan to carry out the provisions of this grant contract agreement. Provisions of Chapter 86B, the provisions of Chapter 169A pertaining to motorboats and the Boat and Water Safety Rules, hereinafter referred to as the "Minn. Rules" will be enforced. Refer to Exhibit A which is attached and incorporated into this grant contract agreement for more information on allowable expenses. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract agreement. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

Reporting Requirements: The Grantee is bound to financial and performance requirements as noted in this grant contract agreement and Exhibit A which is attached and incorporated into this grant contract agreement.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

- 4.1 **Consideration.** Consideration for all services performed by Grantee pursuant to this grant contract agreement shall be paid by the State as follows:

- (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant contract agreement up to three thousand five hundred dollars.
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed three thousand five hundred dollars.

- 4.2 **Payment**

- (a) **Invoice.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Submit one invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first. The invoice shall be accompanied by log sheets and narrative report as described in Exhibit A. The invoice, log sheets and required narrative report must be submitted to the State not later than October 6, 2021,

- unless an extension is requested in writing from the Grantee and approved in writing from the State.
- (b) **Federal funds.** Payments under this grant contract agreement will be made from federal funds obtained by the State through the U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110. Exhibit B is attached and incorporated into this grant contract agreement for specific federal requirements that affect this grant contract agreement. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

4.3 Contracting and Bidding Requirements

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) The grantee must not contract with vendors who are suspended or debarred in MN:
<https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>

5 Conditions of Payment

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Adam Block, Boating Law Administrator, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, adam.block@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Mike Allen, Todd County Sheriff's Office, 115 - 3rd St. S., Long Prairie, MN 56347, or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Agreement Complete

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Contract Agreement Complete.** This grant contract agreement, including Exhibits A and B which are attached and incorporated into this grant contract agreement, contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 Audits (State and Single)

Under Minn. Stat. §16B.98, subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the Commissioner of Administration, by the State granting agency and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

All state and local governments, colleges and universities, and non-profit organizations that expend \$750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is \$750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

10 Government Data Practices

- 10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract

agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 American Disabilities Act

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

12 Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- (e) Any other applicable non-discrimination law(s).

13 Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

14 Publicity and Endorsement

14.1 **Publicity.** Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant contract agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

14.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

15 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16 Termination

16.1 **Termination by the State.** (a) The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

(b) **Termination by The Commissioner of Administration.** Commissioner of Administration may unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

16.2 **Termination for Cause.** The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract agreement that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

16.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract agreement if:

- (a) It does not obtain funding from U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110 is withdrawn.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

17 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

18 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

19 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- 19.1 The prospective lower tier participant certifies, by submission of this grant contract agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant contract agreement.

20 Whistleblower Protection Rights

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).

(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

Attachments:

- _____ A. Federal Boat Patrol Grant Contract Agreement
_____ B. Exhibit A
_____ C. Exhibit B
_____ D. Conflict of Interest Disclosure

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Statutes 16A.15 and 16B.98.

Signed: **Pamela D. Brisson** Digitally signed by
Pamela D. Brisson
Date: 2025.04.01
15:02:53 -05'00'

Date: 4/1/2025

SWIFT Contract # 266391

Purchase Order # 3-273047

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: County Sheriff

Date: _____

By: _____

Title: Chairperson of County Board

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

Title: Director, Enforcement Division – Central Office

Date: _____

Distribution:

Agency

Grantee

State's Authorized Representative



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	20250415-11
Agenda Topic Title for Publication:		Purchase 3 insquad camera systems from Motorola
Date of Meeting: 04/15/2025	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 Todd County Sheriff's Office is in need of 3 new insquad camera systems from Motorola for a total price of \$22,674.60.		
Options:		
1- Purchase the camera systems		
2- Do not purchase the camera systems		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Purchase the 3 insquad camera sytemes from Motorola for a price of 22,674.60.		

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

V-9107
01-204-6811



Motorola Solutions, Inc.
500 West Monroe
Chicago IL 60661
United States
Federal Tax ID: 36-1115800

Visit our website at www.motorolasolutions.com

ORIGINAL INVOICE

Transaction Number 8282074429	Transaction Date 12-FEB-2025	Transaction Total 22,674.60 USD
P.O. Number NTP	P.O. Date 30-JAN-2025	Customer Account No 1000280727
Payment Terms Net Due in 30 Days		Payment Due Date 14-MAR-2025
Bill To Address TODD COUNTY SHERIFF'S OFFICE ATTN: Accounts Payable 115 S THIRD ST LONG PRAIRIE MN 56347 United States		Ship To Address TODD COUNTY SHERIFF'S OFFICE 115 S THIRD ST LONG PRAIRIE MN 56347 United States

IMPORTANT INFORMATION

Ultimate Destination
United States

Freight Terms: FREIGHT
PREPAID
Inco Term: CIF
LONG
PRAIRIE, MN, US, INCOTERMS
© 2010

For all invoice payment inquiries contact
AccountsReceivable@motorolasolutions.com
Telephone: 800-247-2346
Fax: +1(631)883-4238

Sales Order(s): 3203647519

Delivery Number(s): 9112410569

SPECIAL INSTRUCTIONS / COMMENTS

Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
1	IV-M5-FC-PC-V3W	M500 ICV SYSTEM, V300 WIFI DOCK SO Line #: 1.1 Ship Date: 12-FEB-2025	3	6,015.00	18,045.00
	Consisting of the following items WGA00684	M5F FRONT CAMERA ASSY, W/ MOUNT, M500 SERIAL NUMBERS M5F1-027257 M5F1-031987 M5F1-032037	3	0.00	0.00
	WGA00715	M500 DVR, 5 CAM, 1 TB SSD, USB SERIAL NUMBERS M505-008813 M505-008869 M505-009574	3	0.00	0.00

Please detach here and return the bottom portion with your payment

Payment Coupon

Transaction Number 8282074429	Customer Account No 1000280727	Payment Due Date 14-MAR-2025	Transaction Total 22,674.60 USD	Amount Paid
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Please put your Transaction Number and your Customer Account Number on your payment for prompt processing.

TODD COUNTY SHERIFF'S OFFICE
ATTN: Accounts Payable
115 S THIRD ST
LONG PRAIRIE MN 56347
United States

Payment Transfer Details

Bank of America, Dallas
WIRE Routing Transit Number: 026009593
ACH/EFT Routing Transit Number: 111000012
SWIFT: BOFAUS3N
Bank Account No: 3756319806

Send Payments To:



Motorola Solutions, Inc.
13108 Collections Center Drive
Chicago IL 60693
United States
Please provide your remittance details to:
US.remittance@motorolasolutions.com

**MOTOROLA SOLUTIONS**

Motorola Solutions, Inc.
500 West Monroe
Chicago IL 60661
United States
Federal Tax ID: 36-1115800

ORIGINAL INVOICEVisit our website at www.motorolasolutions.com

Transaction Number 8282074429	Transaction Date 12-FEB-2025	Transaction Total 22,674.60 USD
P.O. Number NTP	P.O. Date 30-JAN-2025	Customer Account No 1000280727
Payment Terms Net Due in 30 Days	Payment Due Date 14-MAR-2025	

