



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

*Minutes of the Meeting of the Todd County Board of Commissioners held on
November 18th, 2025*

Call to Order

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 18th day of November, 2025 at 9:00 AM. The meeting was called to order by Chairperson Byers. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Approval of Agenda

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented with the addition of item 8.0 Paving of County Road #81 in Calendar Year 2026 and removal of item 4.3 Resignation – Administrative Assistant II – Bilingual.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for November 4th, 2025 as presented.

GAMBLING PERMIT – NWTF CENTRAL MN GOBBLERS CHAPTER

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the NWTF Central MN Gobblers Chapter through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the NWTF Central MN Gobblers Chapter to hold a raffle event at the Clarissa Ballroom in Eagle Valley Township at the address of 19281 Kotter Road, Clarissa, MN on March 21st, 2026.

Auditor-Treasurer

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 404185 through 404212 in the amount of \$105,004.06 and (Regular) 59361 through 59398 in the amount of \$42,161.82 for a total of \$147,165.88.

On motion by Denny and second by Noska, the following motion as introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 807016 through 807066 and (Regular) 713570 through 713611 for a total of \$102,509.79.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601850 through 601865 and (Regular) 518690 through 518714 for a total amount of \$108,406.55.

USDA Wildlife Services

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the renewal of the Work Initiation Document between USDA Wildlife Services and Todd County and authorize the Board Chair to sign the documents.



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Ditch/Ag Inspector

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: to accept the 2026 County Agricultural Inspector Grant from the MDA, and authorize the CAI to sign the Grant Award Contract for and on behalf of Todd County.

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous vote: Acting as Ditch Authority, acknowledge receipt of a HHA application from Cory Larson to maintain approximately 1,876 feet of County Ditch 33, on parcels 20-003300 & 20-0032900, located in Reynolds Township section 29.

Public Works

Discussion was held regarding agenda item 8.0 Paving of County Road #81 in Calendar Year 2026 which proposed the following resolution:

WHEREAS, the proposal of paving of Todd County Road #81 has been studied since the 1990s, and;

WHEREAS, Todd County Road #81 has been widened and graveled in preparation for paving in the 2000s, and;

WHEREAS, Todd County Road #81 is a vital roadway for Todd County's residents, and;

WHEREAS, the residents have filed a *Todd County Road Paving Request Petition* to upgrade the existing aggregate surface of County Road #81 to a paved asphalt surface, and;

WHEREAS, the Todd County Board of Commissioners implemented the 0.5% Transportation Sales and Use Tax to fund county road projects for the betterment of Todd County's citizens.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby order that the paving of Todd County Road #81 be prioritized and scheduled to construct in the Calendar Year 2026 with funding supported by but not limited to the Transportation Sales and Use Tax.

On motion by Noska, this proposed resolution was tabled to the December 2, 2025 Work Session.

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

Resolution of Support for Local Road Improvement Program Funding for the City of Clarissa

WHEREAS, Minnesota Cities can apply for funding support for transportation infrastructure projects on City Streets as part of the Minnesota Department of Transportation's Local Road Improvement Program which has approximately \$47,000,000 in bond funds (with a cap of \$1,500,000 per project) available for constructing or reconstructing local roads in Fiscal Years 2026-2028, and;

WHEREAS, Local Road Improvement Program Funds can be used for reasonable elements associated with roadway construction activity and that all other costs associated with project development and delivery need to be funded by Local City Funds, and;



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WHEREAS, funding may be requested for city projects that will reconstruct routes that have regional significance (Routes of Regional Significance Account), and;

WHEREAS, Cities are required to have a county sponsor in order to apply for funding and the City of Clarissa has requested Todd County sponsorship by Resolution 10202025, and;

WHEREAS, the City of Clarissa understands that it will be responsible for all costs not covered by LRIP including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP grant selection amount, and;

WHEREAS, the City of Clarissa has agreed to maintain such improvements for the lifetime of the improvements, and;

WHEREAS, the City of Clarissa requests support for submitting the following project for State of Minnesota Local Road Improvement Program Funding as a Route of Regional Significance:

Bridge Street: from 340th Street/South City Limits to Pleasant Avenue, from Anne Avenue to Leslie Avenue, and From Mill Avenue to North City Limits

A Bituminous Reconditioning Project

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby support the City of Clarissa in their Local Road Improvement Program Application and that Todd County agrees to act as the project sponsor for the project should the township be selected for LRIP funds, and that such sponsorship shall include the following responsibilities:

- #1 - Serve as the fiscal agent on behalf of the City of Clarissa
- #2 - Request a state aid project number for the project
- #3 - Ensure the project meets milestones and dates for scheduled completion
- #4 - Assist the City in execution of any grant agreement
- #5 - Assist in the development, review and approval of the construction plan
- #6 - Ensure that required environmental documents and permits are received, and requirements are followed
- #7 - Submit plan, engineers estimate, and proposal to the District State Aid Engineer
- #8 - Advertise/let/award the project in accordance with state aid procedures
- #9 - Submit the State Aid Pay Requests and project grant progress reports to the District State Aid Engineer
- #10 - Communicate progress and updates with the District State Aid Engineer
- #11 - Ensure that the project receives adequate supervision and inspection to ensure that project is completed in conformance with approved plans and specifications
- #12 - Assist with project close out and final contract documents
- #13 - Retain project documents in accordance with document retention schedule