Line Item #	Item Number	Description	Qty.	Unit Price (USD)	Amount (USD)
	WGA00675	ASSEMBLY, M5D DISPLAY SERIAL NUMBERS MSD1-032579 MSD1-032783 MSD1-051423	3	0.00	0.00
	WGA700CA-KIT	M500 INSTALL KIT CBLs,BRKTS,GPS,CABMIC	3	0.00	0.00
	WGA00635-KIT2	V300/V700, WIFI DOCK VHCL CHGR/UPLD KIT FOR M500 W/O SPS	3	0.00	0.00
	WGA00690	M5P PASSENGER CAMERA ASSEMBLY, M500 SERIAL NUMBERS M5P1-035281 M5P1-035306 M5P1-035589	3	0.00	0.00
2	WGW00000	EXTENDED WARRANTY- FOR PERIPHERALS Service From: 12-FEB-2025 Service To: 11-FEB-2030	3	0.00	0.00
2.1	WAR-M500-CAR-2Y	M500 EXTENDED WARRANTY - 3 M500 DVR, 5 CAM, 1 TB SSD, USB: 12-FEB-25 - 11-FEB-30 Service From: 12-FEB-2025 Service To: 11-FEB-2030	3	1,215.20	3,645.60
2.2	WGW00000	EXTENDED WARRANTY- FOR PERIPHERALS Service From: 12-FEB-2025 Service To: 11-FEB-2030	3	0.00	0.00
2.3	WGW00000	EXTENDED WARRANTY- FOR PERIPHERALS Service From: 12-FEB-2025 Service To: 11-FEB-2030	3	0.00	0.00
3	WGB-0189A	MTIK CONF KIT,802.11AC,M500POE,5GHZANT SO Line #: 2.1 Ship Date: 12-FEB-2025	3	328.00	984.00
	Consisting of the following items				
	WGA00693-NA-KIT	VIDEO EQUIPMENT	3	0.00	0.00
4	BRK-ICV-BWC-T21	BRKT KIT DISP/BWC/CAM TAHOE/SILV 2021 SO Line #: 3.1 Ship Date: 12-FEB-2025	3	0.00	0.00
5	VIS-300-VEH-002	V300/V700, WIFI DOCK VEHICLE CHARGE/UPLOAD KIT SO Line #: 5.1 Ship Date: 12-FEB-2025 Tracking Number(s): 285347449301	3	0.00	0.00
				USD Subtotal	22,674.60
				USD Total Tax	0.00
				USD Total	22,674.60
				USD Amount Due	22,674.60



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	20250415-12
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

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

Date of Meeting: 4/15/2025	Agenda Time Requested: 3	☐ Consent Agenda
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Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: Supporting Documentation enclosed ☒
--

An application for CUP to establish a mini-storage facility on parcel 28-0012803 (Wykeham TWP) was submitted on March 10, 2025. The application was reviewed by the Planning Commission during the April 3 public hearing. The final recommendation from the Planning Commission was to grant the CUP with the conditions identified below.

Options:

1. Grant the CUP with the proposed conditions.
2. Develop findings and deny the CUP.
3. Remand back to the Planning Commission for further consideration.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Adopt the findings of the Planning Commission and grant the CUP with the following conditions:
1. Access to the storage facility site shall be limited to 145th Ave.
2. Applicant shall abide by all other applicable Federal, State, and Local standards.

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

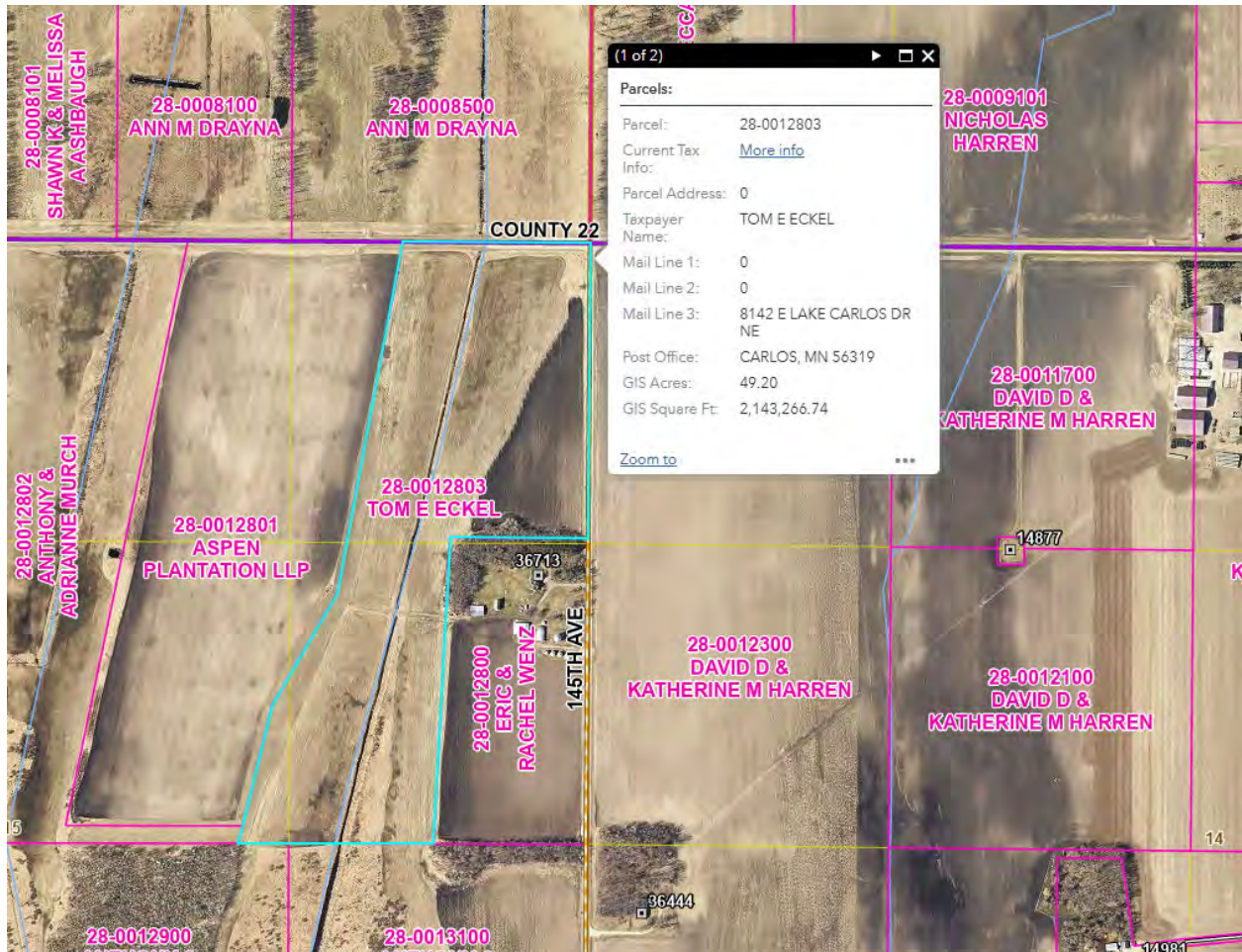
Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal



CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In the Matter of: Travis Eckel
Mailing Address: 5447 S. Hoffmockel Road
Superior, WI 54880

Property Owner: Tom E. Eckel
Mailing Address: 8142 E. Lake Carlos Dr. NE, Carlos, MN 56319

Site Address: 145th Ave., Eagle Bend, MN 56446 **Parcel Number:** 28-0012803

1. REQUEST: Request a CUP for opening a Mini-Storage Facility in AF-2 Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 3rd day of April, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

See Exhibit "A"

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-003 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. Access to the storage facility site shall be limited to 145th Ave.
2. Applicant shall abide by all other applicable Federal, State, and Local standards.

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

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

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

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

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

Exhibit "A"

The Northeast Quarter, Section 15, Township 131 North, Range 35 West of the 5th P.M.,

Except: That part of the East Half of the Northeast Quarter, Section 15, Township 131 North, Range 35 West, Todd County, Minnesota, described as follows:

Beginning at the southeast corner of said East Half of the Northeast Quarter; thence on an assumed bearing of North 00 degrees 28 minutes 12 seconds East along the east line of said East Half of the Northeast Quarter a distance of 1350.00 feet; thence North 89 degrees 37 minutes 24 seconds West 613.50 feet; thence South 03 degrees 10 minutes 12 seconds West 1351.60 feet to the south line of said East Half of the Northeast Quarter; thence South 89 degrees 37 minutes 24 seconds East along said south line 677.17 feet to the point of beginning. Subject to an existing township road easement of record over the easterly portion thereof.

And

Except: That part of the Northeast Quarter (NE $\frac{1}{4}$) of Section 15, Township 131 North, Range 35 West, Todd County, Minnesota, described as follows:

Commencing at the northeast corner of said Section 15;

Thence West, assumed bearing along the north line of said Section 15, a distance of 826.99 feet to the point of beginning of the land to be described, said north line also being the center line of County State Aid Highway Number 22 (C.S.S.H. No. 22);

Thence continuing West, along said north line, 951.79 feet;

Thence South 11 degrees 59 minutes 22 seconds West 2633.29 feet;

Thence South 89 degrees 46 minutes 34 seconds East 783.31 feet;

Thence North 13 degrees 44 minutes 39 seconds East 546.33 feet;

Thence North 30 degrees 31 minutes 38 seconds East 572.86 feet;

Thence North 10 degrees 44 minutes 00 seconds East 1582.44 feet to the point of beginning.

The tract contains 54.36 acres more or less subject to an existing roadway easement (C.S.A.H. No. 22) over the northerly portion thereof.

And

Except: That part of the Northeast Quarter of Section 15, Township 131 North, Range 35 West, Todd County, Minnesota, described as follows: Commencing at the northeast corner of said Section 15; thence West, assumed bearing along the north line of said Section 15, a distance of 1778.78 feet to the point of beginning of the land to be described, said north line also being the centerline of C.S.A.H. No. 22; thence South 11 degrees 59 minutes 22 seconds West 2633.29 feet; thence South 89 degrees 46 minutes 34 seconds East 783.31 feet; thence South 13 degrees 44 minutes 39 seconds West 75.54 feet to the south line of aforesaid Northeast Quarter; thence South 89 degrees 51 minutes 05 seconds West, along said south line of the Northeast Quarter, a distance of 1072.83 feet to the center of said Section 15; thence North 00 degrees 03 minutes 21 seconds West, along the west line of said Northeast Quarter, a distance of 2655.07 feet to the north quarter corner of said Section 15; thence South 90 degrees 00 minutes 00 seconds East, along said north line of Section 15, a distance of 857.08 feet to the point of beginning. The tract contains 36.34 acres more or less, subject to any easements of record, including an existing public roadway easement over the northerly portion thereof (C.S.A.H. No. 22).



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	20250415-13
Agenda Topic Title for Publication:		30 yd Recycle Roll-Off Purchase
Date of Meeting: 4-15-2025	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 February 2024 Todd County Solid Waste was awarded \$186,625.00 in grant funds through the Mn Greater Recycling Grant Program. This grant will be used to increase recycling capacity and outreach for rural communities. The goal to establish 3 remote recycle bin site's (Bertha, Burtrum, and West Union) are in development stages. The purchase of these Roll-Off recycle containers will support the operation of these sites. Execution of this grant is May 2027. ProTainer submitted a bid of \$37,065.00 for 3-30 yard recycle cardboard containers.		
Options:		
1) Award bid to Pro Tainer for the amount of \$37,065.00		
2) Do Not Award the bid.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To award the bid to Pro Tainer Inc. for the amount of \$37,065.00		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 37,065.00 Funding Source(s): Fund 51	☒ Yes ☐ No	Mn Greater Recycling Grant
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



PO BOX 427
ALEXANDRIA, MN 56308

PROPOSAL

Date	Estimate No.
3/25/2025	6735

Bill To

Todd County Solid Waste
30433 US 71
Browerville, MN 56438

Ship To

Customer will pick up when ready
Mike Eberle 320-533-1828

Terms	PO
Net 30	

Item	Description	Qty	Rate	Total
RDB-22	Roll Off Recycling Container 22' Long Cardboard Slots Hook Lift Only	3	11,995.00	35,985.00
STEEL SURC...	Steel Surcharge		1,080.00	1,080.00

I have examined the above information on equipment and find this information to be correct. This form must be signed and returned to Pro-Tainer before production will begin. Quote pricing cannot be guaranteed and a fuel & steel surcharge could be added. Unless set up for NET 30 terms, orders are not accepted until the down payment is received. If order is cancelled a restocking fee will be deducted from deposit.

Subtotal	\$37,065.00
Sales Tax (7.375%)	\$0.00
Total	\$37,065.00

Signature: _____ Date: _____





WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250415-14
Agenda Topic Title for Publication:		Window Treatment Purchase
Date of Meeting: 4-15-2025	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 new office/scale house for the Transfer station facility. Innovative Office Solutions designed and prepared a proposal that will supply the facility with window treatments. The amount for this proposal is \$7,594.24. This purchase was discussed at our committee level.		
Options:		
1) Award the bid to Innovative Office Solutions in the amount of \$7,594.24. 2) Do Not award the bid.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To award the bid to Innovative Office Solutions in the amount of \$7,594.24.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ \$7,594.24 Funding Source(s): Fund 51	☒ Yes ☐ No	Fund 51, Cap Grant 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



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

John Tate
320-491-2089
john.tate@innovativeos.com

PROPOSAL FOR ROLLER SHADES

DATE 03/14/2025
CUSTOMER NAME TODD COUNTY ADMINISTRATION
CUSTOMER NUMBER NB10337
CUSTOMER PO
ORDER NAME Todd co mat and blinds
ORDER NUMBER 235451
PROJECT NUMBER
TERMS NET30

BILL TO

TODD COUNTY ADMINISTRATION
215 1ST AVE S STE 201
LONG PRAIRIE, MN 56347-1378

ATTN: JESSICA BARROSO
Phone: 320-594-2210
Email: Jessica.Barroso@co.todd.mn.us

SHIP TO

TODD COUNTY TRANSFER STATION
30433 US 71
BROWERVILLE, MN 56438-4773

ATTN: JESSICA BARROSO
Phone: 320-594-2210
Email: Jessica.Barroso@co.todd.mn.us

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
1	SWF ROLLER SHADES R SERIES :Springs Window Fashion Roller Shades :Inside Mount :Standard Manual Controls :Fabric- R Series :Color- TBD :Open Factor- 1% :Fascia- TBD	15.00 Each	211.64	3,174.60
2	Trip Charge	1.00 Each	223.21	223.21
3	Trip Charge	1.00 Each	1,250.00	1,250.00
4	Field Measure & Shop Drawings	1.00 Each	2,008.93	2,008.93
5	Product Installation into Mullion or Blocking by other, 6' Or Less / 9' Or Less	15.00 Each	62.50	937.50
Remit to address for deposits: Innovative office Solutions LLC Lockbox #131434 PO Box 1414 Minneapolis, MN 55480-1414				
SUBTOTAL				\$7,594.24
TOTAL				\$7,594.24
REQUIRED DEPOSIT 50.00%				\$3,797.12

Proposal Valid For 14 Days

Thank you for the opportunity to partner together. Please review the quotation and let us know if you have any questions.

Signature: _____ Name: _____ Title: _____ Date: _____



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

John Tate
320-491-2089
john.tate@innovativeos.com

PROPOSAL FOR ROLLER SHADES

DATE	03/14/2025
CUSTOMER NAME	TODD COUNTY ADMINISTRATION
CUSTOMER NUMBER	NB10337
CUSTOMER PO	
ORDER NAME	Todd co mat and blinds
ORDER NUMBER	235451
PROJECT NUMBER	
TERMS	NET30

THANK YOU FOR THE OPPORTUNITY

We are thrilled for the opportunity to partner together on your project. The terms and conditions below outline a working understanding for the project journey and is intended to set both organizations up for success. If you have questions or concerns, please contact us directly.

QUOTES AND PRICING

Please review your final project plan and quote to confirm it will fit your space and workplace needs. Quoted prices are good for 14 days from the date of the proposal. Due to the volatile transportation conditions in 2022 & 2023, freight will be billed based upon actual. Unless otherwise noted, prices quoted do not include sales, use, excise, or other applicable taxes. Any applicable taxes will be added or adjusted on the invoice at the time of billing. Buyers exempt from taxes should provide Innovative with copies of exemption certificates prior to placing the order.

DESIGN AND ORDERING

Innovative's Design team will work with you and/or your team to design a space that is customized to your budget, style and unique needs to transform your space/s and bring your vision to life. If you do not want to move forward with us on a project, the design work remains the exclusive property of Innovative Office Solutions and we reserve the right to invoice you for the design costs incurred.

NEED FOR DEPOSITS

A deposit of 50% of the order is required on all projects in excess of \$10,000. The deposit is essential as our vendor partners require payment from us when placing orders. Once the deposit is received, we will place your order. Payments must be in the form of check, ACH or wire transfer. Credit cards are not accepted for deposits or other furniture payments over \$5,000.

PAYMENT TERMS

Our innovative team will send invoices following delivery and installation completion. To ensure a seamless accounting experience, please send payment within 30 days of the invoice date. It is not uncommon for a project to be substantially complete, except for a few punch list items. We appreciate you paying your invoice in full. Innovative will complete your project when outstanding items and/or parts become available.