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



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Todd County State Aid Highway 5 Recommendation for Minnesota Local Road Improvement Program

WHEREAS, Minnesota Counties can apply for funding support for transportation infrastructure projects on local roads as part of the Minnesota Department of Transportation's Local Road Improvement Program which has approximately \$47,000,000 in bond funds (with a cap of \$1,500,000 per project) available for constructing or reconstructing local roads in Fiscal Years 2026-2028, and;

WHEREAS, Local Road Improvement Program Funds can be used for reasonable elements associated with roadway construction activity and that all other costs associated with project development and delivery need to be funded by either a combination of State Aid Highway Funds or Local County Levy Funds, and;

WHEREAS, funding may be requested for projects that will reduce traffic crashes on rural County State Aid Highways and County Roads (Rural Road Safety Account), reconstruct routes that have regional significance (Routes of Regional Significance Account), or for the local share of a trunk highway project (Trunk Highway Corridor Account), and;

WHEREAS, County State Aid Highway 5 is considered a regionally significant route because it not only provides an alternate connection route between the communities of Browerville and Long Prairie but also provides direct connection to various large rural farming operations and the Todd County Demolition Landfill, and;

WHEREAS, the Todd County Public Works Department recommends that the following project be submitted for State of Minnesota Local Road Improvement Program Funding in Fiscal Year 2027 as a Route of Regional Significance:

Todd County State Aid Highway 5 from 6th Avenue in Long Prairie to County State Aid Highway

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A Bituminous Reclamation and Resurfacing Project with Centerline Pipe Replacements & Aggregate Shouldering

and;

WHEREAS, this project is listed on the Todd County Public Works Department Proposed Five Year Construction Plan and funding through the Local Road Improvement Program will help address existing roadway deficiencies such as by replacing the deteriorated pavement surface, replacing deficient centerline culverts and upgrading adjacent low shoulders.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby support the recommendation of the Todd County Public Works Department for submitting a State of Minnesota Local Road Improvement Program Funding Application of \$1,300,000 (50% Share) for a Fiscal Year 2027 Construction Project located County State Aid Highway 5 on from 6th Avenue in Long Prairie to County State Aid Highway 14.



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BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners does hereby agree to pay all additional costs associated with the County Road 5 Project that are beyond the Local Road Improvement Program Grant and agrees to maintain all construction improvements made on County State Aid Highway 5 that are funded by the Local Road Improvement Program.

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

2030 AREA TRANSPORTATION IMPROVEMENT PLAN NOMINATION – CSAH 24 PROJECT

WHEREAS, the Central Minnesota Area Transportation Partnership (ATP) annually solicits projects for State Transportation Improvement Program (STIP) funding which provides for improvements to the transportation systems, with money requests being project specific, and;

WHEREAS, project nominations must meet eligibility guidelines and qualifying criteria as established by the Central Area Transportation Partnership, and;

WHEREAS, the Todd County Public Works Department recommends that the following project be submitted and nominated for inclusion in the 2030 Area Transportation Improvement Plan, which is a prioritized list of transportation projects that the Central Minnesota Partnership recommends for inclusion in the State Transportation Improvement Plan (STIP),

County State Aid Highway 24 – from the Ottertail County Line to US Highway 71

SP 077-624-02X: Bituminous Reclamation & Surfacing, Aggregate Shouldering, and Pavement Striping Project

, and; **WHEREAS**, this project is listed on the Todd County Public Works Department Proposed Five Year Construction Plan.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby support the recommendation of the Public Works Department for submittal and nomination of the above noted project and requests said project be included in the State Fiscal Year 2030 Area Transportation Improvement Plan.

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

2026 Master Bridge Priority Replacement List

WHEREAS, Todd County has determined that the attached list of bridge on County State Aid Highways, County Roads, Township Roads, and Municipal Streets are either listed as structurally deficient or are a high priority for removal and replacement within the immediate future, and;

WHEREAS, local roads play an essential role in the overall state transportation network and local bridges are a critical component of the local road system, and;



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WHEREAS, State support for the replacement of bridges continues to be crucial to maintaining the integrity of the local road system and is necessary funding source for the County, Townships, and Municipalities to proceed with replacements of the bridges on the attached list, and;

WHEREAS, Todd County intends to proceed with the replacement of these bridges as soon as either State Transportation Bond Funds or State Townbridge Funds become available.

NOW, THEREFORE BE IT RESOLVED, that Todd County commits that it will proceed with the replacement of these listed bridges immediately after being notified of the availability of State Transportation Bond Funds or State Townbridge Funds.