CHANGES

Once we receive the sign off on design plan and proposed budget, your order will be placed. Due to the customization of many projects, once orders are placed, most products are not returnable. Modifications or cancellations may result in cancellation or restocking charges by our manufacturer partners. Unfortunately, we will need to invoice you if such charges are incurred. Where a Scope of Work is included with this Agreement, costs resulting from changes in the scope of the project, including any additional requirements or restrictions placed on Innovative will be added to the project price. When Innovative becomes aware of the nature and impact of the change, you will be notified, and all project paperwork will be updated as necessary. In this instance, a revised quote will be generated for signoff.

PROJECT DELAYS AND STORAGE

We understand projects are occasionally delayed. This may mean you are unable to accept product from us as scheduled. When this occurs, Innovative will store your items at no charge for up to 30 days to provide you with additional time to ensure your space is ready for installation. After 30 days, we will provide a quote to continue to store your product, as we want to make sure it is safe and in a secure location.

DELIVERY AND RECEIPT OF PRODUCT

We will contact you once we are notified your product has been shipped and is on its way. Your product will be delivered during regular business hours. In order to provide an exceptional delivery experience, we ask that you inform us of any unique circumstances that a driver or install team may face during a delivery. This may include such challenges as a downtown location or the need for a liftgate. Providing us with this information ensures that product is delivered to the proper location within your facility and will reduce the chances of damage to any of the items.



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

John Tate

320-491-2089

john.tate@innovativeos.com

PROPOSAL FOR ROLLER SHADES

DATE	03/14/2025
CUSTOMER NAME	TODD COUNTY ADMINISTRATION
CUSTOMER NUMBER	NB10337
CUSTOMER PO	
ORDER NAME	Todd co mat and blinds
ORDER NUMBER	235451
PROJECT NUMBER	
TERMS	NET30

We kindly ask you to inspect all product directly shipped and/or delivered and brought onto the job site as scheduled. If you discover product has been damaged or shipped in error during the receiving process, please notify us within 24 hours to ensure that appropriate claims can be filed. After product arrives at your site, any loss or damage caused by other trades or by weather, fire or other elements is your responsibility.

INSTALLATION PREMISES CONDITIONS

It is our sincere priority to make sure the installation of your product is timely, professional, and as efficient as possible. To facilitate this, we ask the site to be clean, clear, and free of debris prior to installation. The jobsite should have proper lighting, heat, power source, hoisting and/or elevator service and suitable unobstructed dock space and a secured staging area. The job site shall also be free of the interference of other trades in the area where installation is taking place.

We understand in certain situations spaces are not ready for installation when the initial date was scheduled. If this is the case, please provide at least a 48-hour notice so we can keep your project on track to the best of our ability. If proper, timely communication does not occur, unfortunately additional charges may be invoiced to cover costs incurred. Our Installation Team installs product based on the final approved layout. If there are any changes to the final plan, please make sure these are addressed prior to the installation date.

WARRANTY

Each manufacturing partner of Innovative has a warranty standard. For more information on warranty details, reach out to your Innovative Account Executive. Warrantied product replacements may require billable installation services.

CLAIMS

Innovative will help resolve claims concerning damaged and/or defective product, materials and/or workmanship made within the warranty period as stated by the manufacturer, supplier, or fabricator. We will arrange for the repair or replacement of any damaged or defective items and/or installation to make sure the project is successful.

FORCE MAJEURE

We will do our absolute best to ensure we can secure and install your product, but if there are reasons beyond our control, Innovative will not be liable. Reasons include but are not limited to, strikes, pandemics, embargos, war or other breakout of hostilities, acts of God, machinery breakdowns, delays of carriers or suppliers, and domestic or foreign governmental acts or regulations.

GOVERNING LAW

This agreement shall be governed by and construed according to the laws of the State of Minnesota.

ARBITRATION

We want to make this a true partnership and resolve any issues that may occur. Any controversies or claims arising relating to this contract will be settled by arbitration administered by the American Arbitration Association. They will fall under its commercial rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court with authority. The award shall include the costs of arbitration and the legal fees of the prevailing party.

THANK YOU FOR YOUR PARTNERSHIP

Innovative Office Solutions is built upon a "relationships matter" belief system, and every project matters to us. We are thankful for the opportunity to partner together, and we look forward to serving you!

Authorized Signature

Date

EXPECT RESPONSE EXPECT REDUCTION EXPECT RELIEF

Page

3 of 3



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	20250415-15
Agenda Topic Title for Publication:		Fraud Prevention, Investigation and Prosecution Interagency Agreement
Date of Meeting: 4/15/2025	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och/Steven McCoy/Mike Allen		
Background: Supporting Documentation enclosed ☒		
Todd County Health & Human Services, the Todd County Sheriff, and the Todd County Attorney desire to establish cooperative procedures for the effective enforcement of Food Support and Minnesota Family Investment Program (MFIP) rules and regulations, investigation and prosecution of Food Support and MFIP fraud cases, and for the effective enforcement, investigation and prosecution of other public assistance programs' fraud cases.		
Options:		
1. Approve the Fraud Prevention Investigation Program Cooperative Agreement between Todd County Health & Human Services, Todd County Sheriff, and Todd County Attorney.		
2. Not approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the Fraud Prevention Investigation Program Cooperative Agreement between Todd County Health & Human Services, Todd County Sheriff, and Todd County Attorney.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 20,000 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

**COUNTY OF TODD
FRAUD PREVENTION, INVESTIGATION AND PROSECUTION
INTERAGENCY AGREEMENT**

This Agreement, made July 1, 2025 by and between Todd County Health & Human Services Agency, hereinafter referred to as “Department,” Todd County Sheriff, hereinafter referred to as “Sheriff,” and Todd County Attorney, hereinafter referred to as “Attorney.”

WITNESSETH THAT:

WHEREAS, provision of fraud investigation services pursuant to the requirements of the Food and Nutrition Act of 2008, as amended, and Section 1102 of the Social Security Act, as amended, is necessary; and,

WHEREAS, the Department, Sheriff, and the Attorney desire to establish cooperative procedures for the effective enforcement and prosecution of Food Support and Minnesota Family Investment Program (MFIP) rules and regulations, investigation and prosecution of Food Support and MFIP fraud cases, and for the effective enforcement, investigation and prosecution of other public assistance program’s fraud cases; and,

WHEREAS, the Sheriff is empowered under Minnesota law to furnish law enforcement services in Todd County to investigate and enforce suspected violation of criminal laws in Minnesota, including the theft of public funds and public assistance fraud; and,

WHEREAS, the Attorney is empowered under Minnesota law to prosecute suspected violation of criminal laws in Minnesota, including the theft of public funds, public assistance fraud and intentional program violations; and,

WHEREAS, the Department wishes to enter into an cooperative agreement with the Sheriff and Attorney co-extensive with the availability of county, state, and federal funds for such purchases; and

NOW THEREFORE, in the consideration of the mutual covenants contained herein, the parties hereto agree as follows;

I. TERM

The term of this agreement shall be from July 1, 2025 through June 30, 2027 or the date of the signatures of the parties notwithstanding, unless earlier terminated as provided herein.

II. TERMINATION

This agreement may be terminated, in whole or in part, at any time, by any party upon not less than sixty (60) days written notice. Notice to the Department shall be delivered to the Director of Todd County Health & Human Services. Notice to the Sheriff shall be delivered to the Todd County Sheriff. Notice to the Attorney shall be delivered to the Todd County Attorney.

III. SERVICES TO BE FURNISHED BY THE SHERIFF

The Sheriff shall designate one individual within the Sheriff's office to act as liaison between the Sheriff and the Department. This designee shall direct the investigation of alleged cases of public assistance fraud. The Sheriff agrees upon referral from the Department:

1. To prepare and preserve all evidence obtained in the investigation of such alleged violations and make same available to the Court and the Attorney's office at the time and in the manner required for case preparation and prosecution;
2. To make available, for Court appearance, deposition and office conferences, those personnel under his supervision and control who can contribute to the criminal or civil prosecution of such cases;
3. To serve, upon request of the Court or the Attorney's office, complaints, subpoenas, and all other legal documents relating to programs administered by the Department and in furtherance of the aforementioned criminal or civil prosecutions;
4. To provide the Attorney and the Department, in writing, the findings of the investigation of cases referred by the Department;
5. To refer all completed investigations involving probable cause to the Attorney;
6. To retain such records and make such reports to the Department as may be required by federal and state regulations;
7. To request payment from the Department on the basis set forth in federal regulations, state regulations, and state contracts;
8. To permit review and audit of the records it maintains in performing its duties under this Agreement, by personnel from county, state, or federal agencies, or their authorized agents, as may be required by federal and state regulations. These records shall not include access to pending criminal investigations, but shall be limited to accounting information supporting the certification of expenses.

IV. SERVICES TO BE FURNISHED BY ATTORNEY

The Attorney shall provide direct and indirect services relating to the Food Support, MFIP, and other public assistance program fraud prosecution functions as follows. The Attorney agrees upon referral from the Sheriff or Department:

1. To review and analyze all evidence submitted by the Sheriff or Department for purposes of charging Food Support, MFIP, and other public assistance program fraud by complaint or presenting such allegations to the Todd County Grand Jury for Indictment;
2. To prepare for and appear at all preliminary court appearances in cases charged and to prepare for Court or any trials in cases involving Food Support, MFIP, or other public assistance program fraud;
3. To provide, pursuant to Supplemental Nutrition Assistance Program Regulations 78 CFR 11967, as amended, and AFDC Regulations 45 CFR 235.110, investigation reports prepared by the Sheriff or Department or Attorney, subject to the Minnesota Data Practices Act, to the United States

Department of Agriculture and the United States Department of Health and Human Services upon request;

4. To retain such records and make such reports as may be otherwise required by federal or state regulations;
5. To request payment from the Department on the basis set for in federal and state regulations;
6. To permit review and audit of records Attorney maintains in performing its duties under this Agreement by personnel from county, state, or federal agencies subject to appropriate non-disclosure of Attorney work product or privileged information pending criminal investigations or information not subject to disclosure by the Minnesota Data Practices Act. All information released shall also be limited to accounting information supporting any certification of direct or indirect expenses.

V. OBLIGATIONS OF THE DEPARTMENT

The Department agrees that the Department shall:

1. Refer appropriate cases to the Attorney and Sheriff as provided in federal and state laws, rules and regulations.
2. Supply the Attorney and Sheriff with appropriate information as provided for and defined in federal regulations, state plan and state rules.
3. Reimburse the Attorney & Sheriff for provision of federally required or authorized activities and services related to the Food Support, MFIP, and other public assistance programs, fraud investigation and prosecution efforts.
4. Provide for training of the Investigator in fraud related matters.

VI. DELIVERY OF THE SERVICES

Except as otherwise provided herein, the Sheriff and Attorney shall maintain control and autonomy with respect to the methods, times, means, and personnel to be used in furnishing services to the Department pursuant to the terms of this Agreement. The determination as to when the furnishing of services to the Department on a case referred to the Attorney shall be terminated will be made solely by the Attorney with written notification documenting the reason for the termination of services sent to the Department.

VII. CONFIDENTIALITY

The parties agree to abide by the provisions of the Minnesota Government Data Act in providing all services hereunder. The information exchanged for the purpose of the Agreement shall be used in promotion or support of the services provided pursuant to this Agreement. The use or disclosure by any party of information concerning a criminal investigation, in violation of any rule of confidentiality, for any purpose not directly connected with the purpose of services intended herein is prohibited.

VIII. COST OF SERVICE

The Department shall pay for services furnished to the Department by the Sheriff based upon the actual time spent by investigative staff of the Sheriff's office. Said cost is based upon a set rate per hour for expenses incurred by the provider in the performance of the duties set forth herein. The Sheriff agrees to submit billings to the Department on a monthly basis.

- a. Sheriff investigator services will be billed to the Department at a rate of \$ 60.00 per hour for fraud prevention investigative services provided during the contract term. Mileage will be reimbursed at the current Federal business rate per mile.

The Department shall pay for services furnished to the Department by the Attorney based upon an hourly rate to provide the services as contained within the Agreement. The cost of services provided the Department by the Attorney shall be \$130.00 per hour. Said cost is based upon a calculation of the actual per hour expenses incurred by the Attorney in the performance of the duties set forth herein. The Attorney agrees to submit billings to the Department on a monthly basis.

IX. INDICTMENTS

Upon receipt by the Attorney of investigation regarding Food Support, MFIP, and/or other public assistance program fraud, the Attorney will make an initial decision whether probable cause exists to believe a Food Support, MFIP, and/or other public assistance program fraud violation exists. In the event that the Attorney determines it is not possible to proceed by a complaint, a further decision will be made to proceed by Indictment, which determination and procedure is governed by Minnesota Statutes Chapter 628 and Rule 18, Minnesota Rules of Criminal Procedure.

X. AMENDMENT

The Agreement may be amended at any time when expressed in writing and duly signed by the parties.

ATTEST:

Jackie Och, Director
Todd County Health & Human Services

DATE: _____

Mike Allen
Sheriff of Todd County

DATE: _____

John Lindemann
Todd County Attorney

DATE: _____

Board Chair
Todd County Board of Commissioners

DATE: _____



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250415-16
Agenda Topic Title for Publication:		Approve Reciprocal Memorandum of Agreement for Environmental Health Services between Horizon Public Health & Todd County HHS
Date of Meeting: 4/15/2025	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och/Katherine Mackedanz		
Background: Supporting Documentation enclosed ☒		
The Minnesota Department of Health requires that Todd County HHS have a back-up agreement for our Food, Pools, and Lodging delegation. The attached reciprocal memorandum of agreement between Horizon Public Health and Todd County HHS provides interim environmental health services to meet the needs of the delegation agreement.		
Options:		
1. Approve the reciprocal memorandum of agreement for environmental health services between Horizon Public Health & Todd County HHS.		
2. Not approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve reciprocal memorandum of agreement for environmental health services between Horizon Public Health & Todd County HHS.		

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

**RECIPROCAL MEMORANDUM OF AGREEMENT
BETWEEN
HORIZON PUBLIC HEALTH
AND
TODD COUNTY HEALTH & HUMAN SERVICES
FOR
ENVIRONMENTAL HEALTH SERVICES**

THIS AGREEMENT is made and entered into by and between Horizon Public Health and Todd County Health & Human Services.

WHEREAS, the provision of interim environmental health service coverage between Delegated Counties is consistent with the Minnesota Statutes allowing delegation agreements between the Minnesota Department of Health and local jurisdictions, and

WHEREAS, it is necessary to maintain environmental health services for the public's health and safety within the delegated counties for Horizon Public Health, and Todd County Health & Human Services

WHEREAS, Horizon Public Health and Todd County Health & Human Services, official agencies of said counties, have requested interim environmental health services from the other, and

WHEREAS, Todd County Health & Human Services, empowered by the Todd County Board of Commissioners, and Horizon Public Health, empowered by the Horizon Community Health Board, offer interim environmental health service coverage to each other, upon their request.

THEREFORE,

- Horizon Public Health and Todd County Health & Human Services shall, to the extent of staff availability, be available for consultation with each other on inquiries related to food, beverage, and lodging facilities, manufactured home parks, recreational camping areas, youth camps and pools.
- Horizon Public Health and Todd County Health & Human Services shall, to the extent of staff availability, provide interim environmental health services in and for Horizon Public Health during Horizon Public Health staff absences and Todd County Health & Human Services during Todd County Health & Human Services staff absences using Department Personnel for needed routine duties such as inspections and for emergency response capability for the investigation of a food/water borne illness outbreak or other serious event or complaint.
- Horizon Public Health and Todd County Health & Human Services shall, to the extent of staff availability, provide consultation on plan review for food, beverage, and lodging facilities, manufactured home parks, recreational camping areas, and youth camps.
- Horizon Public Health and Todd County Health & Human Services shall, to the extent of staff availability, provide pre-operation inspection of new or extensively remodeled food, beverage, and lodging establishments, manufactured home parks, recreational camping areas, youth camps and pools.

Liability:

- Each Requesting Party shall defend, indemnify and hold harmless a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466 and other applicable law, rule, and regulation, including common law. The purpose of creating this duty to defend, indemnify and hold harmless, is to simplify the defense of claims by eliminating conflicts among defendants that are parties to this Agreement.
- For purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the employees and

officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. § 466.01, subdivision 6) of the Requesting Party, but only for purposes of addressing liability under this Agreement. The employees of the Responding Party shall not be considered employees of the Requesting Party for any other purpose.