On motion by Denny and second by Noska, the following motion was introduced and adopted by majority vote with Commissioner Becker against: Purchase the used 1984 Ford Firetruck from the City of Clarissa for \$4,200.00.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: Approve the attached State Bid quote from Karl Automotive Group of Ankeny, Iowa for the purchase of a 2026 Chevrolet Silverado 1500 Truck for \$49,532.10.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: Approve the attached State Bid quote from Farm-Rite Equipment of Long Prairie, Minnesota for the purchase of a 72" Drum Mulcher Attachment for \$48,497.00.

On motion by Becker and second by Neumann, the following motion was introduced and failed by majority vote with Commissioner Becker and Neumann for and Commissioner Byers, Denny and Noska against: To deny the proposed Budget Request Form to amend \$18,300 within Fund 03 Public Works 2025 Budget.

County Sheriff

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: Accept the Sourcewell Impact Funds-Public Safety Grant to purchase Motorola portable radios (10) for the approximate cost of \$50,000.

Planning & Zoning

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: Adoption of the Crow Wing River Comprehensive Watershed Management Memorandum of Agreement for Implementation of the Plan.

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and approve the preliminary plat with no conditions.

The November 2025 Planning Commission draft minutes and staff report were provided as an informational item for the Board to review and discuss.

Soil & Water

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: Approval of the 2026/2027 Feedlot Program Delegation Agreement and Work Plan as presented.



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Health & Human Services

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: Approve the 1/1/2026 to 12/31/2026 contract for Rural MN CEP to provide MFIP and DWP Employment Services.

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: Approve STEP Purchase of Service and Host County contract renewal.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported the Ag Tax collection period closed as of yesterday, the preliminary FY2025 audit season has begun with CLA coming on site in December, reminded the TNT hearing is set for December 2nd, 2025 at 6pm and notice has been received for a special election event for Osakis School District to be held on February 10th, 2026.

County Coordinator's Report

The County Coordinator reported that open enrollment closes today and attended the fall road, TWCC, Dept Head, Paycom, SWCD and Facilities meetings.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Becker extended thanks to all for their support during her recent surgery and attended the Facilities meeting.

Commissioner Denny has attended meetings including the Fall Road and Township concerns.

Commissioner Noska has attended meetings including the Ag Society, TWCC, Emergency Management Plan and TCDC.

Commissioner Byers attended meetings including the Fall Road, Personnel, TCDC and SWCD.

Commissioner Neumann attended meetings including the Fall Road, CMCOA, Solid Waste, JD2, and CPT Workgroup.

Adjourn

On motion by Neumann and second by Becker, the meeting was adjourned for the November 2025.

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
A.W. RESEARCH LABORATORIES, INC.	\$ 2,935.00
AMAZON CAPITAL SERVICES	\$ 12,243.53
LONG PRAIRIE LEADER	\$ 3,132.00
MCCC, MI33	\$ 2,771.40
METAL CULVERTS INC.	\$ 28,836.10
MINNESOTA POLLUTION CONTROL AGENCY	\$ 25,942.25
NOW MICRO INC	\$ 6,300.00
ST CLOUD ACOUSTICS INC	\$ 4,500.00
TRUENORTH STEEL INC	\$ 41,130.80
ZIEGLER INC	\$ 3,895.78
56 PAYMENTS LESS THAN 2000	\$ 15,479.02
Total:	\$ 147,165.88



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HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
DHS - SWIFT	\$ 32,455.46
RURAL MN CEP INC	\$ 24,843.49
TODD COUNTY ATTORNEY'S OFFICE	\$ 2,025.00
83 PAYMENTS LESS THAN 2000	\$ 38,460.73
PRAIRIE RIDGE INN	\$ 2,007.73
6 PAYMENTS LESS THAN 2000	\$ 2,717.38
Total:	\$ 102,509.79

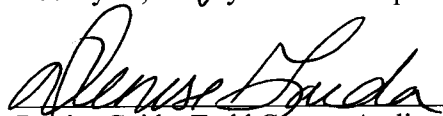
VENDOR NAME	AMOUNT
# 17598	\$ 4,411.88
# 17950	\$ 3,533.69
HEARTLAND GIRLS RANCH	\$ 11,139.23
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$ 3,480.05
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$ 3,844.62
NORTH HOMES CHILDREN & FAMILY SRVS	\$ 29,681.26
# 15442	\$ 2,365.92
STEP	\$ 6,673.12
# 16359	\$ 2,242.54
VALLEY LAKE BOYS HOME INC	\$ 20,336.00
31 PAYMENTS LESS THAN 2000	\$ 20,698.24
Total:	\$ 108,406.55

On a motion by Denny and second by Noska, the preceding minutes of the County Board meeting held November 18th, 2025 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on December 2nd, 2025.

Witness my hand and seal:



Bob Byers, County Board Chairperson



Denise Gaida, Todd County Auditor-Treasurer