Consideration and Terms of Payment:

Consideration of all services performed, and goods supplied pursuant to this agreement shall be paid by Horizon Public Health and Todd County Health & Human Services as follows:

- Hourly reimbursement of employee time will be calculated from the time of departure from agency's home office until return to agency's home office. Reimbursement shall be made based on the employee's hourly rate of pay at the time of service plus fringe benefits.
- Reimbursement for mileage will be at the current IRS rate.
- Employees will be compensated for reasonable meal expenses not to exceed per day maximum allowed by the IRS.
- Horizon Public Health and Todd County Health & Human Services shall be reimbursed for reasonable cost of any materials used or any tests performed during this agreement.
- Invoice and contact information are as follows:
 - Todd County Health & Human Services, 212 2nd Ave S, Long Prairie MN 56347, 320-732-4500
 - Horizon Public Health, 809 Elm Street, Suite 1200, Alexandria, MN 56308, 320-763-6018

IN WITNESS WHEREOF, Todd County Health & Human Services and Horizon Public Health have executed this agreement as of the day and year first written, approved as to form and executed.

Ann Stehn, Administrator
Horizon Public Health

Date

Jackie Och
Todd County Health & Human Services Director

Date

Barb Becker
Todd County Board Chair

Date

Approved as to form and execution:

By_____
John Lindemann, Todd County Attorney

Date_____

IN WITNESS WHEREOF, Todd County Health & Human Services and Horizon Public Health have executed this agreement as of the day and year first written, approved as to form and executed.

Ann Stehn, Administrator
Horizon Public Health

Date

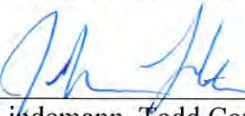
Jackie Och
Todd County Health & Human Services Director

Date

Bob Byers
Todd County Board Chair

Date

Approved as to form and execution:

By _____
John Lindemann, Todd County Attorney

Date 4/7/25



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	20250415-17
Agenda Topic Title for Publication:		Request to Hire Resource Navigator/Interpreter
Date of Meeting: 4/15/2025	Agenda Time Requested: 5 mins	☐ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och/Katherine Mackedanz		
Background: Supporting Documentation enclosed ☐		
As discussed at the April 1 st 2025 Work Session the Community Health Services Unit has a need for a Resource Navigator/Interpreter to assist the PHN's with their duties.		
Options:		
1. Authorize the hiring of a Resource Navigator/Interpreter.		
2. Not authorize		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Authorize the hiring of a Resource Navigator/Interpreter.		

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

Todd County Position Description

Department: Health & Human Services
Position Title: Resource Navigator/Interpreter
Pay Grade: Unknown
FLSA: Non-Exempt
Status: Union Represented
Reports To: Unit Supervisor or Unit Manager
Date: 2025-04

Purpose of Position

The purpose of this position is to support the Health and Human Services Department by performing a variety of tasks related to the delivery of client and customer support services within a designated program area. This role plays a key part in helping non-English speaking clients understand, access, and navigate available resources and services. The position also facilitates connections between individuals, families, and community-based supports to promote overall well-being. Work is performed in close collaboration with other agency staff and under the general supervision of a Health and Human Services supervisor or manager.

Basic Performance Expectations of all Todd County Staff

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department Head and keeps supervisor apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

Position Specific Essential Duties and Responsibilities

The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Conduct face-to-face consultations with clients to appropriately identify specific needs.
- Connect individuals and families to community resources such as: housing, healthcare, employment, transportation, education, legal services, nutrition assistance (i.e., food shelf), etc. based upon the identified need or service requested.
- Assist individuals and families to overcome obstacles to access as a result of language or other barriers and assist them in increasing their knowledge of and ability to access needed resources.
- Assist with completing applications and paperwork for various identified resources.
- Explain programs and services to individuals or groups.
- Develop and maintain an inventory of community resources.
- Display an understanding of, and sensitivity to, the service population's social, cultural, and socioeconomic characteristics and values, demonstrating respect and openness to every individual assisted through the program.
- Conduct community outreach by actively seeking out and engaging community agencies, businesses, and individuals that will contribute to meeting the needs of local families and community members.
- Participate in various meetings, staffing, and community events.

- Complete reporting requirements, as needed and requested.
- Interpret for clients and families with limited or no English language proficiency in their interactions with county staff.
- Translate forms and materials as needed.
- Identify cultural differences between families and staff and facilitate effective communication, bridging cultural gaps.
- Develop effective, bilingual communication methods.
- Maintain bilingual competency through community outreach and continuing education programs.
- Meet with clients in the home or office as required by work assignment.
- Coordinate services and supports to assist professional staff to accomplish goals and objectives of individual case plans.
- Assist staff in coordinating trainings and special events.
- Respond orally and in writing to general inquiries based on knowledge of agency programs, policies and procedures.
- Document client contacts, information, forms, and referral information in appropriate computerized software programs.
- Assist with client transportation as required by area of work assignment.
- Perform administrative tasks as required by area of work assignment.
- Provide support and back-up to county office support staff.
- Serve as a community representative for Todd County Health and Human Services.

Minimum Education and Experience/Special Requirements

- High school diploma or GED and two to three years of experience in a similar position, or equivalent combination of education and experience.
- Bilingual (English/Spanish).
- Minimum of 40 hours interpreter training.
- Must possess and maintain a valid driver's license.
- Must pass a criminal background check.

Preferred Qualifications

-

Knowledge, Skills and Abilities

- Knowledge of interviewing techniques and skills in conducting interviews.
- Knowledge of human behavior.
- Knowledge of agency programs, operations, policies and procedures.
- Knowledge of available community resources.
- Knowledge of basic mathematics.
- Knowledge of general office practices and equipment.
- Knowledge of specialized software and technical terminology.
- Ability to relate to people in an appropriate manner.
- Ability to organize and coordinate job activities.
- Ability to accurately and rapidly process detailed information.
- Ability to make decisions.
- Ability to remain objective.
- Ability to establish and maintain effective working relationships with clients, public, co-workers, and agency administration.
- Ability to establish and maintain accurate and systematic records.
- Ability to express ideas clearly.
- Ability to comprehend written and verbal instructions.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, frequently requires repetitive motions, and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of spoken word, hearing is required to perceive information at normal spoke word levels; work requires preparing and analyzing written or computer data, operating machines including office equipment or motor vehicles and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

DRAFT



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

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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	20250415-18
Agenda Topic Title for Publication:		Request to Eliminate One Care Coordinator Position
Date of Meeting: 4/15/2025	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 ☐		
As discussed at the April 10 th , 2025 work session, the need to fill the open Care Coordinator position has decreased with health care program changes.		
Options:		
1. Approve the elimination of one Care Coordinator position from the Adult Services Unit.		
2. Do not eliminate.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the elimination of one Care Coordinator position from 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 Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion	☐ Report	20250415-19
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Request to Hire Accounting Supervisor	
Date of Meeting: 4/15/2025	Agenda Time Requested: 5 mins	☐ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och		
Background: <i>Supporting Documentation enclosed</i> ☐		
As discussed at the April 10 th , 2025 Work Session the Administrative Services Manager job description has been revised into an Accounting Supervisor job description. The Administrative Services Manager position will no longer be needed with this revision.		
Options:		
1. Authorize the hiring of an Accounting Supervisor.		
2. Not authorize.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Authorize the hiring of an Accounting Supervisor.		

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

Auditor/Treasurer Archival Purposes Only:

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

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Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250415-20
Agenda Topic Title for Publication:		Request to Eliminate Administrative Services Manager Position
Date of Meeting: 4/15/2025	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 ☐		
As discussed at the April 10 th , 2025 Work Session, the Administrative Services Manager position is no longer needed with the addition of the Accounting Supervisor Position.		
Options:		
1. Approve the elimination of the Administrative Services Manager position.		
2. Not Approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the elimination of the Administrative Services Manager position.		

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
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Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

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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	20250415-21
Agenda Topic Title for Publication:		Request to Hire two Lead Eligibility Workers
Date of Meeting: 4/15/2025	Agenda Time Requested: 5 mins	☐ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och/Steven McCoy		
Background: Supporting Documentation enclosed ☐		
As discussed at the April 10 th , 2025 Work Session the Financial Support Services Unit has a need for two Lead Eligibility Workers with the restructuring of Health & Human Services. This position provides training to other staff and will also carry a case load.		
Options:		
1. Authorize the hiring of two Lead Eligibility Workers.		
2. Not authorize.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Authorize the hiring of two Lead Eligibility Workers.		

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
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Seal



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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20250415-22
Agenda Topic Title for Publication:	Personnel Policy Revisions	
Date of Meeting: April 15, 2025	Agenda Time Requested: 10 Minutes	☐ Consent Agenda
Organization / Department Requesting Action: Policies Committee		
Person Presenting Topic at Meeting: Nellie Johnson		
Background: Supporting Documentation enclosed ☐		
Based on input from the Policy Committee, we are presenting the following proposed revisions and additions to the Personnel Policy, effective January 1, 2025. These changes pertain to the following sections: Section 7.02 – Vacations Section 7.04 – Holidays Section 7.05 – Sick Leave Section 7.21 – Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP)		
Options:		
1. Approve the resolution 2. Do not approve the resolution		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the attached resolution for the Adoption of Changes to the Todd County Personnel Policy regarding the following sections with an effective date of January 1, 2025. Section 7.02 – Vacations Section 7.04 – Holidays Section 7.05 – Sick Leave Section 7.21 – Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP)		

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
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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 7.02 – Vacations, Section 7.04 – Holidays, Section 7.05 – Sick Leave and Section 7.21 – Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP) with an effective date of January 1, 2025, of the Personnel Policy and find the implementation to be in the best interest of the sound administration of the County.

NOW, THEREFORE BE IT RESOLVED, that Todd County Board of Commissioners adopts the attached changes to the Todd County Personnel Policy and directs the County Coordinator to begin administration of said policy as of April 15, 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.

found in Section i above, are eligible for a one-time contribution to their MSRS HCSP on the following schedule:

Years of Employment	Contribution into MSRS HCSP
1	\$1,000
2	\$1,250
3	\$1,500
4	\$1,750
5	\$2,000
6	\$2,250
7	\$2,500

Eligible employees with more than 7 years of employment will receive the maximum contribution of \$2,500. In the year that eligible employees receive this one-time contribution the employee is not also eligible for the \$250.00 annual HCSP contribution found in Section ii for that year.

- (h) Other qualifying events for continuation of health insurance benefits. A covered employee and/or qualified beneficiary must provide notice to the human resources department of divorce, legal separation, or a dependent child's loss of dependent status under the plan. This notice must be provided no later than 60 days after the later of the qualifying event; loss of coverage due to the qualifying event.
- (i) Life insurance: All full-time, regular employees shall be covered by a term life insurance policy. This coverage is part of the county's group health insurance.
- (j) Claims against the county: It is understood that the county's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the county as a result of denial of insurance benefits by an insurance carrier.
- (k) Premium holiday: Should the county be notified of a reduction in premium, the county shall equally share the reduced premium cost for dependent coverage with the employee.

Section 7.02 Vacations (Rev. ~~1/1/25~~7/21/20)

- (a) Purpose: To provide employees with a break from the work environment.
- (b) This policy also recognizes the work of employees and rewards additional vacation time after continual years of service. Due to the fact that the majority of Todd County employees are covered by collective bargaining agreements and that these agreements may provide different benefit accrual, usage and limitations, non-union employees in these departments will accrue and be able to use the following benefits subject to the provisions of the collective bargaining agreement in effect for unionized members of the department in the event that they differ from the policies below.
- (c) General procedures:

- (i) Vacation accrual schedule for full-time employees:

Service Year	Hours per Pay Period Month	Hours Earned Per Year
1 – 3	83.7	<u>96.20</u>
4 – 5	104.62	<u>120.12</u>
6 – 10	125.54	<u>144.04</u>
11 – 15	146.47	<u>168.22</u>
16 – 20	177.85	<u>204.10</u>
21 – 24	188.31	<u>216.06</u>
25 and over	198.77	<u>228.02</u>

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- (ii) Regular, full-time employees shall earn vacation hours based on the above schedule, at the completion of ~~each pay period~~the month.
- (iii) Regular part-time employees who average more than 14 hours per week but less than 40 hours per week shall earn pro-rated vacation hours based upon the above schedule and the average number of scheduled hours the employee worked in the preceding calendar quarter.
- (iv) When an employee moves from part-time to full-time the date of vacation accrual is based on the regular hours they worked as a part-time employee; from these hours their vacation accrual date would be established. This change is effective for people moving to full-time as of July 21, 2020 or after.
- (v) Employees in regular full-time positions who are paid for less than 40 hours in a week shall accrue vacation on a pro-rated basis.
- (vi) Employees on military leave shall accrue vacation at their regular rate.
- (vii) An employee who leaves the employ of the county in good standing shall receive documented, accumulated unused vacation leave as severance pay provided a minimum of a two (2) week written notice is provided.
- (d) Vacation usage:
- (i) Department Heads and/or supervisors are responsible for scheduling vacation leaves for employees under their supervision. While every effort will be made to accommodate an employee's vacation request, vacations will be scheduled so as not to unduly disrupt the normal operation of the department. Should a conflict in scheduling occur, it will be resolved on the basis of first request and then seniority at the time of the request.
- (ii) Vacation leave may be taken only to the extent that it is earned.
- (e) Vacation carryover:
- (i) The maximum carryover of vacation time from one year to the next shall be twenty-four (24) days or (192) hours.
- (f) Vacation cash out option:

- (i) Employees may select to cash out the vacation hours accrued in excess of 16 hours per month which shall be paid out the first pay period in December.

Service Year	Accrued per Month	Cash Out
16 – 20	17 hours	1 hour/month up to 12 hours
21 – 24	18 hours	2 hours/month up to 24 hours
25+	19 hours	3 hours/month up to 36 hours

Section 7.03 Vacation Donation (Rev. 3/17/20)

- (a) Purpose: To provide employees with the option of donating vacation time to another employee on medical or disability leave who has exhausted all of their accrued sick and vacation time.
- (b) General procedure
 - (i) The employee on leave of absence must provide the human resources department with a written request to accept vacation leave from co-workers.
 - (ii) The human resources department or Department Head shall extend notice to county employees based on the employee's wishes.
 - (iii) Employees who choose to donate vacation time shall complete an authorization form; submit it to their Department Head/supervisor for approval. Employee may not donate more than half of their vacation time to a recipient.
 - (iv) Approved authorization forms shall be submitted to the human resources department to coordinate the transfer of hours to the employee on leave of absence. Hours are not transferred to the requestor until the person has need of those hours. Donated time shall be paid to the receiving employee at their current rate of pay.

Section 7.04 Holidays (Rev. [1/1/256/6/23](#))

It is the county's policy to recognize certain designated days throughout the year as paid holidays.

- (a) General procedures:

Full-time employees shall receive the following days ([8 hours](#)) as paid holidays:

New Year's Day
 Martin Luther King Day*
 Presidents Day
 Good Friday
 Memorial Day
 Juneteenth
 Independence Day
 Labor Day
[Indigenous Peoples Day*](#)
 Veterans Day
 Thanksgiving Day

Friday after Thanksgiving

Christmas Eve Day**

one half day (pm) unless holiday falls on
Friday, Saturday or Sunday

Christmas Day

New Year's Eve Day

one half day (pm) unless holiday fall on
Friday, Saturday or Sunday

~~*Martin Luther King Day & Indigenous Peoples Day subject to provisions of the current
AFSCME public works contract.~~

~~**W~~hen Christmas eve day falls on Friday, Saturday or Sunday the employee will be awarded one half day (4 hours) floating holiday to be used during the calendar year. This floating holiday must be used during the calendar year it is earned and does not carry over. Employees who use this holiday and terminate employment prior to the end of the year shall have their final pay reduced by the amount paid for this floating holiday.

Regular, part-time employees who average more than 14 hours per week but less than 40 hours per week shall receive pro-rated holiday benefits based on the average number of scheduled hours the employee worked in the preceding calendar quarter.

(b) Holidays and weekends

- (i) Unless indicated otherwise, when any of the above holidays fall on a Saturday, the preceding day shall be a holiday, and when any of the above holidays fall on a Sunday, the following day shall be a holiday.
- (ii) When a paid holiday falls on an employee's scheduled day off the employee shall be paid for the holiday. When a paid holiday falls during a vacation period, the employee shall receive holiday pay for that holiday and shall not use vacation benefits for that day.
- (iii) Non-exempt employees who are required to work on a holiday shall receive compensation at the rate of one and one-half (1-1/2) times the employee's regular straight time hourly rate of pay, plus holiday pay.
- (iv) In order for an employee to qualify for the holiday pay provided in this article, they must be on pay status on the last scheduled work day immediately preceding the holiday, and the first scheduled work day immediately following the holiday.

Section 7.05 Sick Leave (Rev. 1/1/2512/19/23)

- (a) Purpose: To provide paid leave to eligible county employees who are unable to work due to illness, injury, disability, or by necessity for medical/dental care.
- (b) General procedures:
 - (i) For employees who earn sick leave, as part of and included in sick leave accrual and beginning 1/1/2024, the first 48 hours of sick leave earned shall be designated as ESST (Earned Sick and Safe Time), and available for use as it is earned, for those employees who work more than 80 hours in a calendar year. As part of the maximum carryover of sick leave, and after the first year of accumulation, a maximum of 80 hours shall be banked and designated as ESST.

- (ii) Sick leave shall be earned by full-time regular employees at the rate of 3.7 hours for each full pay period worked, one (1) day or eight (8) hour maximum for each full month of service worked. The maximum carryover of sick leave from one year to the next per employee shall be 1040 hours or 130 days.
- (iii) Sick leave benefits shall only accrue when an employee is on compensated payroll status. Sick leave benefits shall not be earned by any employee while in a non-pay status, except employees on military leave.
- (iv) Regular part-time employees who accrue sick leave shall receive pro-rated sick hours based on the average number of scheduled hours the employee worked in the pay period.
- (v) Employees who currently do not accrue sick leave shall accrue one (1) hour of sick time for every 30 hours worked, designated as ESST, with a maximum of 48 hours per calendar year, and a maximum bank of 80 hours. For those employees who only accrue ESST, ESST shall not be paid to the employee at time of termination/separation.
- (vi) Employees shall notify their Department Head or supervisor as early as possible and prior to the employee's start time when using sick leave, unless an emergency prevents the employee from doing so
- (c) Sick leave usage: Employees shall be granted sick leave with pay to the extent of the employee's accumulation for absences necessitated by illness, injury, disability, or by necessity for medical/dental care of the employee or the employee's minor child/stepchild.
- (d) ESST usage: Employees may use ESST for reasons such as the employee's or family member's mental or physical illness, treatment or preventive care; absence due to domestic abuse, sexual assault or stalking of the employee or family member; closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and when determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease.
- (e) Utilization for family:
 - (i) Employees shall be granted use of sick leave for the employee's immediate family on the same basis the employee is able to use sick leave benefits. Immediate family, for the purpose of this section, shall be limited to the employee's spouse, children/step-children, adult child, parents, stepparents, mother-in-law, father-in-law, grandparents, grandchildren of either the employee or his/her spouse, ward, brother(s), sister(s), son-in-law and daughter-in-law.
 - (ii) Employees shall be granted use of ESST for the following family members: their child, including foster child, adult child, legal ward, child from home the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent); their spouse or registered domestic partner; their sibling, stepsibling or foster sibling; their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent)

to the employee's submission of confirmation by a physician of the need for the leave and length of each absence requested. Such leave shall not be charged against the employee's accrued sick leave, vacation, or compensatory time; however, sick leave, vacation, and/or compensatory time may, at the employee's election, be used to supplement such leave for situations in which the leave extends beyond forty (40) hours. If there is a subsequent medical determination that the employee does not qualify as an organ donor, any of the forty (40) hours of paid leave used by the employee prior to that medical determination shall not be eligible for recovery by the County.

Section 7.19 Minnesota Parenting Leave

- (a) Minnesota law (M.S. 181.940-.944) provides employees the opportunity to request and obtain up to twelve (12) weeks unpaid leave for childbirth or adoption without having to exhaust paid sick leave or vacation. To be eligible for Minnesota Parenting Leave, an employee must have been employed by the County in a half-time position (at least forty (40) hours per pay period) for at least twelve (12) consecutive months immediately preceding the request for leave. The employee may determine when the twelve (12) weeks is to begin, provided it is not more than six (6) weeks after the date of birth or adoption (or after the child leaves the hospital if the child remained hospitalized after the mother was discharged). If this type of leave is requested, and if the employee is FMLA-eligible, the time off from work is deemed FMLA leave and will be recorded as such.

Section 7.20 Request for Leave

- (a) Requests for leave must be provided in writing to the Department Head or Division Director for requests made under sections 7.06 – 7.15 of this policy, the director must forward to the County Coordinator as necessary for approval.
- (b) Each department or division shall establish their own procedures for leave requests under sections 7.01 – 7.05

Section 7.21 Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP) [\(Rev. 1/1/25\)](#)

- (a) Purpose: To provide a program that allows employees to save money to pay medical expenses and/or health insurance premiums after retirement or termination of employment. Minnesota statute §352.98 authorizes Minnesota state retirement system (MSRS) to offer this health care savings (HCSP) program to Todd County employees.
- (b) Todd County HCSP for non-union management, supervisory & confidential staff, excluding elected officials:
 - (i) All non-union management, supervisory and confidential employees not covered by a bargaining unit who are eligible for a Public Employees Retirement Association (PERA) pension shall contribute 100% of their sick leave payout upon retirement or termination of employment.
 - (ii) Employees who are not eligible for a Public Employees Retirement Association (PERA) pension shall contribute their sick leave severance payout at the following schedule:

0 – 20 years of service: 40%
Beginning 21 years and over: 60%

(iii) The following severance caps shall be applicable to employees hired on or after January 1, 2025:

<u>0 – 14 Years</u>	<u>\$5,000</u>
<u>15 – 19 Years</u>	<u>\$10,000</u>
<u>20 – 24 Years</u>	<u>\$15,000</u>
<u>25 – 29 Years</u>	<u>\$20,000</u>
<u>30 + Years</u>	<u>\$25,000</u>

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Section 7.22 Sick Hour Conversion

- (a) Employees who have accrued over 1040 of sick hours will have 50% of those hours converted to cash and deposited into their post-retirement health care savings account. The conversion will take place once a year at year-end.

Section 7.23 Todd County HCSP for Elected Officials

- (a) A plan for elected offices including the county attorney, auditor-treasurer, recorder, sheriff and county commissioners has been developed as they are ineligible to participate in the plan outlined under Section 7.17 since they do not accumulate sick leave severance benefits. In an effort to balance this, elected officials are afforded an opportunity to participate in the HCSP under this program:
- (i) Elected officials who have completed at least one term shall contribute 1% (percent) of their annual salary into the HCSP plan.
 - (ii) The county of Todd shall contribute into the HCSP a lump sum payment of \$3,000 per term upon completion of their second term and subsequent terms thereafter.

Section 7.24 Employee Recognition Service Awards (Rev. 2/18/25)

- (a) The county believes that a program to recognize county employees who make significant contributions and demonstrate their commitment during the performance of their duties result in higher morale and productivity among all employees and permit the county to fulfill its statutory responsibilities in an efficient and cost-effective manner thereby serving a public purpose. Minnesota Statute 15.46 allows for County Boards to establish employee recognition and wellness programs.
- (b) Eligibility: All regular, full-time and regular, part-time employees. Seasonal and temporary employees are not eligible for bonus payments.

Years of Service Schedule	Award Amount
5 years	\$50.00



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250415-23
Agenda Topic Title for Publication:		Termination of Employee #1053
Date of Meeting: April 15, 2025	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Administration		
Person Presenting Topic at Meeting: Nellie Johnson		
Background: Supporting Documentation enclosed ☐		
This individual is currently within their probationary period. Due to performance-related concerns, we are requesting board approval for formal termination of employment.		
Options:		
1. Terminate employee #1053 effective April 4, 2025		
2. Do not terminate		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To terminate employee #1053 effective April 4, 2025.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal