



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Tuesday, December 16, 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 - December 2nd, 2025	
4.2	Resignation of Public Works Heavy Equipment Operator Jason Wehking 12/08/2025	
4.3	Hire Ross Bollin, FT Road Deputy Start date: TBD	
4.4	Retirement - Eligibility Worker Maria Eisenbraun 01/31/2026	
4.5	Resignation - Social Worker Intern - Ryan Rhodes 12/19/2025	
4.6	Approve 2026 Tobacco Licenses	
4.7	3.2 Malt Liquor License - Don & Dave's Store	
4.8	One Day 3.2 Malt Liquor License - Swanville/Sobieski Lions 02/21/2026	
4.9	Gambling Permit - Sauk Valley Gobblers 2/28/2026	
4.10	Gambling Permit - Sauk Valley Gobblers 4/25/2026	
4.11	Gambling Permit - Sauk Centre Lions Fairy Lake Association 05/27/2026	
4.12	Accept resignation of Samuel Wicken, PT Correctional Officer 12/11/2025	
5	County Auditor-Treasurer	9:05
5.1	Auditor Warrants - November 2025	
5.2	Commissioner Warrants	
5.3	Health & Human Services Commissioner Warrants	
5.4	Health & Human Services SSIS Warrants	
5.5	2026 Public Defender Contract	
6	Public Works	9:10
6.1	Final Payment Authorization - 2025 Highway Construction Contract	
6.2	Resolution of Support for LRIP Funding for the City of Long Prairie - 9th Street NE	
6.3	Resolution of Support for LRIP Funding for the City of Long Prairie - 1st Street South	
7	County Ditch/Ag Inspector	9:15
7.1	County Ditch 19 - Minor Maintenance - downed tree removal	
8	County Sheriff	9:20
8.1	VESTA Renewal	
9	MIS	9:25
9.1	Purchase of Microsoft Datacenter License	
10	Facilities	9:30
10.1	Renovations to Annex 1	
11	Planning & Zoning	9:35
11.1	Sauk River FY24 WBIF Work Plan Amendment	
11.2	Brown Bear North Final Plat	

- 11 Planning & Zoning *cont.***
 - 11.3 Off Grid Recovery Community request for CUP
 - 11.4 Schroeder Request for CUP
- 12 Health & Human Services** 9:40
 - 12.1 Northern Pines Purchase of Service Agreements renewal
- 13 Solid Waste** 9:45
 - 13.1 Solid Waste Hauler Licenses & Permits for 2026
 - 13.2 2026 Solid Waste Budget
- 14 Administration** 9:50
 - 14.1 Resolution Acknowledging DNR Notice and Declaring No County Action Regarding Repealing of the Shotgun Zone
- 15 Finance Committee** 9:55
 - 15.1 2026 County Levy
 - 15.2 2026 County Budget

Standing Reports

County Auditor-Treasurer Report
 County Attorney Report
 County Coordinator's Report
 County Commissioners' Report

Recess



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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)
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-01
Agenda Topic Title for Publication:	Meeting Minutes Approval - December 2nd, 2025	
Date of Meeting: December 16 th , 2025	Agenda Time Requested:	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
Minutes for the following meetings are attached: December 2 nd , 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 December 2 nd , 2025 as presented.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		
		Seal



WHERE THE FOREST MEETS THE PRAIRIE

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*Minutes of the Meeting of the Todd County Board of Commissioners held on
December 2nd, 2025*

Public Comment

Greg Hansen expressed his support for the value of the law enforcement's service to the citizens of Todd County and its lasting affects on these public servants.

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 2nd day of December, 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 Neumann, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented.

Consent Agenda

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

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

Approve the resignation of Administrative Assistant II - Bilingual Maria Vazquez Botello, effective November 4th, 2025.

Hire Susan Thoennes for our FT Admin Assistant at the wage of \$24.24 Grade 5/E step B start date TBD.

GAMBLING PERMIT – NWTF STRUTTIN BLACKBEARDS

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the NWTF Struttin Blackbeards through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the NWTF Struttin Blackbeards to hold a raffle event at the Clarissa Ballroom in Eagle Valley Township at the address 19281 Kotter Road, Clarissa, MN on February 7th, 2026.

GAMBLING PERMIT – STAPLES SPORTSMENS CLUB

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Staples Sportsmens Club through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Staples Sportsmens Club to hold a raffle event at the Clarissa Ballroom in Eagle Valley Township at the address 19281 Kotter Road, Clarissa, MN on March 14th, 2026.

Auditor-Treasurer

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 404213 through 404236 in the amount of \$69,503.30 and (Regular) 59399 through 59425 in the amount of \$57,162.39 for a total of \$126,665.69.

On motion by Neumann 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) 807067 through 807083 and (Regular) 713612 through 713632 for a total of \$18,285.92.

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601866 through 601873 and (Regular) 518715 through 518732 for a total amount of \$75,763.56.

Ditch/Ag Inspector

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

Hold Harmless Agreement for Ditch Maintenance – County Ditch 33

WHEREAS, Cory Larson is requesting to maintain approximately 1,876 feet of CD33 located in Reynolds Township, section 29. A Hold Harmless Agreement has been signed and submitted to the Ditch Authority, an onsite inspection has been done, and;

WHEREAS, there was a November 2012 Hold Harmless Agreement done for this same section of ditch. The DNR gave their input at that time, on what was allowed to be cleaned, to protect the water level of an unnamed water basin on this section of ditch, and;

WHEREAS, applicant is allowed to maintain the drainage ditch to the original width and depth. An improvement by lowering or widening the ditch bottom is not allowed. Sediment and vegetation can only be removed to the extent of the original ditch bottom elevation. Spoil may be side cast and leveled, staying within 16 ½ feet of the ditch, or moved to an approved upland site, and;

WHEREAS, Unnamed Basin 77-173W is in the maintenance area. Per the DNR, excavation of the outlet channel of this water body cannot alter the natural runout elevation. In order to maintain this elevation, a permanent grade control structure may need to be installed. If the landowner or his contractor cause drainage of the water body which results in a DNR violation, the landowner will be responsible for the costs involved with restoration of the basin. If the landowner refuses to complete the restoration, the Ditch Authority will hire the work done and assess the cost only to parcels 20-0032900 & 20-0033000.

NOW, THEREFORE BE IT RESOLVED, the Todd County Ditch Authority gives permission to Cory Larson to maintain a portion of CD33 located on parcels 20-0032900 & 20-0033000. The maintenance will be done on his own property at his own expense.

Public Works

On motion by Noska and second by Denny, the following motion was introduced and adopted by majority vote with Becker and Neumann against: Approve attached Budget Request Form to amend \$18,300 within Fund 03 Public Works 2025 Budget.

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

Resolution of Support for Local Road Improvement Program Funding for Birchdale Township

WHEREAS, Minnesota Townships can apply for funding support for transportation infrastructure projects on Township 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 Local Township Funds, and;

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

WHEREAS, Townships are required to have a county sponsor in order to apply for funding and Birchdale Township has requested Todd County sponsorship by Resolution, and;

WHEREAS, Birchdale Township 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, Birchdale Township has agreed to maintain such improvements for the lifetime of the improvements, and;

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

Alcott Drive: from the Stearns County Line to County State Aid Highway 15

A Bituminous Improvement Project

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby support the Birchdale Township 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 Birchdale Township
- #2 - Request a state aid project number for the project
- #3 - Ensure the project meets milestones and dates for scheduled completion
- #4 - Assist the Township 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

County Attorney

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To sign the Board Ratification Statement for Renewal of Professional Services Agreement MnCCC & STI.

Planning & Zoning

On motion by Neumann, agenda item 9.1 Brown Bear North Final Plat was tabled future meeting to get clarification on the plat drawing prior to formal adoption.

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

A RESOLUTION REGARDING THE ADMINISTRATION OF THE MINNESOTA WETLAND CONSERVATION ACT

RESOLUTION TO ADOPT

The Sauk River Watershed Collaborative Watershed Based Implementation Fund (WBIF) Revised FY2024 Workplan

WHEREAS, Todd County approves the Sauk River Comprehensive Watershed Management Plan (CWMP) for the area of the county identified within the Sauk River Watershed.

WHEREAS, the Sauk River CWMP called for the development and adoption of biennial work plans, to be completed by a Policy Committee established via the execution of a joint powers collaborative agreement amongst partnering entities implementing the Sauk River CWMP.

WHEREAS, Todd County entered into a joint powers collaborative agreement with partnering entities to implement the Sauk River CWMP, and under this agreement a Policy Committee was established to, amongst other duties, review and recommend approval of any modifications or additions to the biennial work plans to collaborative partner's governing boards.

WHEREAS, Todd County has received notice from said Policy Committee that: 1) The revised fiscal year 2024 WBIF workplan has been reviewed on November 20th, 2025 and 2) the Policy Committee recommends approval of the same by each collaborative member's governing board.

NOW, THEREFORE, BE IT RESOLVED, Todd County hereby approves the submission of the Sauk River Watershed Collaborative's revised fiscal year 2024 workplan to the Minnesota Board of Water and Soil Resources.

ALSO, BE IT RESOLVED, Todd County adopts the revised fiscal year 2024 workplan upon approval of the Minnesota Board of Water and Soil Resources and the Sauk River Watershed Collaborative Fiscal Agent.

Health & Human Services

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: Approve the extension of the Accounting contract as presented with Jena Peterson through August 31st, 2026.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reminded the TNT hearing is set for this evening, December 2nd, 2025, at 6pm, the AMC Conference will be held next week and the preliminary audit from CLA will begin the week of December 15th.

County Coordinator's Report

The County Coordinator reported meetings with personnel, website discussion, radiothon, broadband, TWCC interviews, MACA and Paycom.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Becker attended meetings including Friendly Rider, Rainbow Rider, MTWCHB and discussions for Moran Twp to further utilize our county website.

Commissioner Denny has attended meetings as usual and encouraged persons to support others in the community during the upcoming holiday & winter seasons.

Commissioner Noska has attended meetings including the TWCC and addressed concerns about closed captioning of the YouTube livestream postings.

Commissioner Byers attended meetings including the Opioid, Lake Association groups, Personnel, TCDC, Extension, and Long Prairie Watershed.

Commissioner Neumann attended meetings including the SRWD 1W1P, Rainbow Rider, and CPT.

Recess

On motion by Becker and second by Denny, the meeting was recessed until December 16, 2025.

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
APPLIED CONCEPTS INC	\$ 12,884.50
BUTTWEILER'S DO ALL	\$ 4,972.00
CHAMBERLAIN OIL COMPANY	\$ 3,260.13
HENNEN FLOOR COVERING INC	\$ 3,958.55
INNOVATIVE OFFICE SOLUTIONS, LLC	\$ 2,160.08
INTRADYN	\$ 2,166.66
LONG PRAIRIE LEADER	\$ 21,964.50
M-R SIGN COMPANY INC	\$ 12,736.69
METAL CULVERTS INC.	\$ 28,397.00
NUSS TRUCK & EQUIPMENT	\$ 19,925.31
41 PAYMENTS LESS THAN 2000	\$ 14,240.27
Total:	\$ 126,665.69

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
34 PAYMENTS LESS THAN 2000	\$ 12,718.19
BRENNY FUNERAL CHAPEL	\$ 3,500.00
3 PAYMENTS LESS THAN 2000	\$ 2,067.73
Total:	\$ 18,285.92



VENDOR NAME	AMOUNT
COMMUNITY AND FAMILY SRVS LLC	\$ 3,418.75
GREATER MN FAMILY SRVS INC	\$ 4,994.65
LUTHERAN SOCIAL SERVICES OF MN - ST PAUL	\$ 3,998.55
NEXUS-KINDRED FAMILY HEALING	\$ 2,739.87
NORTHERN PINES MENTAL HLTH CTR INC	\$ 2,509.00
PRAIRIE LAKES YOUTH PROGRAMS	\$ 13,950.00
VILLAGE RANCH INC	\$ 33,874.61
19 PAYMENTS LESS THAN 2000	\$ 10,278.13
Total:	\$ 75,763.56



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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)
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-02
Agenda Topic Title for Publication:		Resignation Public Works Heavy Equipment Operator Jason Wehking
Date of Meeting: 12/16/2025	Agenda Time Requested: 5 minutes	<input checked="" type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Public Works		
Person Presenting Topic at Meeting: Loren Fellbaum, County Engineer		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
Jason Wehking has resigned from his position as a Heavy Equipment Operator, effective December 8th, 2025.		
Options:		
#1 Approve the resignation of Public Works Heavy Equipment Operator Jason Wehking, effective December 8 th , 2025.		
#2 Do not approve the resignation.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the resignation of Public Works Heavy Equipment Operator Jason Wehking, effective December 8th, 2025.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 0.00 Funding Source(s): Fund 3 - Road & Bridge	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



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Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-03
Agenda Topic Title for Publication:		Hire Ross Bollin FT Road Deputy
Date of Meeting: 12/16/2025		Agenda Time Requested: <input checked="" type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
An interview process was completed and Ross Bollin was selected as the best fit for our full time Road Deputy position.		
Options:		
1- Hire Ross Bollin for the FT Road Deputy position 2- Do not hire Ross Bollin FT Road Deputy		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Hire Ross Bollin for our FT Road Deputy at the wage of \$28.48 Grade 10 step 1 start date TBD.		
Additional Information:		Budgeted:
Financial Implications: \$ Funding Source(s):		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
		Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	
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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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<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-04
Agenda Topic Title for Publication:		Retirement - Eligibility Worker Maria Eisenbraun
Date of Meeting: 12/16/2025	Agenda Time Requested: 5 min	<input checked="" type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och (consent item)		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
After 19 years of dedicated service to Todd County, Maria Eisenbraun is retiring from her position as an Eligibility Worker effective January 31 st , 2026.		
Options:		
1. Approve the retirement of Eligibility Worker Maria Eisenbraun, effective January 31 st , 2026.		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the retirement of Eligibility Worker Maria Eisenbraun, effective January 31 st , 2026.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s): 11- Social Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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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<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-05
Agenda Topic Title for Publication:		Resignation - Social Worker Intern - Ryan Rhodes
Date of Meeting: 12/16/2025	Agenda Time Requested: 5 mins	<input checked="" type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och (consent item)		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
Ryan Rhodes has completed his internship with Todd County effective December 19 th , 2025.		
Options:		
1. Approve the resignation of Social Worker Intern Ryan Rhodes, effective December 19 th , 2025.		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the resignation of Social Worker Intern Ryan Rhodes, effective December 19th, 2025.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s): 11-Social Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-06
Agenda Topic Title for Publication:		Approve 2026 Tobacco Licenses
Date of Meeting: 12/16/2025	Agenda Time Requested: 5 min	<input checked="" type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och (consent item)		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
Todd County Health & Human Services licenses establishments in Todd County to sell tobacco products. The following establishments have submitted an application and payment to sell tobacco products in 2026 - American Legion Oscar Jacobsen Post #417 City of Clarissa – Clarissa Municipal Liquor Don and Dave’s Store - Staples LCC/Eagle Valley Express – Clarissa Jon’s Family Foods - Clarissa Partridge Creek Blinds and More LLC - Bertha Shady’s Golden Eagle - Burtrum Shady's Midway - Long Prairie Sidewalks Saloon & Grill - West Union		
Options:		
1. To approve the above mentioned 2026 tobacco license applications		
2. Not approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the above mentioned 2026 tobacco license applications		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s): 21-Public Health	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-07
Agenda Topic Title for Publication:		3.2 Malt Liquor License - Don & Dave's Store
Date of Meeting: December 16 th , 2025		Agenda Time Requested: <input checked="" type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
Application has been filed with the Auditor-Treasurer's Office		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve a One-Year On & Off Sale 3.2 Malt Liquor License for Don & Dave's Store at the address of 26762 County 26, Browerville, MN in Moran Township effective January 1st, 2026 through December 31st, 2026.		
Additional Information:		Budgeted:
Financial Implications: \$ Funding Source(s):		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		
		Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-08
Agenda Topic Title for Publication:	3.2 Malt Liquor License - Swanville/Sobieski Lions	
Date of Meeting: December 16 th , 2025	Agenda Time Requested:	<input checked="" type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
Application has been filed with the Auditor-Treasurer's Office.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve a One Day On Sale 3.2 Malt Liquor License for the Swanville/Sobieski Lions on the Long Lake in Burnhamville Township effective February 21 st , 2026.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-09
Agenda Topic Title for Publication:		Gambling Permit - Sauk Valley Gobblers
Date of Meeting: December 16 th , 2025		Agenda Time Requested: <input checked="" type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
Application has been filed in the Auditor-Treasurer's Office.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: to approve a gambling permit for the Sauk Valley Gobblers to hold a raffle event at the Diamond Point in Birchdale Township at the address of 12867 Bayview Dr, Sauk Centre, MN on February 28 th , 2026.		
Additional Information:		Budgeted:
Financial Implications: \$ Funding Source(s):		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
		Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		
		Seal



GAMBLING PERMIT – SAUK VALLEY GOBBLERS

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Sauk Valley Gobblers through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Sauk Valley Gobblers to hold a raffle event at Diamond Point in Birchdale Township at the address 12867 Bayview Dr, Sauk Centre, MN on February 28th, 2026.



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>
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-10
Agenda Topic Title for Publication:		Gambling Permit - Sauk Valley Gobblers
Date of Meeting: December 16 th , 2025	Agenda Time Requested:	<input checked="" type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
Application has been filed in the Auditor-Treasurer's Office.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: to approve a gambling permit for the Sauk Valley Gobblers to hold a bingo and raffle event at the Diamond Point in Birchdale Township at the address of 12867 Bayview Dr, Sauk Centre, MN on April 25 th , 2026.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		
		Seal



GAMBLING PERMIT – SAUK VALLEY GOBBLERS

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Sauk Valley Gobblers through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Sauk Valley Gobblers to hold a bingo and raffle event at Diamond Point in Birchdale Township at the address 12867 Bayview Dr, Sauk Centre, MN on April 25th, 2026.



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)
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-11
Agenda Topic Title for Publication:		Gambling Permit - Sauk Centre Lions Fairy Lake Association
Date of Meeting: December 16 th , 2025	Agenda Time Requested:	<input checked="" type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
Application has been filed in the Auditor-Treasurer's Office.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve a gambling permit for the Sauk Centre Lions Fairy Lake Association to hold a raffle event at the Lions Fairy Lake Association in Kandota Township at the address of 10500 County 95, Sauk Centre, MN on May 27 th , 2026.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		
		Seal



GAMBLING PERMIT – SAUK CENTRE FAIRY LAKE ASSOCIATION

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Sauk Centre Lions Fairy Lake Association through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Sauk Centre Lions Fairy Lake Association to hold a raffle event at the Lions Fairy Lake Association in Kandota Township at the address 10500 County 95, Sauk Centre, MN on May 27th, 2026.



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>
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-34
Agenda Topic Title for Publication:		Accept resignation of Samuel Wicken PT Correctional Officer
Date of Meeting: 12/16/2025	Agenda Time Requested:	<input checked="" type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
Part time Correctional Officer Samuel Wicken has submitted his resignation from the Sheriff's Office effective 12/11/2025.		
Options:		
1- Accept the resignation of Samuel Wicken PT Correctional Officer		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Accept the resignation of Samuel Wicken PT Correctional Officer effective 12/11/2025		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-12
Agenda Topic Title for Publication:	Auditor Warrants - November 2025	
Date of Meeting: December 16th, 2025	Agenda Time Requested: 2 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
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 November 2025 Auditor Warrants number (ACH) 905513 through 905612 in the amount of \$3,491,559.25 (Manual) 1148 through 1157 in the amount of \$237,862.57 and (Regular) 245389 through 245547 in the amount of \$709,877.16 for a total of \$4,439,298.98.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	

Official CertificationSTATE OF MINNESOTA }
COUNTY OF TODD }

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Seal

**Auditor Warrants for Publication
November 2025**

Vendor Name	Amount
CITY OF LONG PRAIRIE	\$ 27,200.00
JOHNSON FITNESS & WELLNESS	\$ 3,867.00
LONG PRAIRIE OIL COMPANY	\$ 4,819.84
MN TARP AND LINER	\$ 8,425.63
PETERS LAW OFFICE, P.A.	\$ 7,005.75
TODD CO AGRICULTURAL SOC.	\$ 6,454.50
VERIZON	\$ 6,308.88
VIKING GARAGE DOOR CO	\$ 4,253.00
WEX BANK-SINCLAIR	\$ 2,170.52
ZIEGLER INC	\$ 377,950.45
27 PAYMENTS LESS THAN 2000	\$ 12,987.41
BENJAMIN F MOON	\$ 3,131.40
CARD SERVICES COBORNS	\$ 4,162.50
CENTRA CARE	\$ 12,714.58
DOUGLAS SWCD	\$ 36,636.10
FLEET SERVICES/WEX BANK	\$ 7,646.71
HEALTH PARTNERS DENTAL	\$ 9,272.34
IDEAL CONSTRUCTION LLC	\$ 5,430.00
LANDWEHR CONSTRUCTION INC	\$ 39,624.60
LARSON ABSTRACT COMPANY	\$ 2,208.25
LONG PRAIRIE OIL COMPANY	\$ 6,078.12
LONG PRAIRIE SANITATION INC	\$ 6,543.77
MN DEPT OF FINANCE	\$ 8,205.50
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH STEP	\$ 93,473.61
SWENSON AGGREGATE & CONSTRUCTION	\$ 11,225.53
TODD CO AUD-TREAS	\$ 14,679.05
VEOLIA ENVIRONMENTAL SERVICES LLC	\$ 8,778.00
VOYANT COMMUNICATIONS, LLC	\$ 2,978.70
WIDSETH SMITH NOLTING INC	\$ 3,405.94
WONDERLICH/SCOTT A	\$ 3,849.30
40 PAYMENTS LESS THAN 2000	\$ 7,725.00
BROWERVILLE TRUCKWASH/BIG BOYZ	\$ 20,270.74
COUNTIES PROVIDING TECHNOLOGY	\$ 9,549.55
GALLAGHER BENEFIT SERVICES INC	\$ 7,240.00
HAUER/JOSH	\$ 2,000.00
JOE RILEY CONSTRUCTION INC	\$ 21,532.50
JOSH'S AUTOBODY	\$ 70,417.49
LONG PRAIRIE OIL COMPANY	\$ 6,906.55
MADDEN GALANTER HANSEN, LLP	\$ 2,400.36
MINNESOTA POWER	\$ 2,388.45
MORRISON COUNTY	\$ 19,530.73
RAHN'S OIL & PROPANE	\$ 32,234.70
STAPLES ADVANTAGE	\$ 22,374.69
51 PAYMENTS LESS THAN 2000	\$ 2,867.13
BIG SWAN LAKE IMPROVEMENT ASSOCIATION	\$ 21,316.29
BLOMBECK CONSTRUCTION CO INC	\$ 12,600.00
CENTERPOINT ENERGY	\$ 3,315.00
CITY OF CLARISSA	\$ 2,357.13
COLBY/JACOB	\$ 4,200.00
EBSO INC	\$ 4,381.80
KUHL/LORI	\$ 326,769.00
LONG PRAIRIE OIL COMPANY	\$ 9,520.00
MASWCD	\$ 22,876.54
PHEASANTS FOREVER	\$ 2,270.00
29 PAYMENTS LESS THAN 2000	\$ 3,250.00
CITY OF BERTHA	\$ 15,986.97
CITY OF BROWERVILLE	\$ 23,657.87
CITY OF BURTRUM	\$ 26,605.20
CITY OF CLARISSA	\$ 2,900.19
CITY OF EAGLE BEND	\$ 25,282.96
CITY OF GREY EAGLE	\$ 34,307.90
CITY OF HEWITT	\$ 19,303.48
CITY OF LONG PRAIRIE	\$ 6,744.05
CITY OF OSAKIS	\$ 112,155.43
CITY OF STAPLES	\$ 21,048.85
REGION V DEVELOPMT COMMISSION	\$ 206,713.22
SAINT PAUL PORT AUTHORITY	\$ 5,168.25
SAUK RIVER WATER SHED DISTRICT	\$ 4,368.56
SCHOOL DISTRICT 213	\$ 19,200.85
SCHOOL DISTRICT 2170	\$ 126,916.95
	\$ 248,287.63

Auditor Warrants for Publication
November 2025

Vendor Name	Amount
SCHOOL DISTRICT 2753	\$ 384,763.29
SCHOOL DISTRICT 486	\$ 84,124.97
SCHOOL DISTRICT 740	\$ 20,785.52
SCHOOL DISTRICT 743	\$ 241,921.01
SCHOOL DISTRICT 786	\$ 119,017.39
SCHOOL DISTRICT 787	\$ 250,356.28
SCHOOL DISTRICT 818	\$ 11,915.03
TOWN OF BARTLETT	\$ 19,684.05
TOWN OF BERTHA	\$ 26,884.68
TOWN OF BIRCHDALE	\$ 69,185.61
TOWN OF BRUCE	\$ 27,995.21
TOWN OF BURLEENE	\$ 14,993.78
TOWN OF BURNHAMVILLE	\$ 27,646.20
TOWN OF EAGLE VALLEY	\$ 29,669.25
TOWN OF FAWN LAKE	\$ 20,268.63
TOWN OF GERMANIA	\$ 19,215.61
TOWN OF GORDON	\$ 33,276.32
TOWN OF GREY EAGLE	\$ 33,860.17
TOWN OF HARTFORD	\$ 49,315.08
TOWN OF IONA	\$ 28,090.72
TOWN OF KANDOTA	\$ 17,569.57
TOWN OF LESLIE	\$ 23,453.44
TOWN OF LITTLE ELK	\$ 11,207.61
TOWN OF LITTLE SAUK	\$ 33,040.09
TOWN OF LONG PRAIRIE	\$ 29,080.39
TOWN OF MORAN	\$ 18,012.09
TOWN OF REYNOLDS	\$ 22,557.46
TOWN OF ROUND PRAIRIE	\$ 63,985.06
TOWN OF STAPLES	\$ 23,979.37
TOWN OF STOWE PRAIRIE	\$ 26,179.22
TOWN OF TURTLE CREEK	\$ 7,964.15
TOWN OF VILLARD	\$ 15,715.36
TOWN OF WARD	\$ 38,699.91
TOWN OF WEST UNION	\$ 25,303.03
TOWN OF WYKEHAM	\$ 45,125.26
10 PAYMENTS LESS THAN 2000	\$ 6,166.61
MN DEPT OF REVENUE	\$ 3,390.00
MN DEPT OF REVENUE	\$ 83,293.49
US BANK-CC	\$ 5,020.23
MN DEPT OF REVENUE	\$ 141,948.53
7 PAYMENTS LESS THAN 2000	\$ 4,210.32
TOTAL:	\$ 4,439,298.98



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)
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-13
Agenda Topic Title for Publication:		Approve Commissioner Warrants
Date of Meeting: December 16th, 2025	Agenda Time Requested: 2 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
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) 404237 through 404269 in the amount of \$64,780.56 and (Regular) 59426 through 59466 in the amount of \$120,622.56 for a total of \$185,403.12.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	

Official Certification

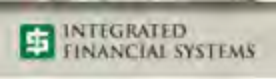
STATE OF MINNESOTA}

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 12/16/2025 For Payment 12/19/2025

<u>Vendor Name</u>	<u>Amount</u>
A.W. RESEARCH LABORATORIES, INC.	3,165.00
CARGILL SALT DIVISION	22,578.47
CROSBY AND SONS CONSTRUCTION	33,278.16
DLT SOLUTIONS INC	6,107.70
FASTENAL	2,612.95
FORUM COMMUNICATIONS PRINTING	8,754.49
KEYL KXDL HOTROD RADIO	2,200.00
LAKES AREA BLASTING	2,750.00
LONG PRAIRIE LEADER	2,115.30
METAL CULVERTS INC.	23,724.00
NUSS TRUCK & EQUIPMENT	2,329.38
SHI CORP	7,385.58
TODD SOIL & WATER CONS DIST	36,317.00
WIDSETH SMITH NOLTING INC	6,791.80
60 Payments less than 2000	25,293.29
Final Total:	185,403.12



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-14
Agenda Topic Title for Publication:		Health & Human Services Commissioner Warrants
Date of Meeting: December 16 th , 2025		Agenda Time Requested: 2 minutes <input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
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) 807084 through 807144 and (Regular) 713633 through 713700 for a total of \$117,524.33.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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

Warrants for Publication

Approval Date

12/16/2025

Payment Date

12/19/2025

Vendor name or #

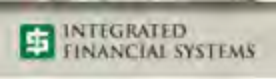
Amount

DHS - SWIFT	\$ 2,049.19
Vendor# 18103	\$ 2,150.44
Ronald McDonald House	\$ 4,920.00
Rural MN CEP INC	\$ 15,271.50
Todd County Auditor Treasurer	\$ 15,096.10
USPS-POC	\$ 4,845.11
112 Payments less than 2000	\$ 46,987.26

Final Total

\$91,319.60

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



Cutoff 2000
Report Sequence: 1 - Vendor Name



WARRANTS FOR PUBLICATION
Warrants Approved On 12/16/2025 For Payment 12/19/2025

<u>Vendor Name</u>	<u>Amount</u>
HUBBARD'S! HARDWARE	6,986.92
J. % %\$*	2,950.00
WADENA COUNTY PUBLIC HEALTH	11,013.92
8 Payments less than 2000	5,253.89
Final Total:	26,204.73



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)
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-15
Agenda Topic Title for Publication:	Health & Human Services SSIS Warrants	
Date of Meeting: December 16 th , 2025	Agenda Time Requested: 2 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
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) 601874 through 601891 and (Regular) 518733 through 518755 for a total amount of \$50,046.26.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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:

12/19/2025

Approval Date:

12/16/2025

Vendor name or #

Amount

COMMUNITY AND FAMILY SRVS LLC	2901.25	
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	3481.80	
NEXUS-KINDRED FAMILY HEALING	3757.88	
NORTHERN PINES MENTAL HLTH CTR INC	2034.00	
PINE MANORS INC	2400.00	
# 15442	2289.60	Foster care provider
STEP	5193.76	
# 16359	2170.20	Foster care provider
WEST CENTRAL REG JUVENILE CTR	7798.00	
	<hr/>	
	\$18,019.77	32 Pymts less than \$2000
	<hr/>	
Final Total	\$50,046.26	



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)
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-16
Agenda Topic Title for Publication:		2026 Public Defender Contract
Date of Meeting: December 16 th , 2025	Agenda Time Requested:	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
Todd County is responsible for the provision of public defender services in certain types of cases. Peters Law Office has proposed a contract renewal for 2026. Peters Law Office has provided the County Board a summary letter for consideration.		
Options:		
1. Approve the 2026 Public Defender Contract		
2. Do not approve the 2026 Public Defender Contract		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the contract with Peters Law Office for Public Defender services in Todd County for 2026.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ \$25,155/year Tier I \$125/hour Tier II Funding Source(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	10% increase in Tier I annual amount
Attorney Legal Review: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	

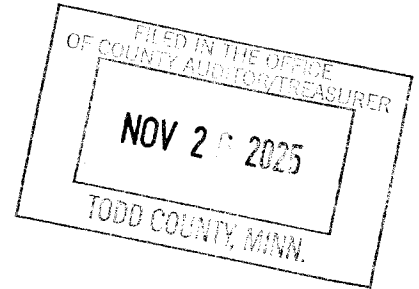
Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

PETERS LAW OFFICE PA

274 Central Avenue
Long Prairie MN 56347
(320) 732-2191 phone
(320) 732-6419 fax



November 25, 2025

Denise Gaida
Auditor/Treasurers Office
221 1st Ave South
Long Prairie, MN 56347

RE: 2026 County Contract

Dear Ms. Gaida:


Enclosed and provided for consideration by the County Board is a proposed Contract for Legal Services for 2026. The present agreement with Todd County expires on December 31, 2025. The services are the same as provided last year. The contract for next year includes a 10% increase for Tier I services from \$22,869 to \$25,155. All other terms remain the same as 2025 including no increase in my hourly rate.

Our firm appreciates the opportunity to provide the services on behalf of Todd County and its citizens. If the County Board would like me to appear and discuss this Contract, or any other aspect of the agreement, I will be happy to do so. If the agreement is acceptable, I would ask the County Board to approve it, sign it, and return it to my office.

Please contact me with any questions or concerns.

Sincerely,

PETERS LAW OFFICE, PA


Gregory A. Peters
greg@peterschurchwell.com

**Contract for Legal Services
Todd County Public Defender System**

This agreement is made and entered into by and between Todd County (County) and Peters Law Office, P.A. (Firm).

WHEREAS, the County has adopted a County Public Defender System for Todd County to provide legal services for indigent individuals in statutorily mandated cases which are not otherwise served by the State Public Defender System; and

WHEREAS, the Firm is composed of individuals duly licensed to practice law within the State of Minnesota with the requisite experience and knowledge to provide the required legal services.

NOW, THEREFORE, in consideration of the fee paid by County to Firm and the mutual covenants expressed herein, the parties agree as follows:

1. **Term.** The terms of this agreement shall be from January 1, 2026, to and including December 31, 2026.
2. **Personnel.** The Firm shall provide the professional services of attorney for county public defender cases under the terms of this agreement.

The Firm further agrees that in the event the Firm is unable to serve as public defender in a specific case, due to a contingency such as illness, conflict of interest or unavailability, replacement attorneys may be appointed by the presiding Judge, and such replacement attorneys shall be compensated separate and apart from this contract. Firm shall not be responsible for payment to any replacement or conflict attorney.

3. **Administration and Support.** The Firm shall provide:
 - A. All general administration services, including all administrative scheduling of attorneys court appearances needed to ensure the orderly and timely provision of the legal services herein. Administration and scheduling shall be made and coordinated exclusively through the law firm of Peters Law Office, PA.
 - B. Office facilities adequate to perform all legal services hereunder.
 - C. All necessary stationery, office supplies, and office equipment including but not limited to, duplicating equipment, typewriters, and telephones.
 - D. Such library and reference materials as the Firm deems necessary.
4. **Time Required.** The Firm shall provide the County with sufficient hours or attorneys work per week to perform the services required under this contract.

5. **Scope of Services and Compensation.** Unless prohibited by a conflict of interest, the Firm shall provide legal representation to duly qualified individuals for which court appointment has been made, and shall be compensated by County, in accordance with the following schedule:

Tier I: Firm shall represent individuals at all stages of paternity proceedings, including resolution of child custody issues that are addressed at the same time as adjudication of parentage; contempt proceedings for non-payment of child support; all non SDP/SPP commitment proceedings, including *Jarvis* hearings and court reviews; Wards in guardianship and conservatorship proceedings; and shall serve as Juvenile Advisory council to those juveniles who do not qualify for representation by a Minnesota State Public Defender.

A. Firm shall be compensated the sum of \$25,155 for the period running from January 1, 2026, to December 31, 2026. One twelfth of the total amount shall be paid the first of every month, by check or warrant payable to Peters Law Office, PA.

- i. Firm shall be reimbursed for internal expenses.
- ii. Firm shall be reimbursed for external expenses.

Tier II: Firm shall represent parent(s) in child protection proceedings including CHIPS, Permanent Placement, and Termination of Parental Rights cases and juveniles under age 10 in child protection proceedings. Firm is not responsible for any appeals but may, at its discretion, handle an appeal pursuant to appointment by District Court on such terms and at such rate as determined by District Court.

A. Firm shall be compensated at the rate of \$125 per hour for attorney time. Firm shall bill County on a monthly basis.

- i. Firm shall be reimbursed for internal expenses.
- ii. Firm shall be reimbursed for external expenses.

6. **Expenses.** For purposes of this Agreement, the following definitions regarding expenses shall govern.

Internal Expense: Shall refer to those expenses which typically arise within the Firms normal operation of business, and shall include, but are not limited to: telephone charges, postage, fax charges, copying costs (including copying on behalf of clients), and staff charges.

External Expense: Shall refer to those expenses which typically arise outside of the Firm's normal operation of business, and shall include, but are not limited to: filing fees, expenses associated with all witnesses, expert witness fees, shipping (FedEx/UPS), costs of subpoena, transcript fees, printing and binding costs, fees charged by third parties for retrieval and copying of documents, and mileage.

All expenses reimbursed by County shall be submitted by Firm in an acceptable billing format to County and shall be reimbursed within 30 days of submission. Mileage shall be reimbursed at the Federal Mileage Rate in effect at the time of transport.

7. Other Provisions. The Parties agree and understand that:
- A. Any alterations, amendments, deletions, or waivers of the provisions of this agreement shall be valid only when reduced to writing and duly signed by the parties.
 - B. No claim for services furnished by the Firm not specifically provided for in this agreement, will be honored by the County, unless (i) such service has been specifically ordered by one of the Todd County Judges, and (ii) such service, as ordered, is clearly outside the scope of the services specified by the terms of this agreement.
 - C. The Firm is employed hereunder as an independent contractor, and neither the attorney nor his employees acquire any tenure rights, nor any rights or benefits under the County's personnel program covering medical and hospital care, sick pay, vacation pay, severance pay, or retirement benefits.
 - D. The Firm agrees to defend, indemnify, and hold harmless Todd County, its commissioners, employees, agents and assignees, against any and all claims, losses, damages, or lawsuits for damages from, or relating to, the pursuit or provision of services hereunder by the Firm.
 - E. The Todd County Commissioners Affirmative Action Policy and Equal Employment Opportunity policies shall apply to this contract, and are incorporated herein by reference and made a part hereof.
 - F. This agreement may be terminated by either party upon sixty days written notice delivered by United States mail or in person. If mail, the notice shall be deemed received three days after mailing. Payments shall be made to Peters Law Office, PA, for services satisfactorily performed prior to termination. In no event shall compensation exceed the monthly rate times the number of months of satisfactory service, plus other costs and fees provided for herein reasonably incurred prior to termination.
 - G. It is understood and agreed that the entire agreement of the parties is

contained herein, and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Firm and the County relating to the subject matter hereof.

- H. In the event of any disagreement between the parties or any person claiming under them in relation to this agreement, such disagreement shall be resolved under and pursuant to the Uniform Arbitration Act, Minnesota Statutes, Chapter 572.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below:

APPROVED BY TODD COUNTY

Dated: _____

Denise Gaida - Auditor/Treasurer

APPROVED BY PETERS LAW OFFICE, P.A.

Dated: Nov 25, 2025



Gregory A. Peters

APPROVED BY THE BOARD OF COMMISSIONERS OF TODD COUNTY

Dated: _____



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)
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-17
Agenda Topic Title for Publication:		Final Payment Authorization - 2025 Highway Construction Contract
Date of Meeting: 12/16/2025	Agenda Time Requested: 5 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Public Works		
Person Presenting Topic at Meeting: Loren Fellbaum, County Engineer		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
See attached resolution for 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 Final Payment Authorization - 2025 Highway Construction Contract.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 205,133.65 Funding Source(s): State Aid, Sales Tax and Local Levy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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



Final Payment Authorization – 2025 Highway Construction Contract

WHEREAS, the contract with Mark Sand & Gravel Co. for the 2025 Highway Construction Contract known as SAP 077-603-010, SAP 077-622-014, CP 25:73, CP 25:78, and CP 77-25-01 located on various routes in Todd County, has in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2025 with the value of the total work certified being \$4,023,678.55, and;

WHEREAS, partial payments amounting to \$3,818,544.90, have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$205,133.65 still remains to be paid to Mark Sand & Gravel Co.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners does here accept said completed project for and in behalf of the County of Todd and authorize final payment as specified.

Todd County, MN
44 Riverside Dr, Long Prairie, MN
56347

Contract Number: 202501
Final Pay Request Number: 4

Project Number	Project Description
CP 25:73	CR 73 Bituminous Reclamation & Overlay
CP 25:78	CR 78 Bituminous Overlay
CP 77-25-01	Miscellaneous Patching & Shouldering
SAP 077-603-010	CSAH 3 Mill & Bituminous Overlay
SAP 077-622-014	CSAH 22 Bituminous Reclamation & Overlay

Contractor: Mark Sand & Gravel Co. PO BOX 458 FERGUS FALLS, MN 56538-0458	Vendor Number: Up To Date: 12/02/2025
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Contract Amount

Funds Encumbered

Original Contract	\$4,113,309.75	Original	\$4,113,309.75
Contract Changes	(\$13,764.57)	Additional	N/A
Revised Contract	\$4,099,545.18	Total	\$4,113,309.75

Work Certified To Date

Base Bid Items	\$4,037,443.12
Contract Changes	(\$13,764.57)
Material On Hand	\$0.00
Total	\$4,023,678.55

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
CP 25:73	\$350.00	\$765,637.72	\$0.00	\$727,023.34	\$38,614.38	\$765,637.72
CP 25:78	\$150.00	\$379,299.26	\$0.00	\$360,191.80	\$19,107.46	\$379,299.26
CP 77-25-01	\$100.00	\$403,313.37	\$0.00	\$383,052.70	\$20,260.67	\$403,313.37
SAP 077-603-010	\$250.00	\$1,139,471.06	\$0.00	\$1,082,260.00	\$57,211.06	\$1,139,471.06
SAP 077-622-014	\$3,307.60	\$1,335,957.14	\$0.00	\$1,266,017.06	\$69,940.08	\$1,335,957.14

Todd County, MN
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Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$4,157.60	\$4,023,678.55	\$0.00	\$3,818,544.90	\$205,133.65	\$4,023,678.55
Percent: Retained: 0%			Percent Complete: 98.15 %		
Amount Paid this Final Pay Request: \$205,133.65					


I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By:

Loren Fellbaum
Todd County Engineer

Date: _____

Approved By:



Mark Sand & Gravel Co.
Contractor

Date: 12-2-25

Todd County, MN
44 Riverside Dr, Long Prairie, MN
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Project No. : SAP 077-603-010 & Others
Final Pay Request No. : 4
Contract No.: 202501

Certificate of Final Contract Acceptance
Final Voucher Number: 4

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated _____ Signature _____ Todd County Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$4,023,678.55 and agrees to the amount of \$205,133.65 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Mark Sand & Gravel Co. By _____

And Jeff Hatlen And _____ State of ,

On This 2 Day December, 2025, Before me appeared _____ To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

Justin Rodeman And Jeff Hatlen to me personally known, who, being each by me duly sworn

each did say that they are respectively the Vice President and Vice President of the

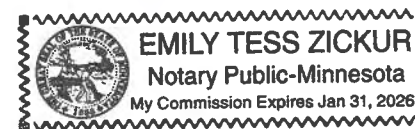
Mark Sand & Gravel Co. Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Directors and said Justin Rodeman and Jeff Hatlen

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in Otter Tail County

Seal Expires Jan 31, 2026 Signature Emily Zickur



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Todd County, MN
44 Riverside Dr, Long Prairie, MN 56347
Contract No: 202501
Final Pay Request No. 4

**Todd County, MN
Certificate of Final Acceptance
Board Acknowledgment**

Contract Number: 202501
Contractor: Mark Sand & Gravel Co.
Date Certified: 12/02/2025
Payment Number: 4

Whereas; Contract No. 202501 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Todd County, MN and authorize final payment as specified herein.

State of

I, _____, agency_name within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20____

At _____,

Signed By _____

Todd County, MN

(SEAL)

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2025-05-20	\$2,074,208.00	\$103,710.40	\$1,970,497.60
2	2025-06-17	\$1,960,429.12	\$98,021.46	\$1,862,407.66
3	2025-07-14	(\$15,116.17)	(\$755.81)	(\$14,360.36)
4	2025-12-02	\$4,157.60	(\$200,976.05)	\$205,133.65

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Local Levy Patching & Shouldering	9	\$403,313.37	\$0.00	\$383,052.70	\$20,260.67	\$403,313.37
Local Option Sales Tax	8	\$1,144,936.98	\$0.00	\$1,087,215.14	\$57,721.84	\$1,144,936.98
State Aid Rural	1	\$2,475,428.20	\$0.00	\$2,348,277.06	\$127,151.14	\$2,475,428.20

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
1	Regular (CSAH)	\$127,151.14	\$2,495,024.55	\$2,506,465.52	\$2,475,428.20
8	Local (Sales Tax)	\$57,721.84	\$1,135,109.03	\$1,137,432.63	\$1,144,936.98
9	Local (Patching)	\$20,260.67	\$469,411.60	\$469,411.60	\$403,313.37

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
CP 25:73	1	2025-05-20	\$209,921.15	\$10,496.06	\$199,425.09
CP 25:73	2	2025-06-17	\$555,984.17	\$27,799.21	\$528,184.96
CP 25:73	3	2025-07-14	(\$617.60)	(\$30.89)	(\$586.71)
CP 25:73	4	2025-12-02	\$350.00	(\$38,264.38)	\$38,614.38
CP 25:78	1	2025-05-20	\$330,062.40	\$16,503.12	\$313,559.28
CP 25:78	2	2025-06-17	\$49,086.86	\$2,454.34	\$46,632.52
CP 25:78	3	2025-07-14	\$0.00	\$0.00	\$0.00
CP 25:78	4	2025-12-02	\$150.00	(\$18,957.46)	\$19,107.46
CP 77-25-01	1	2025-05-20	\$259,811.73	\$12,990.58	\$246,821.15
CP 77-25-01	2	2025-06-17	\$143,401.64	\$7,170.09	\$136,231.55
CP 77-25-01	3	2025-07-14	\$0.00	\$0.00	\$0.00
CP 77-25-01	4	2025-12-02	\$100.00	(\$20,160.67)	\$20,260.67
SAP 077-603-010	1	2025-05-20	\$986,764.37	\$49,338.22	\$937,426.15

SAP 077-603-010	2	2025-06-17	\$139,914.41	\$6,995.72	\$132,918.69
SAP 077-603-010	3	2025-07-14	\$12,542.28	\$627.12	\$11,915.16
SAP 077-603-010	4	2025-12-02	\$250.00	(\$56,961.06)	\$57,211.06
SAP 077-622-014	1	2025-05-20	\$287,648.35	\$14,382.42	\$273,265.93
SAP 077-622-014	2	2025-06-17	\$1,072,042.04	\$53,602.10	\$1,018,439.94
SAP 077-622-014	3	2025-07-14	(\$27,040.85)	(\$1,352.04)	(\$25,688.81)
SAP 077-622-014	4	2025-12-02	\$3,307.60	(\$66,632.48)	\$69,940.08

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CP 25:73	Local Option Sales Tax	\$765,637.72	\$0.00	\$727,023.34	\$38,614.38	\$765,637.72
CP 25:78	Local Option Sales Tax	\$379,299.26	\$0.00	\$360,191.80	\$19,107.46	\$379,299.26
CP 77-25-01	Local Levy Patching & Shouldering	\$403,313.37	\$0.00	\$383,052.70	\$20,260.67	\$403,313.37
SAP 077-603-010	State Aid Rural	\$1,139,471.06	\$0.00	\$1,082,260.00	\$57,211.06	\$1,139,471.06
SAP 077-622-014	State Aid Rural	\$1,335,957.14	\$0.00	\$1,266,017.06	\$69,940.08	\$1,335,957.14

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
CP 25:73	8	\$38,614.38	\$772,764.08	\$775,087.68	\$765,637.72
CP 25:78	8	\$19,107.46	\$362,344.95	\$362,344.95	\$379,299.26
CP 77-25-01	9	\$20,260.67	\$469,411.60	\$469,411.60	\$403,313.37
SAP 077-603-010	1	\$57,211.06	\$1,150,298.00	\$1,137,755.72	\$1,139,471.06
SAP 077-622-014	1	\$69,940.08	\$1,344,726.55	\$1,368,709.80	\$1,335,957.14

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 25:73	1	2021.501	MOBILIZATION	LS	\$30,000.00	1	0	\$0.00	1	\$30,000.00
CP 25:73	2	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	\$1.00	1	0	\$0.00	1	\$1.00
CP 25:73	3	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$4.00	84	0	\$0.00	0	\$0.00
CP 25:73	4	2104.503	REMOVE PIPE CULVERTS	L F	\$20.00	186	0	\$0.00	186	\$3,720.00
CP 25:73	5	2123.510	MOTOR GRADER	HOUR	\$250.00	5	0	\$0.00	5	\$1,250.00
CP 25:73	6	2211.507	STOCKPILE AGGREGATE (P)	C Y	\$15.00	244	0	\$0.00	244	\$3,660.00
CP 25:73	7	2211.509	AGGREGATE BASE CLASS 5	TON	\$100.00	20	0	\$0.00	20	\$2,000.00
CP 25:73	8	2211.607	AGGREGATE BASE (CV) FROM STOCKPILE (P)	C Y	\$25.00	244	0	\$0.00	244	\$6,100.00
CP 25:73	9	2215.504	STABILIZED FULL DEPTH RECLAMATION	S Y	\$2.15	42260	0	\$0.00	42260	\$90,859.00
CP 25:73	10	2221.609	SHOULDER BASE AGGREGATE SPECIAL	TON	\$22.90	1600	0	\$0.00	1703.52	\$39,010.61

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 25.73	11	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$57.00	3806	0	\$0.00	3780.01	\$215,460.57
CP 25.73	12	2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (2,B)	TON	\$57.00	5075	0	\$0.00	5040.2	\$287,291.40
CP 25.73	13	2451.507	GRANULAR BACKFILL (LV)	C Y	\$10.00	1127	0	\$0.00	783.76	\$7,837.60
CP 25.73	14	2451.507	COARSE AGGREGATE BEDDING (CV)	C Y	\$70.00	63	0	\$0.00	21.48	\$1,503.60
CP 25.73	15	2501.502	24" RC PIPE APRON	EACH	\$1,800.00	6	0	\$0.00	6	\$10,800.00
CP 25.73	16	2501.502	36" SPAN RC PIPE-ARCH APRON	EACH	\$2,200.00	2	0	\$0.00	2	\$4,400.00
CP 25.73	17	2501.503	24" RC PIPE CULVERT	L F	\$301.00	106	0	\$0.00	106	\$31,906.00
CP 25.73	18	2501.503	36" SPAN RC PIPE-ARCH CULV CL IIA	L F	\$452.00	32	0	\$0.00	32	\$14,464.00
CP 25.73	19	2563.601	TRAFFIC CONTROL	LS	\$7,000.00	1	0.05	\$350.00	1	\$7,000.00
CP 25.73	20	2573.503	SILT FENCE, TYPE HI	L F	\$4.00	375	0	\$0.00	423	\$1,692.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 25:73	21	2573.503	SILT FENCE, TYPE MS	L F	\$4.00	380	0	\$0.00	353	\$1,412.00
CP 25:73	22	2574.505	SOIL BED PREPARATION	ACRE	\$900.00	0.13	0	\$0.00	0.18	\$162.00
CP 25:73	23	2574.508	FERTILIZER TYPE 1	LB	\$0.95	39	0	\$0.00	50	\$47.50
CP 25:73	24	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	S Y	\$3.95	588	0	\$0.00	854	\$3,373.30
CP 25:73	25	2575.505	SEEDING	ACRE	\$900.00	0.13	0	\$0.00	0.18	\$162.00
CP 25:73	26	2575.508	SEED MIXTURE 25-121	LB	\$4.81	9	0	\$0.00	15	\$72.15
CP 25:73	27	2582.503	4" SOLID LINE PAINT	L F	\$0.101	40392	0	\$0.00	34242	\$3,458.44
CP 25:73	28	2582.503	4" BROKEN LINE PAINT	L F	\$0.101	3150	0	\$0.00	3150	\$318.15
CP 25:78	1	2021.501	MOBILIZATION	LS	\$20,000.00	1	0	\$0.00	1	\$20,000.00
CP 25:78	2	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	\$1.00	1	0	\$0.00	1	\$1.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 25:78	3	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$4.00	48	0	\$0.00	48	\$192.00
CP 25:78	4	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$9.00	1333	0	\$0.00	1333	\$11,997.00
CP 25:78	5	2123.510	MOTOR GRADER	HOUR	\$250.00	6	0	\$0.00	0	\$0.00
CP 25:78	6	2211.509	AGGREGATE BASE CLASS 5	TON	\$24.25	414	0	\$0.00	400	\$9,700.00
CP 25:78	7	2221.509	SHOULDER BASE AGGREGATE CLASS 1	TON	\$18.00	1300	0	\$0.00	2332.2	\$41,979.60
CP 25:78	8	2360.509	TYPE SP 9.5 BIT MIX FOR TIGHT BLADE LEV	TON	\$52.00	2160	0	\$0.00	2309.52	\$120,095.04
CP 25:78	9	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$52.00	3360	0	\$0.00	3215.93	\$167,228.36
CP 25:78	10	2563.601	TRAFFIC CONTROL	LS	\$3,000.00	1	0.05	\$150.00	1	\$3,000.00
CP 25:78	11	2582.503	4" SOLID LINE PAINT	L F	\$0.101	48946	0	\$0.00	48261	\$4,874.36
CP 25:78	12	2582.503	4" BROKEN LINE PAINT	L F	\$0.101	2296	0	\$0.00	2296	\$231.90

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 77-25-01	1	2221.509	SHOULDER BASE AGGREGATE CLASS 1	TON	\$26.45	1500	0	\$0.00	1132.06	\$29,942.99
CP 77-25-01	2	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) (WITHIN 10 MILES OF PLANT)	TON	\$78.40	350	0	\$0.00	0	\$0.00
CP 77-25-01	3	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) (WITHIN 10-20 MILES OF PLANT)	TON	\$78.40	300	0	\$0.00	0	\$0.00
CP 77-25-01	4	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) - IDENTIFIED MAP & TABLE LOCATIONS	TON	\$78.40	3775	0	\$0.00	3720.11	\$291,656.62
CP 77-25-01	5	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) - TODD COUNTY SHOP PAVING	TON	\$78.40	624	0	\$0.00	702.93	\$55,109.71
CP 77-25-01	6	2360.509/003	TYPE SP 9.5 BITUMINOUS MIXTURE (FOB SOURCE)	TON	\$55.00	100	0	\$0.00	0	\$0.00
CP 77-25-01	7	2519.607	CEMENT GROUT	C Y	\$920.00	21.1	0	\$0.00	21	\$19,320.00
CP 77-25-01	8	2563.601	TRAFFIC CONTROL	LS	\$2,000.00	1	0.05	\$100.00	1	\$2,000.00
CP 77-25-01	9	2582.503	4" SOLID LINE PAINT	L F	\$0.101	25000	0	\$0.00	26381	\$2,664.48
CP 77-25-01	10	2582.503	6" SOLID LINE PAINT	L F	\$0.152	28000	0	\$0.00	15931	\$2,421.51

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 77-25-01	11	2582.503	4" BROKEN LINE PAINT	L F	\$0.101	2000	0	\$0.00	1961	\$198.06
SAP 077-603-010	1	2021.501	MOBILIZATION	LS	\$35,000.00	1	0	\$0.00	1	\$35,000.00
SAP 077-603-010	2	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	\$1.00	1	0	\$0.00	1	\$1.00
SAP 077-603-010	3	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$4.00	218	0	\$0.00	113.5	\$454.00
SAP 077-603-010	4	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$9.00	1049	0	\$0.00	1049	\$9,441.00
SAP 077-603-010	5	2123.510	MOTOR GRADER	HOUR	\$250.00	10	0	\$0.00	0	\$0.00
SAP 077-603-010	6	2211.509	AGGREGATE BASE CLASS 5	TON	\$24.25	500	0	\$0.00	0	\$0.00
SAP 077-603-010	7	2221.509	SHOULDER BASE AGGREGATE CLASS 1	TON	\$18.00	2250	0	\$0.00	3238.62	\$58,295.16
SAP 077-603-010	8	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	\$0.95	173035	0	\$0.00	173035	\$164,383.25
SAP 077-603-010	9	2232.504	MILL BITUMINOUS SURFACE (3.0")	S Y	\$10.00	559	0	\$0.00	559	\$5,590.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 077-603-010	10	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$52.00	16300	0	\$0.00	16034.67	\$833,802.84
SAP 077-603-010	11	2563.601	TRAFFIC CONTROL	LS	\$5,000.00	1	0.05	\$250.00	1	\$5,000.00
SAP 077-603-010	12	2582.503	4" SOLID LINE PAINT	L F	\$0.101	136641	0	\$0.00	138800	\$14,018.80
SAP 077-603-010	13	2582.503	4" BROKEN LINE PAINT	L F	\$0.101	9334	0	\$0.00	9334	\$942.73
SAP 077-622-014	1	2021.501	MOBILIZATION	LS	\$35,000.00	1	0	\$0.00	1	\$35,000.00
SAP 077-622-014	2	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	\$1.00	1	0	\$0.00	1	\$1.00
SAP 077-622-014	3	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$4.00	335	0	\$0.00	0	\$0.00
SAP 077-622-014	4	2123.510	MOTOR GRADER	HOUR	\$250.00	10	0	\$0.00	0	\$0.00
SAP 077-622-014	5	2215.504	STABILIZED FULL DEPTH RECLAMATION	S Y	\$2.15	84686	0	\$0.00	84686	\$182,074.90
SAP 077-622-014	6	2221.509	SHOULDER BASE AGGREGATE CLASS 1	TON	\$18.00	4640	0	\$0.00	4351.7	\$78,330.60

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 077-622-014	7	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	\$0.95	79551	0	\$0.00	79551	\$75,573.45
SAP 077-622-014	8	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$52.00	8180	0	\$0.00	8167.99	\$424,735.48
SAP 077-622-014	9	2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (2,B)	TON	\$52.00	10265	0	\$0.00	10541.65	\$548,165.80
SAP 077-622-014	10	2504.602	ADJUST GATE VALVE	EACH	\$800.00	5	0	\$0.00	3	\$2,400.00
SAP 077-622-014	11	2506.502	ADJUST FRAME & RING CASTING	EACH	\$1,300.00	10	0	\$0.00	1	\$1,300.00
SAP 077-622-014	12	2563.601	TRAFFIC CONTROL	LS	\$5,000.00	1	0.05	\$250.00	1	\$5,000.00
SAP 077-622-014	13	2582.503	4" SOLID LINE PAINT	L F	\$0.101	69303	0	\$0.00	67310	\$6,798.31
SAP 077-622-014	14	2582.503	4" BROKEN LINE PAINT	L F	\$0.101	5553	0	\$0.00	5553	\$560.85
Base Bid Totals:								\$1,100.00		\$4,037,443.12

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
SAP 077-603-010	CSAH 3	\$250.00	\$1,126,928.78
SAP 077-622-014	CSAH 22	\$250.00	\$1,359,940.39
CP 25:73	CR 73	\$350.00	\$767,961.32
CP 25:78	CR 78	\$150.00	\$379,299.26
CP 77-25-01	PATCHING	\$100.00	\$403,313.37

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To date	Amount To date
SAP 077-603-010	BK1	14	2360.501 BITUMINOUS DENSITY INCENTIVE (LUMP SUM)	\$12,542.28	1	\$12,542.28	ITM	0	\$0.00	1	\$12,542.28
SAP 077-622-014	BK2	15	2360.501 BITUMINOUS DENSITY INCENTIVE (LUMP SUM)	\$4,159.15	1	\$4,159.15	ITM	0	\$0.00	1	\$4,159.15
CP 25:73	BK3	29	2360.501 BITUMINOUS DENSITY DISINCENTIVE (LUMP SUM)	(\$2,323.60)	1	(\$2,323.60)	ITM	0	\$0.00	1	(\$2,323.60)
SAP 077-622-014	BK4	16	2360.000 BITUMINOUS DEDUCT (LUMP SUM)	(\$31,200.00)	1	(\$31,200.00)	ITM	0	\$0.00	1	(\$31,200.00)
SAP 077-622-014	BK5	17	2360.000 BITUMINOUS DEDUCT (LUMP SUM)	\$3,057.60	1	\$3,057.60	ITM	1	\$3,057.60	1	\$3,057.60
Contract Change Totals:									\$3,057.60		(\$13,764.57)

Contract Change Totals			
Number	Description	Effective Date	Amount
1	Incentive payment for paving work completed on 5-12-25 (Lots 1-3) for a total of \$1,524.74. Incentive payment for paving work completed on 5-13-25 (Lots 4-8) for a total of \$4,992.63. Incentive payment for paving work completed on 5-14-25 (Lots 9-13) for a total of \$5,139.40. Incentive payment for paving work completed on 5-19-25 (Lots 14-17) for a total of \$2,466.46. Disincentive payment for paving work completed on 5-31-25 (Lots 46-48) for a total of -\$1,580.95.	06/18/2025	\$12,542.28
2	Incentive payment for paving work completed on 5-22-25 (Lots 18-22) for a total of \$3,794.96. Incentive payment for paving work completed on 5-23-25 (Lots 23-27) for a total of \$5,297.14. Disincentive payment for paving work completed on 5-27-25 (Lots 28-31) for a total of -\$2,024.24. No incentive payment for paving work completed on 5-28-25 (Lots 32-36) for a	06/18/2025	\$4,159.15

	total of \$0.00. Disincentive payment for paving work completed on 5-31-25 (Lot 45) for a total of -\$2,908.71.		
3	Disincentive payment for paving work completed on 5-29-25 (Lots 37-39) for a total of -\$3,771.69. Incentive payment for paving work completed on 5-30-25 (Lots 40-44) for a total of \$2,106.04. Disincentive payment for paving work completed on 6-2-25 (Lots 49-53) for a total of -\$1,252.86. Incentive payment for paving work completed on 6-3-25 (Lots 54-55) for a total of \$594.91.	06/18/2025	(\$2,323.60)
4	Bituminous mixture sample test report for individual test #240 was lab tested by MnDOT to have isolated air voids of 5.9% which is above the maximum limit of 5.0%. Mark Sand & Gravel did not save mix samples from cylinders #238 and #239 as required by the specifications for the 10 day period required. Test #237 was tested and found to have a lab tested isolated air voids of 5.3%, still slightly above the maximum limit. Due to the inability to retest material samples #238 and #239, the Agency assumes that the window of failure falls within the 3 tests of #238, #239, and #240 before coming back into compliance. Each sample represents 1,000 Tons of hot mix asphalt placed, therefore 3 failing tests represents 3,000 Tons of mix that requires a monetary deduction of 20% per MnDOT Spec. Table 2360.5-1. The unit price bid for the mix represented was \$52.00 per Ton. Therefore the monetary deduct to be applied is calculated as follows: $(3,000 \text{ Tons}) \times (\$52.00 \text{ per Ton}) \times (-0.20 \text{ deduct percentage}) = -\$31,200.00$	06/23/2025	(\$31,200.00)
5	In reference to Backsheet Item No. 4, it is agreed to modify/correct (per discussion on 12/1/2025 and 12/2/2025) the quantities used in applying the deduct for isolated air voids on bituminous mixture sample test reports for individual tests #238, #239, and #240 that were tested by MnDOT to have isolated air voids above the maximum limit of 5.0%. Instead of applying the deduct to 1,000 Tons per test (from the Schedule of Materials Control), the deduct will apply to the amounts of mix actually placed, represented by each test as follows: Test #238 represents 975 Tons of mix placed; Test #239 represents 677 Tons of mix placed; and Test #240 represents 1,054 Tons of mix placed (the sum of which totals 2,706 Tons). Therefore the 3 failing tests represents 2,706 Tons of mix that requires a monetary deduction of 20% per MnDOT Spec. Table 2360.5-1. The unit price bid for the mix represented was \$52.00 per Ton. Therefore the corrected monetary deduct to be applied is calculated as follows: $(2,706 \text{ Tons}) \times (\$52.00 \text{ per Ton}) \times (-0.20 \text{ deduct percentage}) = -\$28,142.40$. In order to make up this difference in deduct amounts the County is adding payment of \$3,057.60 via this Backsheet to balance to the agreed upon deduct amount (e.g. $-\$31,200 + \$3,057.60 = -\$28,142.40$).	12/02/2025	\$3,057.60

Contract Total	\$4,023,678.55
-----------------------	-----------------------



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested <i>(Check one):</i>		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-18
Agenda Topic Title for Publication:		Resolution of Support for LRIP Funding for the City of Long Prairie - 9th Street NE
Date of Meeting: 12/16/2025	Agenda Time Requested: 5 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Public Works & City of Long Prairie (Bolton & Menk, Inc.)		
Person Presenting Topic at Meeting: Loren Fellbaum- County Engineer & Kent Louwagie from Bolton & Menk		
Background: <i>Supporting Documentation enclosed</i> <input type="checkbox"/>		
See attached resolution for 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 of Support for and Agreement to Sponsor the City of Long Prairie's Pursuit of 2025 Local Road Improvement Program Funding for the 9 th Street Northeast Improvement Project.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ 0.00 Funding Source(s): N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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



Resolution of Support for and Agreement to Sponsor the City of Long Prairie's Pursuit of 2025 Local Road Improvement Program Funding for the 9th Street Northeast Improvement Project

WHEREAS, 9th Street NE is an important City of Long Prairie corridor that provides direct access to the County Fairgrounds, residential neighborhoods, the Long Prairie Grey Eagle High School, and commercial and utility properties, while serving as a key connector between State Highway 27 and County State Aid Highway 5, and;

WHEREAS, the project area spans 9th Street NE from State Highway 27 on the southern end to County State Aid Highway 5 on the northern end, and;

WHEREAS, the roadway is deteriorating, with prior maintenance limited to crack filling and seal coating, and now requires more extensive, long-term rehabilitation, and;

WHEREAS, the proposed project will reconstruct the roadway to a 10-ton design standard, include storm sewer improvements, and add ADA-compliant sidewalks and crossings along 9th Street NE, and;

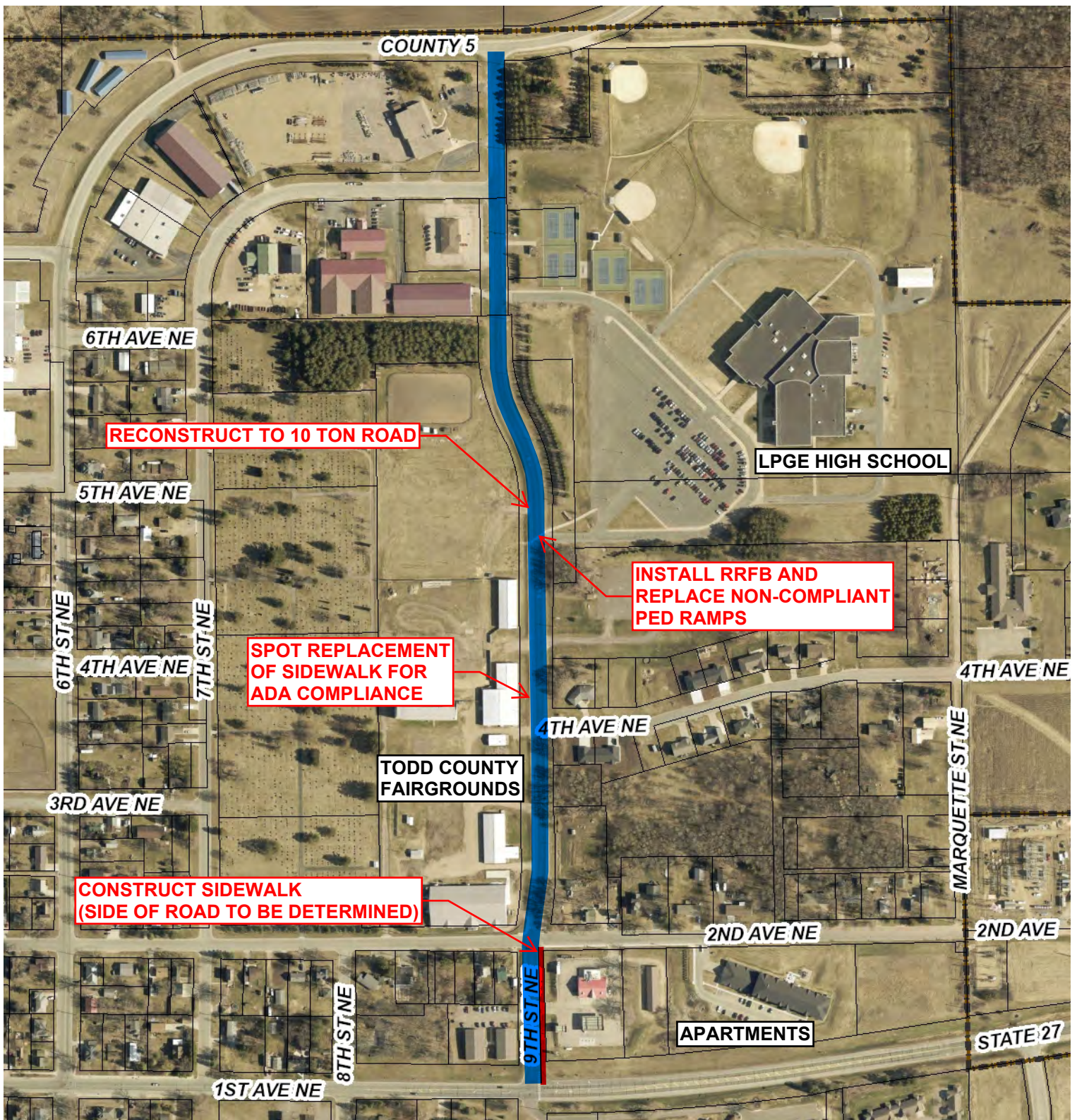
WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and;

WHEREAS, the Local Road Improvement Program requires a city, such Long Prairie, that is not a State Aid city, to have a county sponsor and the support of the County Board, and;

WHEREAS, the City of Long Prairie has requested sponsorship from Todd County for the 9th Street Northeast Improvement Project, and;

WHEREAS, the proposed year for project construction is 2027.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby support the City of Long Prairie's pursuit of Local Road Improvement Program funds for the 9th Street Northeast Improvement Project and that the County agrees to sponsor the City of Long Prairie's Local Road Improvement Program application to MnDOT and act as the City's fiscal agent for this project.



**BOLTON
& MENK**

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Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Long Prairie is not responsible for any inaccuracies herein contained.

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2025 LRIP Application 9th Street NE



**LOCATION MAP
LRIP APPLICATION
9TH STREET NE**

FIGURE 3

62 of 158

**CITY OF LONG PRAIRIE
COUNTY OF TODD, STATE OF MINNESOTA**

RESOLUTION NO. 25-11-26-41

**RESOLUTION AUTHORIZING THE PURSUIT OF LOCAL ROAD IMPROVEMENT
PROGRAM FUNDING FROM MnDOT FOR THE 9TH STREET NORTHEAST
IMPROVEMENT PROJECT**

WHEREAS, 9th Street NE is an important city corridor that provides direct access to the county fairgrounds, residential neighborhoods, the high school, and commercial and utility properties, while serving as a key connector between Highway 27 and County Road 5; and

WHEREAS, the project area spans 9th Street NE from Highway 27 on the southern end to County Road 5 on the northern end; and

WHEREAS, the roadway is deteriorating, with prior maintenance limited to crack filling and seal coating, and now requires more extensive, long-term rehabilitation; and

WHEREAS, the proposed project will reconstruct the roadway to a 10-ton design standard, include storm sewer improvements, and add ADA-compliant sidewalks and crossings along 9th Street NE; and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development; and

WHEREAS, the LRIP requires a city, such as Long Prairie, that is not a State Aid city, to have a County sponsor and the support of the County Board; and

WHEREAS, the City of Long Prairie requests sponsorship from Todd County for the 9th Street Northeast Improvement Project; and


WHEREAS, the proposed year for said project construction is 2027.


NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONG PRAIRIE; that

1. The City Council hereby supports the reconstruction of 9th Street NE to a 10-ton design standard, extending from Highway 27 to County Road 5, and including associated storm sewer upgrades and ADA improvements; and
2. The City Council hereby supports the City's pursuit of LRIP funding and authorizes staff to prepare and submit such application; and
3. The City Council hereby seeks the support by resolution of Todd County to act as Sponsor for the City of Long Prairie's LRIP funding application and the associated improvement project for the reconstruction of 9th Street Northeast; and
4. The City Council hereby provides assurance that the City of Long Prairie will pay all costs associated with the project that are not eligible for LRIP funding, and that City

staff will ensure that all aspects of LRIP funding requirements are met and the project's schedule is adhered to.

ADOPTED BY THE CITY COUNCIL OF LONG PRAIRIE, MINNESOTA, THIS 26TH DAY OF NOVEMBER, 2025.


James Kreemer, Mayor


Candace Bruder, City Administrator



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested <i>(Check one):</i>		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-19
Agenda Topic Title for Publication:		Resolution of Support for LRIP Funding for the City of Long Prairie - 1st Street South
Date of Meeting: 12/16/2025	Agenda Time Requested: 5 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Public Works & City of Long Prairie (Bolton & Menk, Inc.)		
Person Presenting Topic at Meeting: Loren Fellbaum- County Engineer & Kent Louwagie from Bolton & Menk		
Background: <i>Supporting Documentation enclosed</i> <input type="checkbox"/>		
See attached resolution for 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 of Support for and Agreement to Sponsor the City of Long Prairie's Pursuit of 2025 Local Road Improvement Program Funding for the 1 st Street South Improvement Project.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ 0.00 Funding Source(s): N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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



Resolution of Support for and Agreement to Sponsor the City of Long Prairie's Pursuit of 2025 Local Road Improvement Program Funding for the 1st Street South Improvement Project

WHEREAS, 1st Street South, 8th Avenue South, and Lake Charlotte Road serve as vital roadways for Long Prairie's commercial and industrial district, with 8th Avenue South and Lake Charlotte Road providing key connections between 1st Street South and US Highway 71, supporting business access and regional connectivity, and;

WHEREAS, recent seal-coating has improved surface conditions on 8th Avenue South and the northern portion of 1st Street South; these segments, as well as Lake Charlotte Road, nonetheless require full reconstruction to achieve a 10-ton pavement standard suitable for commercial and heavy vehicle traffic, and;

WHEREAS, 1st Street South includes an unpaved gravel segment extending from Lake Charlotte Road to approximately 1,100 feet north of Lake Charlotte Road, which limits reliable access, increases maintenance burden, and is prone to flooding, thereby impacting travel time and connectivity in the commercial district, and;

WHEREAS, 1st Street South, 8th Avenue South, and Lake Charlotte Road are routes of regional significance, identified in Long Prairie's economic development plan, and together will form a proposed 10-ton rated road loop that connects the commercial district to the trunk highway system and supports high employment and business activity, and;

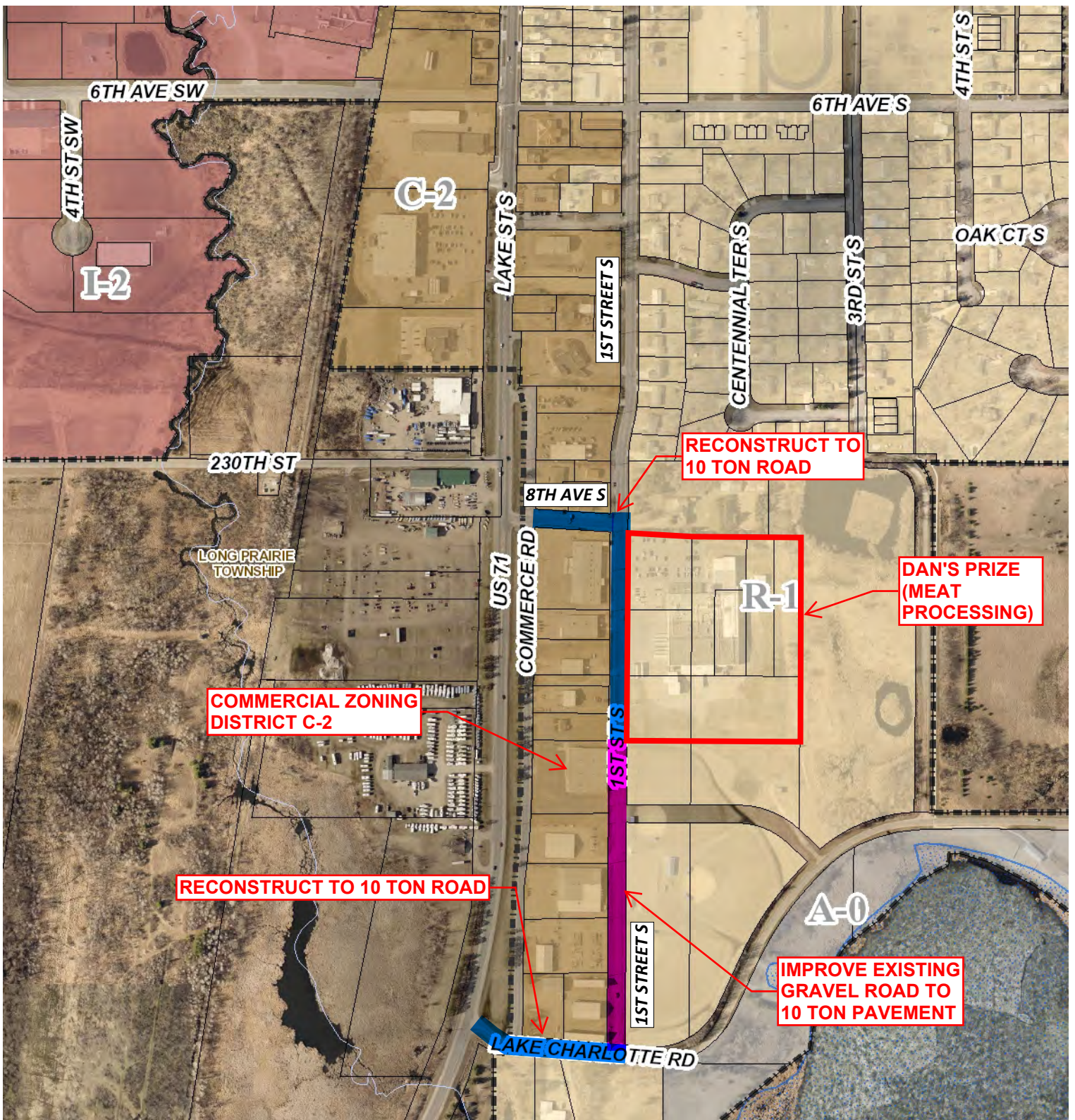
WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and;

WHEREAS, the Local Road Improvement Program requires a city, such Long Prairie, that is not a State Aid city, to have a county sponsor and the support of the County Board, and;

WHEREAS, the City of Long Prairie has requested sponsorship from Todd County for the 1st Street South Improvement Project, and;

WHEREAS, the proposed year for project construction is 2027.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby support the City of Long Prairie's pursuit of Local Road Improvement Program funds for the 1st Street South Improvement Project and that the County agrees to sponsor the City of Long Prairie's Local Road Improvement Program application to MnDOT and act as the City's fiscal agent for this project.



Real People. Real Solutions.

Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Long Prairie is not responsible for any inaccuracies herein contained.

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2025 Application Revised Project Scope



**LOCATION MAP
LRIP APPLICATION
1ST STREET S & 8TH AVE S**

FIGURE 2

**CITY OF LONG PRAIRIE
COUNTY OF TODD, STATE OF MINNESOTA**

RESOLUTION NO. 25-11-26-40

**RESOLUTION AUTHORIZING THE PURSUIT OF LOCAL ROAD IMPROVEMENT
PROGRAM FUNDING FROM MnDOT FOR THE 1ST STREET SOUTH
IMPROVEMENT PROJECT**

WHEREAS, 1st Street South, 8th Avenue South, and Lake Charlotte Road serve as vital roadways for Long Prairie's commercial and industrial district, with 8th Avenue South and Lake Charlotte Road providing key connections between 1st Street South and US Highway 71, supporting business access and regional connectivity; and

WHEREAS, recent seal-coating has improved surface conditions on 8th Avenue South and the northern portion of 1st Street South; these segments nonetheless require full reconstruction to achieve a 10-ton pavement standard suitable for commercial and heavy vehicle traffic; and

WHEREAS, 1st Street South includes an unpaved gravel segment extending from Lake Charlotte Road to approximately 1,100 feet north of Lake Charlotte Road, which limits reliable access, increases maintenance burden, and is prone to flooding, thereby impacting travel time and connectivity in the commercial district; and

WHEREAS, 1st Street South, 8th Avenue South, and Lake Charlotte Road are routes of regional significance, identified in Long Prairie's economic development plan, and together will form a proposed 10-ton rated road loop that connects the commercial district to the trunk highway system and supports high employment and business activity; and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development; and

WHEREAS, the LRIP requires a city, such as Long Prairie, that is not a State Aid city, to have a County sponsor and the support of the County Board; and

WHEREAS, the City of Long Prairie requests sponsorship from Todd County for the 1st Street South Improvement Project; and


WHEREAS, the proposed year for said project construction is 2027.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONG PRAIRIE; that


1. The City Council hereby supports the reconstruction of 1st Street South, 8th Avenue South, and Lake Charlotte Road to a 10-ton standard, including paving the gravel portion of 1st Street South; and
2. The City Council hereby supports the City's pursuit of LRIP funding and authorizes staff to prepare and submit such application; and

3. The City Council hereby seeks the support by resolution of Todd County to act as Sponsor for the City of Long Prairie's LRIP funding application and the associated improvement project for the reconstruction of 1st Street South, 8th Avenue South, and Lake Charlotte Road; and
4. The City Council hereby provides assurance that the City of Long Prairie will pay all costs associated with the project that are not eligible for LRIP funding, and that City staff will ensure that all aspects of LRIP funding requirements are met and the project's schedule is adhered to.

ADOPTED BY THE CITY COUNCIL OF LONG PRAIRIE, MINNESOTA, THIS 26TH DAY OF NOVEMBER, 2025.



James Kreemer, Mayor



Candace Bruder, City Administrator



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)
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-20
Agenda Topic Title for Publication:		County Ditch 19 - Minor Maintenance - downed tree removal
Date of Meeting: - December 16, 2025	Agenda Time Requested: 5 min	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Ditch/Ag Inspector		
Person Presenting Topic at Meeting: Nancy Uhlenkamp CDI		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
Attachment 1 - Aerial Photo Attachment 2 - Pictures Attachment 3 - Estimate - Statema Backhoe		
Options:		
Approve Minor Maintenance Do Not Approve Minor Maintenance		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Acting as Ditch Authority approve a Minor Maintenance project to remove two large trees that have fallen down across County Ditch 19, on parcel 26-0012000. The trees will be removed with an excavator at the estimated cost of \$500 by Statema Backhoe Service LLC.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 500.00 Funding Source(s): CD19 Maintenance Fund	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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

0 385 770 1,540 Feet

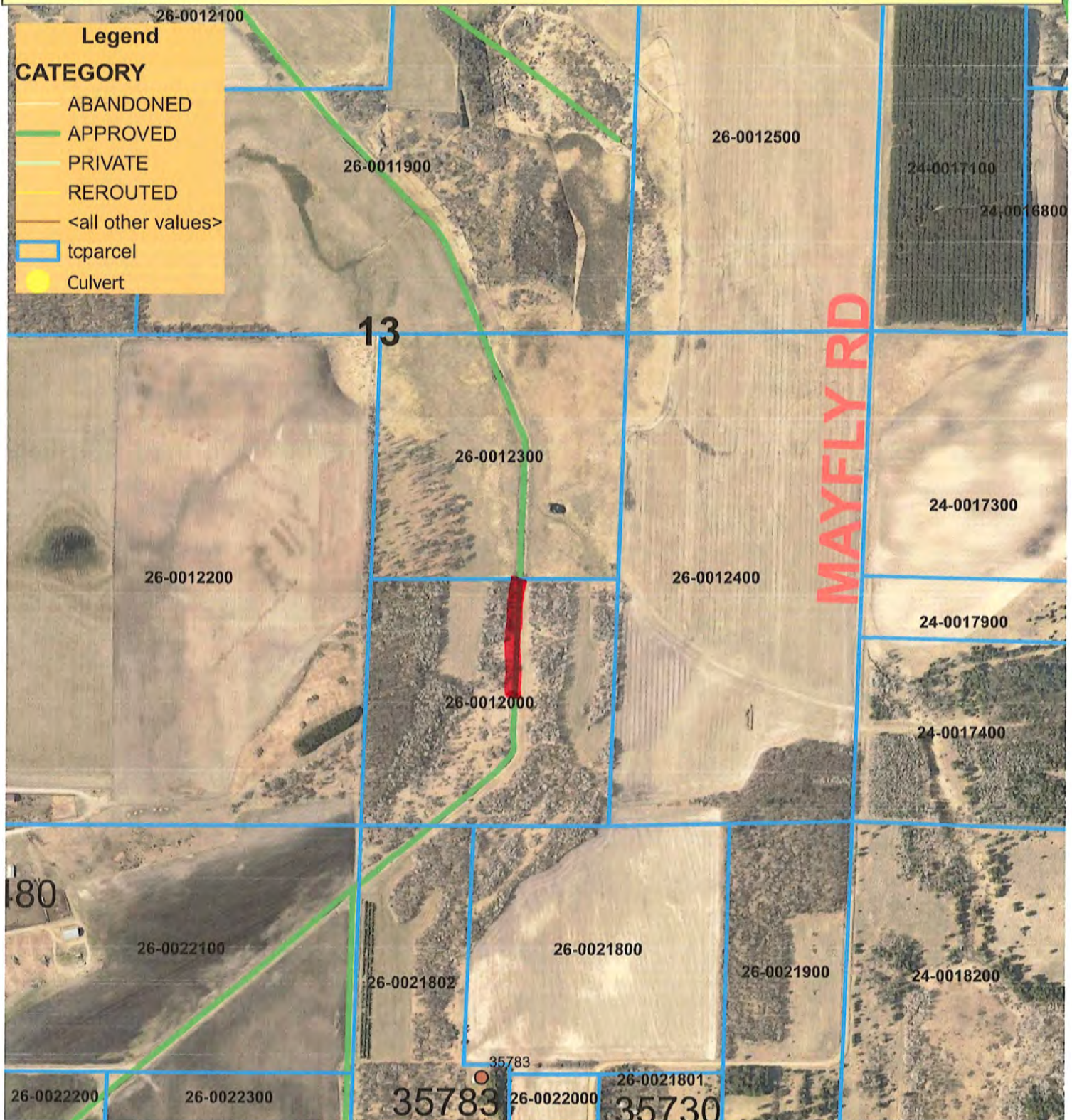
Ward Township Sections 13 Twp 131 Range 33



Legend

CATEGORY

- ABANDONED
- APPROVED
- PRIVATE
- REROUTED
- <all other values>
- tcparcel
- Culvert



County Ditch 19
26-0012000
Mark & Sherral Parteka
PO Box 312
Browerville, MN 56438

2 downed trees
in this section

Todd County Ditch & Ag Inspector
44 Riverside Drive
Long Prairie, MN 56347
Office (320)533-4651
nancy.uhlenkamp@co.todd.mn.us
August 25, 2025

The Todd County GIS Department
and Todd CDI has made every effort
to provide the most accurate, up-to-date
information available in this publication
and cannot be held responsible for any
unforeseen errors or omissions.



DITCH & AG INSPECTOR
Nancy Uhlenkamp
44 Riverside Drive
Long Prairie, MN 56347
nancy.uhlenkamp@co.todd.mn.us
www.co.todd.mn.us
Phone: 320-533-4651

County Ditch 19 – Minor Maintenance
Downed tree removal (2) – parcel 26-0012000
Commissioner Board Meeting – December 16, 2025





DITCH & AG INSPECTOR
Nancy Uhlenkamp
44 Riverside Drive
Long Prairie, MN 56347
nancy.uhlenkamp@co.todd.mn.us
www.co.todd.mn.us
Phone: 320-533-4651

County Ditch 19 – Minor Maintenance
Downed tree removal – parcel 26-0012000
Commissioner Board Meeting – December 16, 2025
Page 2



Statema Backhoe Service LLC.

29165 County 18

Browerville, MN 56438

320-760-6212

statemabackhoe@gmail.com



Estimate

Date	Estimate #
12/1/2025	#2698

Name / Address
Nancy Uhlenkamp Todd County Ditch & Ag Inspector 221 1st Ave So Suite 200 Long Prairie MN 56347

Item	Description	Total
310 JD Backhoe	MARK PARTEKA CD19 Remove Trees from CD19	500.00

Thanks for Considering "Statema Backhoe"!

Total \$500.00

E-mail

statemabackhoe@gmail.com



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>
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-21
Agenda Topic Title for Publication:		VESTA Renewal
Date of Meeting: 12/2/2025	Agenda Time Requested: 5 Minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
The Software as a Service (SAAS) contract with our VESTA call handling system is up for renewal. Motorola VESTA has included the 5 year proposal for renewal with calculated annual increases for a total 5 year cost of \$178,721.10		
Options:		
1. To renew the 5 year VESTA SAAS contract.		
2. To not renew the 5 year VESTA SAAS contract.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To renew the 5 year VESTA SAAS contract.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 178,721.10 Funding Source(s): 911 Funds	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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

Motorola Solutions Connectivity Service Order Agreement No. 2

1. TERM OF SERVICE ORDER AGREEMENT

This Motorola Solutions Connectivity Service Order Agreement ("SOA") shall commence on January 6, 2026 (the "SOA Effective Date") and terminate on January 5, 2031 (the "Initial Term"), unless earlier terminated in accordance with the provisions of the Motorola Service Agreement dated of even date herewith, by and between the parties hereto (hereafter the "MSA"). The purpose of this SOA is to extend the existing services being provided to Customer under SOA 1 at the pricing delineated in this SOA and add the delineated offering.

2. DEFINITIONS

Capitalized terms used, but not defined in this SOA are defined elsewhere in the SOA, MSA or Applicable Tariff.

"Applicable Tariffs" consist of the standard Vesta Solutions service descriptions, pricing and other provisions filed by Vesta Solutions or any of its Affiliates with the appropriate state regulatory commission having jurisdiction respecting a Service, as revised by Vesta Solutions from time to time. In the event an Applicable Tariff is withdrawn by Vesta Solutions or tariffing is no longer permitted or required by the appropriate state regulatory commission, references to the Applicable Tariff shall be deemed to refer to the corresponding state allowed named document for the services offered herein.

"Individual Case Basis" (ICB) means a service arrangement in which the regulations, rates, charges and other terms and conditions are developed based on the specific circumstances of the case. Vesta Solutions may or may not have an equivalent service in the price list for which there is a rate, and the quoted ICB rates may be different than the price list rates. ICB must be provided under contract to a customer and the contract filed (under seal) with the Commission, upon request. All customers have nondiscriminatory access to requesting the service under an ICB rate. Recurring and non-recurring charges for all services provided pursuant to this price list may be individualized for a particular Customer based on the need to respond to a unique service application and/or market condition. All services will be offered on the same basis to any other Customer, which has the same service specifications and market conditions.

3. SERVICES

Vesta Solutions will provide the services to Customer under this SOA as selected below ("Services"), and as further provided in Attachment 2, attached hereto and incorporated herein ("Proposal").

3.1 REGULATED SERVICES

Regulated services may be ordered as provided below ("Regulated Services"). Pricing, service descriptions and other provisions relating to the Services will be set forth in this SOA, the MSA, and the Applicable Tariffs.

A. VESTA® ROUTER SERVICE - TRANSITIONAL (INDICATE SELECTION BY CHECKING BOX)

☐ 9-1-1 Tabular Routing + 9-1-1 ANI

☐ 9-1-1 ALI Database (DB) Services + DB Management

☐ 9-1-1 Network Elements

B. VESTA® ROUTER SERVICE – GEOSPATIAL
(INDICATE SELECTION BY CHECKING BOX)

☐ i3 Geospatial Routing

☐ ECRF/LVF Service

☐ i3 Logging Service

☐ 9-1-1 Network Elements

☐ Location Database (LDB)

C. VESTA® 9-1-1 AS A SERVICE – REGULATED SERVICES
(ONLY APPLIES IF MPLS CIRCUITS ARE BEING PURCHASED)

☐ MPLS Circuits

3.2 OPTIONAL SERVICES

Optional Services are services that are not regulated by a state regulatory commission, and are not included in the Applicable Tariffs ("Optional Services"). Optional Services may be ordered by selecting below and are further described in the Proposal.

☐ Text-to-9-1-1 Delivery Service

☒ VESTA® 9-1-1 as a Service

3.3 SERVICES COMMENCEMENT DATE

Regulated Services that are selected shall commence on a date to be mutually agreed upon between Vesta Solutions and Customer by execution of a written amendment hereto ("Regulated Services Commencement Date"). Optional Services that are selected shall commence on a date to be mutually agreed upon between Vesta Solutions and Customer by execution of a written amendment hereto ("Optional Services Commencement Date"). Regulated Services Commencement Date and Optional Services Commencement Date are referred to herein, collectively as "Services Commencement Date." The rates and charges for Services will be effective on the Services Commencement Date. Upon completion of the term of this SOA and any extensions thereof, and until a new SOA has been executed between the parties, the monthly recurring charges and term shown herein shall be as follows:

(a) for Regulated Services, the monthly recurring charges will convert to the Applicable Tariff rate and term therein; (b) for Optional Services, the monthly recurring charges shall be the greater of: (i) the monthly recurring charge provided in the table below; or (ii) the monthly recurring charge as adjusted by the annual rate of the Consumer Price Index published by the U.S. Department of Labor, Bureau of Labor Statistics, commonly known as the "Consumer Price Index for all Urban Consumers" for the immediately preceding twelve (12) month period, and the term shall automatically extend in one (1) year successive terms.

4. PRICING

Motorola Solutions Connectivity Service Order Agreement No. 2

The rates and charges provided herein for Services are further described in the Pricing Schedule, attached hereto and incorporated herein as Attachment 1. Regulated Services are priced pursuant to the Applicable Tariff rates and/or pursuant to an Individual Case Basis arrangement. Optional Services are priced pursuant to the Proposal. Customer affirms they have signatory authority to execute this contract. The contract price is fully committed and identified, including all subsequent years of contracted services, if applicable. The Customer will pay all invoices as received from Motorola and any changes in scope will be subject to the change order process as described in this Agreement.

4.1 NON-RECURRING CHARGES (NRC) AND/OR ADVANCE PAYMENTS

Non-recurring charges and/or advance payments may be required in order to provision the Services. A schedule of non-recurring charges and/or advance payment amounts and events when such charges and/or amounts are due are provided in the Pricing Schedule. Vesta Solutions shall provide an invoice to Customer upon occurrence of each event. Any non-recurring charges set forth in the Pricing Schedule are non-refundable.

4.2 MONTHLY RECURRING CHARGES

Monthly recurring charges for the Services are provided in the Pricing Schedule. Additional charges may be rendered by other local exchange carriers in connection with the provisioning of 9-1-1 Emergency Service to the Customer.

Persons Served is calculated by taking the most recent county population as estimated by the U.S. Census Bureau data (<https://www.census.gov/programs-surveys/popest/data/tables.2019.html>). PSAPs that serve an area that crosses county boundaries, or encompasses only a portion of a county, the number of persons served will be determined on a case-by-case basis. The number of persons served is subject to annual review and sizing using the most recent U.S. Census Bureau data.

5. INVOICING AND PAYMENT

Except as otherwise provided in the Proposal, invoicing and payments shall be made as set forth below. For Regulated Services, if no invoicing or payment terms are provided, then the Applicable Tariff applies.

For non-recurring charges and/or advance payments, Vesta Solutions shall invoice the Customer upon completion of each milestone. For monthly recurring charges, Vesta Solutions shall invoice the charges for the Services in advance based upon the Services Commencement Date, and at the beginning of each subsequent month thereafter. In the event that the Services Commencement Date does not coincide with the beginning of a month, such month shall be prorated based on a thirty day calendar month. Payment is due thirty (30) days net from the date of invoice.

Customer may prepay any non-recurring and monthly recurring charges. All amounts provided herein are exclusive of any taxes,

duties, levies, fees, or similar charges imposed by a third party other than Vesta Solutions.

Unless otherwise specified on the particular invoice, all payments shall be due and payable in U.S. Dollars. A maximum late payment charge of 1.5% per month applies to all billed balances that are not paid by the billing date shown on the next bill beginning from the date first due until paid in full.

6. GOVERNMENTAL/OTHER CHARGES

As further described in Section 5 of the MSA, regardless of any stabilization of rates or charges that may appear in this SOA, Vesta Solutions reserves the right to increase charges as a result of: (i) expenses incurred by Vesta Solutions reasonably relating to regulatory assessments stemming from an order, rule or regulation of the Federal Communications Commission or other regulatory authority or court having competent jurisdiction (including but not limited to payphone, PICC and USF related expenses and E9-1-1 and deaf relay charges); or (ii) the price or availability of network elements used in the provision of the Services, amounts other carriers are required to pay to Vesta Solutions or the amount Vesta Solutions is required to pay to other carriers in connection with the provision of the Services to Customer under this SOA.

7. COMMISSION JURISDICTION

If an ICB is subject to the jurisdiction of a regulatory commission, each such ICB will be subject to changes or modifications as the controlling commission may direct from time to time in the exercise of its jurisdiction. Therefore, for this purpose, each such ICB will be deemed to be a separate agreement with respect to the Services offered in a particular jurisdiction.

8. ORDER OF PRECEDENCE

This SOA is made pursuant to and is governed by the MSA. Customer and Vesta Solutions acknowledge and agree that in the event of a conflict between any provisions of this SOA, the MSA and any other ancillary document or agreement related to this SOA, the order of precedence shall be: this SOA, the SOA attachments (if applicable), the MSA, MSA exhibits, and then ancillary documents.

CUSTOMER

Print Name: _____

Signed: _____

Title: _____ Date: _____

MOTOROLA SOLUTIONS CONNECTIVITY, INC.

Signed: _____

Print Name: _____

Title: _____ Date: _____

Motorola Solutions Connectivity Service Order Agreement No. 2

ATTACHMENT 1 PRICING SCHEDULE

SUMMARY VESTA® ROUTER AND TEXT-TO-9-1-1 DELIVERY SERVICE

County	2024 U.S. Census Population Estimate	Non-Recurring Charge (NRC) per Person	NRC/Advance Payments Total	Monthly Recurring Charge (MRC) per Person	MRC Total
Todd County, MN	N/A	N/A	N/A	N/A	N/A

NRC AND/OR ADVANCE PAYMENTS SCHEDULE OF PAYMENTS

NON-RECURRING CHARGES/ADVANCE PAYMENTS		
MILESTONES (Options)		Total Amount
1. Contract Execution – 100%		N/A
2. Contract Execution – 50% Installation Completion – 50%		N/A
3. Other (Agreed to by the Parties)		N/A
SUBTOTAL (NRC/ADVANCE PAYMENTS)		

MONTHLY RECURRING CHARGES (MRC) SCHEDULE OF PAYMENTS

REGULATED SERVICES				
9-1-1 Emergency Services	Monthly Rate Per Person Served	Monthly Rate Total	Number of Months	Total Amount (Initial Term) 5 Years
Transitional				N/A
9-1-1 Tabular Routing + 9-1-1 ANI				N/A
9-1-1 ALI Database (DB) Services + DB Management				N/A
9-1-1 Network Elements				N/A
9-1-1 Tabular Routing + 9-1-1 ANI 9-1-1 ALI Database (DB) Services + DB Management 9-1-1 Network Elements				N/A
Geospatial				
i3 Geospatial Routing				N/A
ECRF/LVF Service				N/A
i3 Logging Service				N/A
9-1-1 Network Elements				N/A
Location Database (LDB)				N/A
OPTIONAL SERVICES				
VESTA® Text-to-9-1-1 Delivery Service				N/A
VESTA® 9-1-1 as a Service				(see next page)
SUBTOTAL (MRC)				

TOTALS – NRC/ADVANCE PAYMENTS AND MRC

SUBTOTAL – NRC/ADVANCE PAYMENTS	N/A
SUBTOTAL – MRC	N/A
TOTAL AMOUNT	N/A

Motorola Solutions Connectivity Service Order Agreement No. 2

OPTIONAL SERVICES VESTA® 9-1-1 AS A SERVICE SCHEDULE OF PAYMENTS

NON-RECURRING CHARGES (NRC)

NON-RECURRING CHARGES	Per PSAP/Per Position	Number of PSAPs/Positions	Total Amount
1. VESTA 9-1-1 Backroom (Per PSAP) - Contract Execution – 100%			N/A
2. VESTA Local Survivability (Per PSAP) - Shipment of Equipment to PSAP – 100%			N/A
3. VESTA 9-1-1 PSAP (Per Position) - Shipment of Equipment to PSAP – 100%			N/A
4. VESTA CommandPOST (Per Position) - Shipment of Equipment to PSAP – 100%			N/A
5. Text Transfer Enablement (Per PSAP and per position elements)	\$135.00/\$67.50	1/3	\$337.50
SUBTOTAL (NRC/ADVANCE PAYMENTS)			\$337.50

MONTHLY RECURRING CHARGES (MRC)

OPTIONAL SERVICES (VESTA 9-1-1 as a Service)	Monthly Rate Per Position	Number of Positions	Monthly Rate Total	Number of Months	Total Amount (Initial Term)
REQUIRED ITEMS					
VESTA 9-1-1 CPE	*	3	*	*	
OPTIONAL ITEMS					
VESTA Local Survivability (per PSAP)					
VESTA Analytics	*	1	*	*	
VESTA Map Local - Basic					
VESTA Map Local - Premium					
VESTA Activity View					
VESTA SIP					
VESTA 9-1-1 Dark/Backup Position					
i3 Adapter					
SUBTOTAL					\$178,383.60
A LA CARTE ITEMS	One Time Rate	Number of Positions	NRC Rate Total		Total Amount
VESTA 9-1-1 Admin. Standard Training					N/A
VESTA 9-1-1 Admin. Complex Training					N/A
VESTA 9-1-1 Agent Training					N/A
VESTA 9-1-1 Agent TTT					N/A
VESTA Analytics Admin. Training					N/A
VESTA Activity View Training					N/A
VESTA 9-1-1 SMS Admin. Delta training					N/A
VESTA 9-1-1 SMS Agent Delta Training					N/A
VESTA 9-1-1 SMS TTT Delta Training					N/A
VESTA 9-1-1 SIP Phone Training					N/A
VESTA Map Training					N/A
Cutover Coaching					N/A
VESTA CommandPOST Monitor Upgrade					
VESTA CommandPOST Accessories Bundle					
SUBTOTAL (A La Carte)					

TOTALS – NRC, MRC and A La Carte Items	
SUBTOTAL – NRC	\$337.50
SUBTOTAL – MRC	\$178,383.60
SUBTOTAL – A La Carte Items	N/A
* NOTE – Specific monthly rate and time period for rates applicable to the agreement term provided in Attachment 3	
TOTAL AMOUNT	\$178,721.10

Motorola Solutions Connectivity Service Order Agreement No. 2

ATTACHMENT 2 Billing and Shipping Address Confirmation

Billing Address:
115 3rd St S
Long Prairie, MN 56347

Shipping Address:
115 3rd St S
Long Prairie, MN 56347

Motorola Solutions Connectivity Service Order Agreement No. 2

ATTACHMENT 3 SPECIFIC PRICING AND PROPOSAL

Summary: As specified in Attachment 1, this document shows specific monthly pricing for the Renewal Term.

Summary Total Capacity, M/M		
	Pre-Disc	Post-Disc
H2C	\$ 337.50	\$ 337.50
H3C	\$193,204.00	\$174,333.60

Hosted SaaS Payment Schedule			
Upon Equipment Shipment			
	Unit	Price	Subtotal
Local Survivability Fee		\$ 13,000.00	\$ -
VESTA CommandPOST Accessories Bundle		\$ 4,570.00	\$ -
VESTA SAAS-MN-TS MNTR UPLIFT Per Position Fee		\$ 330.00	\$ -
i3 Adapter Setup Fee Per PSAP		\$ 4,650.00	\$ -
SIP Interconnect Setup Fee Per PSAP		\$ 27,350.00	\$ -
Automated Abandoned Callback Setup Fee Per PSAP		\$ 17,150.00	\$ -
Upon delivery of training services & installation			
All Training			\$ -
Text Transfer Enablement Fees			\$ 337.50
Total Non-recurring charges			\$ 337.50

MRC Commences upon cutover/expiration of existing contract					
	Month of Contract	Start Date	End Date	MRC	Disc MRC
Month 1		1/6/2026	2/5/2026	\$3,049.00	\$2,744.10
Month 2		2/6/2026	3/5/2026	\$3,049.00	\$2,744.10
Month 3		3/6/2026	4/5/2026	\$3,049.00	\$2,744.10
Month 4		4/6/2026	5/5/2026	\$3,049.00	\$2,744.10
Month 5		5/6/2026	6/5/2026	\$3,049.00	\$2,744.10
Month 6		6/6/2026	7/5/2026	\$3,049.00	\$2,744.10
Month 7		7/6/2026	8/5/2026	\$3,049.00	\$2,744.10
Month 8		8/6/2026	9/5/2026	\$3,049.00	\$2,744.10
Month 9		9/6/2026	10/5/2026	\$3,049.00	\$2,744.10
Month 10		10/6/2026	11/5/2026	\$3,049.00	\$2,744.10
Month 11		11/6/2026	12/5/2026	\$3,049.00	\$2,744.10
Month 12		12/6/2026	1/5/2027	\$3,049.00	\$2,744.10
Month 13		1/6/2027	2/5/2027	\$3,172.00	\$2,854.80
Month 14		2/6/2027	3/5/2027	\$3,172.00	\$2,854.80
Month 15		3/6/2027	4/5/2027	\$3,172.00	\$2,854.80
Month 16		4/6/2027	5/5/2027	\$3,172.00	\$2,854.80
Month 17		5/6/2027	6/5/2027	\$3,172.00	\$2,854.80
Month 18		6/6/2027	7/5/2027	\$3,172.00	\$2,854.80
Month 19		7/6/2027	8/5/2027	\$3,172.00	\$2,854.80
Month 20		8/6/2027	9/5/2027	\$3,172.00	\$2,854.80
Month 21		9/6/2027	10/5/2027	\$3,172.00	\$2,854.80
Month 22		10/6/2027	11/5/2027	\$3,172.00	\$2,854.80
Month 23		11/6/2027	12/5/2027	\$3,172.00	\$2,854.80
Month 24		12/6/2027	1/5/2028	\$3,172.00	\$2,854.80
Month 25		1/6/2028	2/5/2028	\$3,298.00	\$2,968.20
Month 26		2/6/2028	3/5/2028	\$3,298.00	\$2,968.20
Month 27		3/6/2028	4/5/2028	\$3,298.00	\$2,968.20
Month 28		4/6/2028	5/5/2028	\$3,298.00	\$2,968.20
Month 29		5/6/2028	6/5/2028	\$3,298.00	\$2,968.20
Month 30		6/6/2028	7/5/2028	\$3,298.00	\$2,968.20
Month 31		7/6/2028	8/5/2028	\$3,298.00	\$2,968.20
Month 32		8/6/2028	9/5/2028	\$3,298.00	\$2,968.20
Month 33		9/6/2028	10/5/2028	\$3,298.00	\$2,968.20
Month 34		10/6/2028	11/5/2028	\$3,298.00	\$2,968.20
Month 35		11/6/2028	12/5/2028	\$3,298.00	\$2,968.20
Month 36		12/6/2028	1/5/2029	\$3,298.00	\$2,968.20
Month 37		1/6/2029	2/5/2029	\$3,430.00	\$3,087.00
Month 38		2/6/2029	3/5/2029	\$3,430.00	\$3,087.00
Month 39		3/6/2029	4/5/2029	\$3,430.00	\$3,087.00
Month 40		4/6/2029	5/5/2029	\$3,430.00	\$3,087.00
Month 41		5/6/2029	6/5/2029	\$3,430.00	\$3,087.00
Month 42		6/6/2029	7/5/2029	\$3,430.00	\$3,087.00
Month 43		7/6/2029	8/5/2029	\$3,430.00	\$3,087.00
Month 44		8/6/2029	9/5/2029	\$3,430.00	\$3,087.00
Month 45		9/6/2029	10/5/2029	\$3,430.00	\$3,087.00
Month 46		10/6/2029	11/5/2029	\$3,430.00	\$3,087.00
Month 47		11/6/2029	12/5/2029	\$3,430.00	\$3,087.00
Month 48		12/6/2029	1/5/2030	\$3,430.00	\$3,087.00
Month 49		1/6/2030	2/5/2030	\$3,568.00	\$3,211.20
Month 50		2/6/2030	3/5/2030	\$3,568.00	\$3,211.20
Month 51		3/6/2030	4/5/2030	\$3,568.00	\$3,211.20
Month 52		4/6/2030	5/5/2030	\$3,568.00	\$3,211.20
Month 53		5/6/2030	6/5/2030	\$3,568.00	\$3,211.20
Month 54		6/6/2030	7/5/2030	\$3,568.00	\$3,211.20
Month 55		7/6/2030	8/5/2030	\$3,568.00	\$3,211.20
Month 56		8/6/2030	9/5/2030	\$3,568.00	\$3,211.20
Month 57		9/6/2030	10/5/2030	\$3,568.00	\$3,211.20
Month 58		10/6/2030	11/5/2030	\$3,568.00	\$3,211.20
Month 59		11/6/2030	12/5/2030	\$3,568.00	\$3,211.20
Month 60		12/6/2030	1/5/2031	\$3,568.00	\$3,211.20
Total Monthly Recurring over 60 months				\$198,204.00	\$178,383.60

Total 5YR Contract Price **\$ 198,541.50**

Summary Todd County, MN		
	Pre-Disc	Post-Disc
NRC	\$ 337.50	\$ 337.50
MRC	\$198,204.00	\$178,383.60
Total	\$ 198,541.50	\$ 178,721.10

Contract Start Date	1/6/2026
Contract End Date	1/5/2031
Contract Term	60

Non-recurring charges (NRC)	PN	Unit	Price	Subtotal	If a customer wants any of these, they will need to repay the NRC charges
Local Survivability Fee	809800-16927		\$ 13,000.00	\$ -	
VESTA CommandPOST Accessories Bundle	809800-16914		\$ 4,570.00	\$ -	
VESTA SAAS-MN-TS MNTR UPLIFT Per Position Fee	809800-16934		\$ 330.00	\$ -	
i3 Adapter Setup Fee Per PSAP	TBD		\$ 4,650.00	\$ -	
SIP Interconnect Setup Fee Per PSAP	TBD		\$ 27,350.00	\$ -	
Automated Abandoned Callback Setup Fee Per PSAP	809800-16948		\$ 17,150.00	\$ -	
V9-1-1 ADMIN FOR STD	000001-06704		\$ 5,970.15	\$ -	
V9-1-1 ADMIN FOR COMPLEX	000001-06708		\$ 7,761.19	\$ -	
V9-1-1 AGENT TRNG	000001-06701		\$ 1,791.04	\$ -	
V9-1-1 AGENT TTT TRNG	000001-06712		\$ 4,477.61	\$ -	
V-ANLYT ADMIN TRNG	000002-24404		\$ 2,985.07	\$ -	
E-LEARN V9-1-1 ACT-VIEW TRNG	000001-06075		\$ 738.81	\$ -	
E-LEARN V9-1-1 SMS ADMIN DELTA TRNG	000001-06805		\$ 738.81	\$ -	
E-LEARN V9-1-1 SMS AGENT DELTA TRNG	000001-06806		\$ 440.30	\$ -	
V9-1-1 SMS TTT DELTA TR	000001-06804		\$ 1,791.00	\$ -	
E-LEARN V9-1-1 SIP TRNG	000001-06807		\$ 440.30	\$ -	
E-LEARN VESTA MAP LOCAL AGENT TRNG	000001-69012		\$ 440.30	\$ -	
CUTOVER COACHING	000001-08541		\$ 5,223.88	\$ -	
Text Transfer Enablement Per PSAP Fee	809800-16915	1	\$ 135.00	\$ 135.00	
Text Transfer Enablement Per Position Fee	809800-16917	3	\$ 67.50	\$ 202.50	
			Total NRC	\$ 337.50	

Hosted SaaS Payment Schedule			
Upon Equipment Shipment	Unit	Price	Subtotal
Local Survivability Fee		\$ 13,000.00	\$ -
VESTA CommandPOST Accessories Bundle		\$ 4,570.00	\$ -
VESTA SAAS-MN-TS MNTR UPLIFT Per Position Fee		\$ 330.00	\$ -
i3 Adapter Setup Fee Per PSAP		\$ 4,650.00	\$ -
SIP Interconnect Setup Fee Per PSAP		\$ 27,350.00	\$ -
Automated Abandoned Callback Setup Fee Per PSAP		\$ 17,150.00	\$ -
Upon delivery of training services & installation			
All Training			\$ -
Text Transfer Enablement Fees			\$ 337.50
Total Non-recurring charges			\$ 337.50



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 : <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-22
Agenda Topic Title for Publication:		Purchase of Microsoft Datacenter license
Date of Meeting: 12/16/25	Agenda Time Requested: 5 min	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: MIS		
Person Presenting Topic at Meeting: Lisa Parteka		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
We are due for an upgrade to our Microsoft Datacenter licensing. Currently in our Virtual environment, we have 4 hosts. Each host is required to have its own Datacenter license. This will be a scaled approach to get all servers upgraded to the new version. This gives us the ability to create more servers without having to license each server individually. This quote is for 2 licenses. All of our Microsoft licensing is purchased through SHI.		
Options:		
1. To approve the purchase of 2 Microsoft Datacenter licenses for \$12,890.08.		
2. To not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: The recommendation is to approve the purchase of 2 Microsoft Datacenter licenses.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 12,890.08 Funding Source(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-23
Agenda Topic Title for Publication:		Renovations to Annex 1
Date of Meeting: December 16 th 2025	Agenda Time Requested: 5 mins	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Facilities committee		
Person Presenting Topic at Meeting: Facilities Manager Mitch Johnson		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
Bids were submitted for the renovation to the Annex 1 office with the low bid from Miller Brothers construction for a cost of \$21,701.78		
Options:		
1) Approve the office renovations to Annex 1 from Miller Brothers Construction for a cost of \$21,701.78		
2) do not approve the request		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion:		
1) Approve the office renovations to Annex 1 from Miller Brothers Construction for a cost of \$21,701.78		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 21,701.78 Funding Source(s): 111-6601	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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

87 of 158

ESTIMATE

ARNZEN CONSTRUCTION, INC.

29033 Co. Rd. 17
Freeport, MN 56331
(320) 836-2284 OFFICE
1-888-276-1751 – Lic. #BC004899

Name: Todd County Facilities

Date: October 13, 2025

Address: 212 2nd Ave. S. – Long Prairie, MN 56347

Building Description: Office Remodel Options

Phone: 320-874-1226

Size: _____

Option #3 – annex office #2

MATERIAL

\$12,137.09

-Per Estimate #144320

-Material Spec List Attached

CEILING TILE ALLOWANCE

\$3,950.00

640-SF Ceiling Tile/Grid

VINYL BASE ALLOWANCE

\$400.00

-Material & Labor

ELECTRICAL

\$7,123.00

-Per Arc Electric Bid

DUMPSTER ALLOWANCE

\$400.00

LABOR

\$5,500.00

-Remove Existing Ceiling

-Frame Walls & Insulate

-Hang/Tape/Spray Sheetrock

-Install Doors & Trim

-Clean Site Daily

Total Option #3 – annex #2

\$29,510.09

****Permits Supplied By Owner***

****No Painting Included In Bid***

****No Final Cleaning In Bid***

****Heat Duct Placement By Others***



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)
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-24
Agenda Topic Title for Publication:		Sauk River FY2024 WBIF Work Plan Amendment
Date of Meeting: 12/16/2025		Agenda Time Requested: 3 <input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Planning and Zoning		
Person Presenting Topic at Meeting: Adam Ossefoort		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
The Sauk River CWMP Policy Committee has voted to amend the FY24 WBIF work plan to reassign funding to new projects. Local partners must approve the changes by resolution. The attached resolution and supporting document outlines the proposed changes.		
This resolution was adopted at the 12/2/2025 Commissioners meeting and an error was found in the work plan after the meeting. The corrected work plan must be adopted to replace the previous version.		
Options:		
1. a motion to rescind board action 20251205-14 and adopt the attached resolution to amend the FY24 work plan		
2. a motion to deny the resolution.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: to rescind board action 20251202-14 and adopt the resolution to amend the FY24 Sauk River WBIF Work Plan.		
Additional Information:		Budgeted:
Financial Implications: \$		<input type="checkbox"/> Yes <input type="checkbox"/> No
Funding Source(s):		
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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



**THE SAUK RIVER WATERSHED COLLABORATIVE WATERSHED BASED
IMPLEMENTATION FUND (WBIF) REVISED FY2024 WORKPLAN**

WHEREAS, Todd County adopted the Sauk River Comprehensive Watershed Management Plan (CWMP) for the area of the county identified within the Sauk River Watershed.

WHEREAS, the Sauk River CWMP called for the development and adoption of biennial work plans, to be completed by a Policy Committee established via the execution of a joint powers collaborative agreement amongst partnering entities implementing the Sauk River CWMP.

WHEREAS, Todd County entered into a joint powers collaborative agreement with partnering entities to implement the Sauk River CWMP, and under this agreement a Policy Committee was established to, amongst other duties, review and recommend approval of any modifications or additions to the biennial work plans to collaborative partner's governing boards.

WHEREAS, Todd County has received notice from said Policy Committee that: 1) The revised fiscal year 2024 WBIF workplan has been reviewed on November 20th, 2025 and 2) the Policy Committee recommends approval of the same by each collaborative member's governing board.

NOW, THEREFORE, BE IT RESOLVED, Todd County hereby approves the submission of the Sauk River Watershed Collaborative's revised fiscal year 2024 workplan, attached as Exhibit 1, to the Minnesota Board of Water and Soil Resources.

ALSO, BE IT RESOLVED, Todd County adopts the revised fiscal year 2024 workplan, attached as Exhibit 1, upon approval of the Minnesota Board of Water and Soil Resources and the Sauk River Watershed Collaborative Fiscal Agent.

Exhibit 1 – Sauk River Watershed Collaborative revised fiscal year 2024 Watershed Based Implementation Funds (WBIF) Workplan

The following is the proposed rewrite of the FY24 WBIF grant work plan to enable the SRWC to implement the activities outlined while allowing for some flexibility to respond to changes related to landowner willingness, urgent project requests, and known reallocation needs.

Two reallocations are incorporated:

1. City of Rockville Stormwater Project
 - a. \$15,000 to objective 13 from objective 3
 - b. \$20,000 to objective 13 from objective 4
 - c. \$20,000 to objective 13 from objective 11
 - d. Added total of \$55,000
2. Vails Lake and SRCOL Headwaters Feasibility Study
 - a. \$2,000 to objective 4 from objective 2
 - b. \$9,000 to objective 4 from objective 6
 - c. \$10,000 to objective 4 from objective 7
 - d. \$37,250 to objective 4 from objective 10
 - e. \$10,750 to objective 4 from objective 11
 - f. \$6,000 to objective 4 from objective 12
 - g. added total of \$75,000

Objective 1: Project Coordination & Grant Management

E-Link Activity Category: Administration/Coordination

Staff Time: Yes

WBIF: \$52,190

Staff Hours: 600 hours

Narrative: The Sauk River Watershed District has been appointed as the Watershed Coordinator and Stearns County has been appointed as the fiscal agent on behalf of the Sauk River Watershed Collaborative (SRWC). Funding will be used to conduct the activities that are contained in the Collaborative Agreement and Fiscal Agent Agreement to administer and coordinate the collaborative's efforts.

Objective 2: Project Development

E-Link Activity Category: Project Development

Staff Time: Yes

WBIF: \$78,000

Staff Hours: 400 hours

Narrative: Funding will be used to conduct project development with landowners for activities such as, but not limited to, landowner contacts, conducting site visits and investigations, completing contracting processes and other activities to advance project implementation in CWMP priority areas watershed wide that directly support or supplement the goals and outcomes of the CWMP. Partner JAA documentation may be requested from individual offices to verify technical signoffs, where applicable.

Funding will be used to conduct outreach and/or education activities with landowners that directly support or supplement the goals and outcomes of the CWMP. These activities include, but are not limited to, field days, BMP tours, and outreach materials. The goal is to encourage the implementation of appropriate BMPs by landowners. Funding will cover the costs of staff time to plan and coordinate events and associated outreach, promotional materials, as well as, event location costs, meals, speaker fees, event materials, invitations, and direct outreach including mailings to landowners and stakeholders in targeted high priority and priority areas. Topics may include, but are not limited to, soil health practices, private well (nitrate) screening clinics, irrigation management and groundwater protection, and stormwater management.

Activities will be targeted within the identified priority areas and along priority water resources on page 5-5 of the CWMP. Supports all actions in the implementation schedule. Deliverables are contact with 100 landowners and 25 engaged landowners.

8/2025 reallocation: \$2,000 to objective 4 per request by Stearns CD (Prior total was \$80,000)

Objective 3: Supplies and Equipment

E-Link Activity Category: Supplies/Equipment

Staff Time: No

WBIF: \$75,000

Narrative: Funding will be used to acquire equipment, hardware, software, or supplies for including, but not limited to, street sweepers. Activities will be targeted within the identified priority areas and along priority water resources on page 5-5 of the CWMP and identified in the implementation schedule on pages 5-114 and 6-2. Deliverable is one piece of equipment.

Proposed activities will follow eligibility criteria as outlined in the Grants Administration Manual (GAM) and authorized by the FY24-25 WBIF Policy. Partners will confirm eligible activities with the BWSR BC overseeing this grant agreement. Any assurance measures or other criteria required of the BWSR will be followed prior to expenditure of funding. Specifically, grant funds will not be used for costs incurred for water quality monitoring such as, but not limited to, routine, baseline, diagnostic, or effectiveness monitoring. This includes both surface and groundwater monitoring activities.

8/2025 reallocation: \$15,000 to objective 13 per request by SRWD (Prior total was \$90,000)

Objective 4: Planning and Assessment

E-Link Activity Category: Planning and Assessment

Staff Time: Yes

WBIF: 108,000

Staff Hours: 5 hours

Narrative: Funding will be used to conduct planning and assessment efforts including, but not limited to, watershed regulatory review, subwatershed assessments, hydrology and hydraulics study, urban stormwater plans, and stormwater pond treatment effectiveness study. Activities will be targeted within the identified priority areas and along priority water resources on page 5-5 of the CWMP and identified in the implementation schedule on pages 5-114, 5-115, and 6-8 through 6-11. Deliverable is three assessments, studies, or plans.

Proposed activities will follow eligibility criteria as outlined in the Grants Administration Manual (GAM) and authorized by the FY24-25 WBIF Policy. Partners will confirm eligible activities with the BWSR BC overseeing this grant agreement. Any assurance measures or other criteria required of the BWSR will be followed prior to expenditure of funding. Specifically, grant funds will not be used for costs incurred for water quality monitoring such as, but not limited to, routine, baseline, diagnostic, or effectiveness monitoring. This includes both surface and groundwater monitoring activities.

8/2025 reallocation:

- \$20,000 to objective 13 per request by SRWD (Prior total was \$53,000)
- added \$75,000 from objectives 2, 6, 7, 10, 11, 12 per request by Stearns CD (Prior total was \$33,000)

Objective 5: Education and Outreach

E-Link Activity Category: Education/Information

Staff Time: Yes

WBIF: \$80,000

Staff Hours: 5 hours

Narrative: Funding will be used to conduct outreach and/or education activities with landowners that directly support or supplement the goals and outcomes of the CWMP, including but not limited to expanding Adopt-a-Drain program across the watershed, and develop watershed-wide messaging to promote watershed stewardship. Activities will be targeted within the identified priority areas and along priority water resources on page 5-5 of the CWMP and identified in the implementation schedule on pages 6-12. Deliverable is 15 promotions.

Objective 6: Technical & Engineering Assistance

E-Link Activity Category: Technical/Engineering Assistance

Staff Time: Yes

WBIF: \$178,800

Staff Hours: 2000 hours

Narrative: Funding will be used to conduct technical and engineering assistance including, but not limited to, technical site assessments, surveys, preliminary analysis and design, final design, construction supervision, installation, inspection, and completion of projects from a licensed professional engineer or staff with appropriate NRCS Job Approval Authority for the specific practice. Funding may be used to hire additional, or supplement, staff or consultant to assist with survey and design work. Practices will be designed according to the NRCS FOTG, MN Stormwater Manual, Blue Thumb Guide, or professional engineering standards. Partner JAA documentation may be requested from individual offices to verify technical signoffs, where applicable.

Activities will be targeted within the identified priority areas and along priority water resources on page 5-5 of the CWMP. Supports all actions in the implementation schedule.

Objective 7: Agricultural Practices

E-Link Activity Category: Agricultural Practices

Staff Time: No

WBIF: \$129,375

Match: \$21,093.75 landowner fund

Narrative: Funding will be used to provide cost-share for construction-related costs of structural agricultural practices, including but not limited to, WASCObS, grassed waterways, and grade stabilizations. Budgeted amount will fund approximately 5 best management projects. Practices will be selected using modeling, pollutant reduction estimates, landowner willingness, best professional judgement, and the SRWC JPC policy. Activities will be first targeted in the following HSPF reaches Osakis 3, 10, 22; Sauk Lake 30, 43, 50, 54, 70, 71, 72, 73, 75, 77, 79, 100; Centre Sauk 110, 130, 181, 190, 221; GUS Plus 157, 159, 230, 241, 242, 243, 245; Chain of Lakes 370, 375, 381, 383, 385, 388, 389, 392, 394, 400, 411, 420 to accomplish actions within each management district's implementation schedule in CWMP to address targeted resources are JD2, Sauk River, Lake Osakis, Sauk Lake, Ashley Creek, Fairy Lake, CD44, Getchell Creek, SRCOL, and tributaries upstream to SRCOL.

Technical assistance and engineering may be provided through Objective 6: Technical & Engineering Assistance. Partner JAA documentation may be requested from individual offices to verify technical signoffs, where applicable.

8/2025 reallocation: \$10,000 to objective 4 per request by Stearns CD (Prior total was \$139,375)

Objective 9: Livestock Waste Management

E-Link Activity Category: Livestock Waste Management

Staff Time: No

WBIF: \$140,000

Match: \$35,000 landowner fund

Narrative: Funding will be used to provide cost-share for livestock waste management practices, including but not limited to, feedlot fixes, pit closure, and grazing systems. Budgeted amount will fund approximately 1 best management project. Practices will be selected using modeling, pollutant reduction estimates, landowner willingness, best professional judgement, and the SRWC JPC policy. Activities will be first targeted in the following HSPF reaches Osakis 3, 10, 22; Sauk Lake 30, 43, 50, 54, 70, 71, 72, 73, 75, 77, 79, 100; Centre Sauk 110, 130, 181, 190, 221; GUS Plus 157, 159, 230, 241, 242, 243, 245; Chain of Lakes 370, 375, 381, 383, 385, 388, 389, 392, 394, 400, 411, 420 to accomplish actions within each management district's implementation schedule in CWMP to address targeted resources are JD2, Sauk River, Lake Osakis, Sauk Lake, Ashley Creek, Fairy Lake, CD44, Getchell Creek, SRCOL, and tributaries upstream to SRCOL.

Technical assistance and engineering may be provided through Objective 6: Technical & Engineering Assistance. Partner JAA documentation may be requested from individual offices to verify technical signoffs, where applicable.

Objective 10: Non-Structural Management Practices

E-Link Activity Category: Non-Structural Management Practices

Staff Time: No

WBIF: \$61,500

Match: \$937.50 landowner fund

Narrative: Funding will be used to enroll acres in ecological or other practice types that are non-structural in nature including, but not limited to, cover crops, conservation tillage (reduced tillage, no till), residue management, nutrient management, prescribed grazing, ecological plantings, and perennial plantings. Practices will be selected using modeling, pollutant reduction estimates, landowner willingness, best professional judgement, and the SRWC JPC policy.

Budgeted amount will fund approximately 1000 of acres of best management practices. Activities will be first targeted in the following HSPF reaches Osakis 3, 10, 22; Sauk Lake 30, 43, 50, 54, 70, 71, 72, 73, 75, 77, 79, 100; Centre Sauk 110, 130, 181,190, 221; GUS Plus 157, 159, 230, 241, 242, 243, 245; Chain of Lakes 370, 375, 381, 383, 385, 388, 389, 392, 394, 400, 411, 420 to accomplish actions within each management district's implementation schedule in CWMP to address targeted resources are JD2, Sauk River, Lake Osakis, Sauk Lake, Ashley Creek, Fairy Lake, CD44, Getchell Creek, SRCOL, and tributaries upstream to SRCOL.

Technical assistance and engineering may be provided through Objective 6: Technical & Engineering Assistance. Partner JAA documentation may be requested from individual offices to verify technical signoffs, where applicable.

8/2025 reallocation: \$37,250 to objective 4 per request by Stearns CD (Prior total was \$98,750)

Objective 11: Streambank or Shoreline Protection

E-Link Activity Category: Streambank or Shoreline Protection

Staff Time: No

WBIF: \$236,000

Match: \$53,437.50 landowner fund

Narrative: Funding will be used as cost-share for constructed practices using vegetation or structures to stabilize and protect banks and beds of streams, lakes, or excavated channels against scour, erosion, or stream crossing. Practices will be selected using modeling, pollutant reduction estimates, landowner willingness, best professional judgement, and the SRWC JPC policy.

Budgeted amount will fund approximately 600 linear feet of streambank or shoreland restoration practices including, but not limited to, floodplain benches, shoreland restoration projects, bank stabilization projects, upland gully/rill erosion projects, and ravine erosion. Activities will be first targeted in the following HSPF reaches Osakis 3, 10, 22; Sauk Lake 30, 43, 50, 54, 70, 71, 72, 73, 75, 77, 79, 100; Centre Sauk 110, 130, 181,190, 221; GUS Plus 157, 159, 230, 241, 242, 243, 245; Chain of Lakes 370, 375, 381, 383, 385, 388, 389, 392, 394, 400, 411, 420 to accomplish actions within each management district's implementation schedule in CWMP to address targeted resources are JD2, Sauk River, Lake Osakis, Sauk Lake, Ashley Creek, Fairy Lake, CD44, Getchell Creek, SRCOL, and tributaries upstream to SRCOL.

Technical assistance and engineering may be provided through Objective 6: Technical & Engineering Assistance. Partner JAA documentation may be requested from individual offices to verify technical signoffs, where applicable.

8/2025 reallocation:

- \$10,750 to objective 4 per request by Stearns CD (Prior total was \$266,750)
- \$20,000 to objective 13 per request by Stearns CD & SRWD (Prior total was \$256,000)

Objective 12: Wetland Restoration

E-Link Activity Category: Wetland Protection

Staff Time: No

WBIF: \$19,000

Match: \$4,750 landowner fund

Narrative: Funding will be used as cost-share for constructed practices to restore wetlands. Practices will be selected using modeling, pollutant reduction estimates, landowner willingness, best professional judgement, and the SRWC JPC policy.

Budgeted amount will fund 1 wetland project to treat about 40 acres. Activities will be first targeted in the following HSPF reaches Osakis 3, 10, 22; Sauk Lake 30, 43, 50, 54, 70, 71, 72, 73, 75, 77, 79, 100; Centre Sauk 110, 130, 181, 190, 221; GUS Plus 157, 159, 230, 241, 242, 243, 245; Chain of Lakes 370, 375, 381, 383, 385, 388, 389, 392, 394, 400, 411, 420 to accomplish actions within each management district's implementation schedule in CWMP to address targeted resources are JD2, Sauk River, Lake Osakis, Sauk Lake, Ashley Creek, Fairy Lake, CD44, Getchell Creek, SRCOL, and tributaries upstream to SRCOL.

Technical assistance and engineering may be provided through Objective 6: Technical & Engineering Assistance. Partner JAA documentation may be requested from individual offices to verify technical signoffs, where applicable.

8/2025 reallocation: \$6,000 to objective 4 per request by Stearns CD (Prior total was \$25,000)

Objective 13: Urban Stormwater Practices

E-Link Activity Category: Urban Stormwater Practices

Staff Time: No

WBIF: \$55,000

Match: \$50,000

Narrative: Funding will be used as cost-share for constructed practices to address urban stormwater. Practices will be selected using modeling, pollutant reduction estimates, landowner willingness, best professional judgement, and the SRWC JPC policy.

Budgeted amount will fund 1 stormwater project of practices including, but not limited to, stormwater treatment basin, piped outlet stabilized with rip-rap. Activities will be first targeted in the following HSPF reaches Osakis 3, 10, 22; Sauk Lake 30, 43, 50, 54, 70, 71, 72, 73, 75, 77, 79, 100; Centre Sauk 110, 130, 181, 190, 221; GUS Plus 157, 159, 230, 241, 242, 243, 245; Chain of Lakes 370, 375, 381, 383, 385, 388, 389, 392, 394, 400, 411, 420, Mini Metro 461 to accomplish actions within each management district's implementation schedule in CWMP to address targeted resources are JD2, Sauk River, Lake Osakis, Sauk Lake, Ashley Creek, Fairy Lake, CD44, Getchell Creek, SRCOL, tributaries upstream to SRCOL, and Pleasant Lake.

Technical assistance and engineering may be provided through Objective 6: Technical & Engineering Assistance. Partner JAA documentation may be requested from individual offices to verify technical signoffs, where applicable.

8/2025 reallocation: \$55,000 to objective 13 from objectives 3, 4, & 11 per request by Sauk Watershed District.



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>
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	20251216-25
<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Resolution	
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other	

Agenda Topic Title for Publication:	Brown Bear North Final Plat
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Date of Meeting: 12/16/2025	Agenda Time Requested: 3	<input type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: <i>Supporting Documentation enclosed</i> <input checked="" type="checkbox"/>

An application for subdivision to create a one lot plat on parcel 24-0062200 (Turtle Creek TWP) was submitted on August 11th, 2025. The preliminary plat was approved by the Board of Commissioners on September 16th, 2025 with no conditions.

Planning and Zoning has completed the review of the proposal and determined that it is ready for final platting.

Options:

1. Approve the final plat as presented.
2. Deny the final plat.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Approval of the final plat as presented to formally establish Brown Bear North.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	

Official Certification

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

Seal



Final Plat Approval – “Brown Bear North” Subdivision

WHEREAS, Applicant Barry and Debra Brown applied to subdivide a property owned by Jeffrey Myrum and Debra J. Myer-Myrum that is described as part of Section 28 of Turtle Creek with the plat to be known as “Brown Bear North”,

WHEREAS, Brown Bear North consists of one lot; Block One, Lot 1, 2.23 acres located in Shoreland Recreational Development Zoning District in Turtle Creek Township,

WHEREAS, On September 9, 2025, the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance:

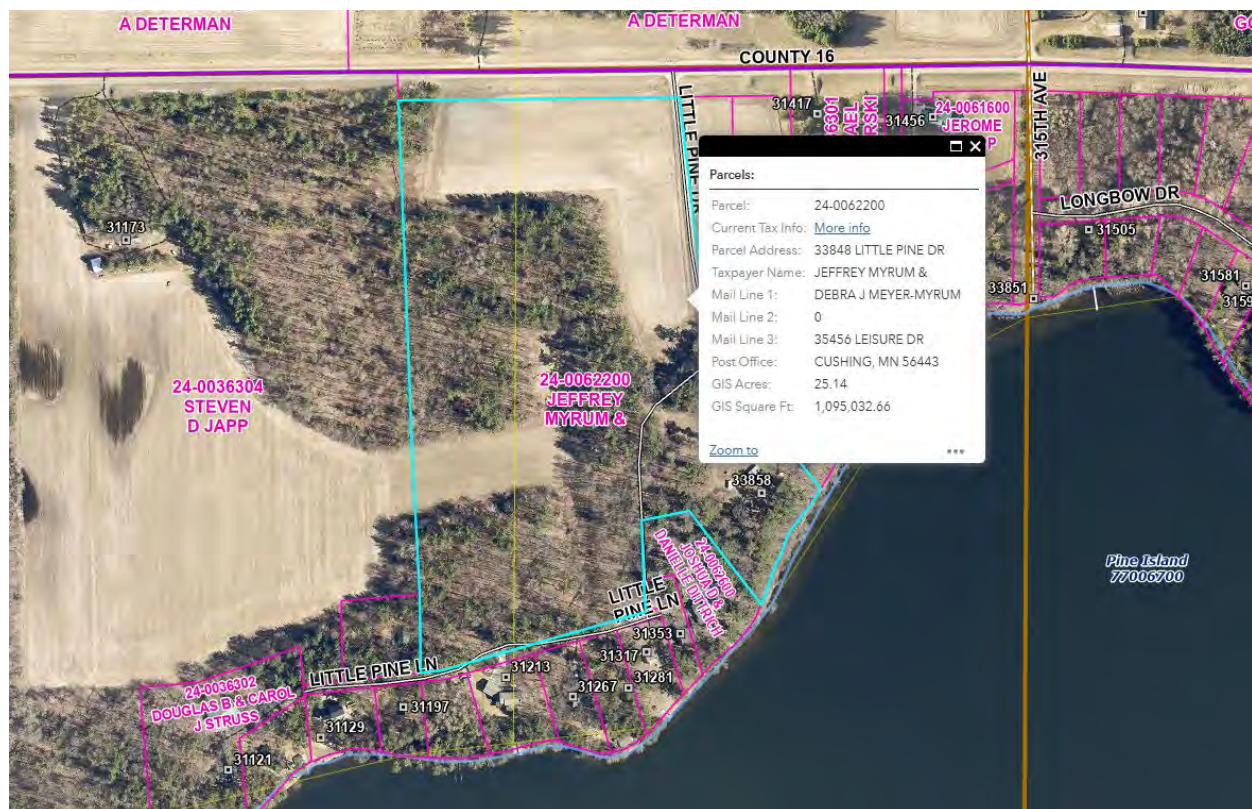
That part of Lot 3, Block One, John Japp Estates First Addition, of record in the Office of the County Recorder in Todd County, Minnesota, lying southerly and westerly of the following described line:

Commencing at the southwest corner of said Lot 3; thence North 01 degrees 12 minutes 08 seconds West, plat bearing, 300.00 feet along the west line of said Lot 3 to the point of beginning of said line to be described; thence North 76 degrees 38 minutes 47 seconds East 327.33 feet; thence South 01 degrees 12 minutes 08 seconds East 300.00 feet to the intersection with the south line of said Lot 3 and said line there terminating.

WHEREAS, On September 16, 2025, the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the Brown Bear North preliminary plat with no conditions.

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

NOW, THEREFORE BE IT RESOLVED, the final plat of “Brown Bear North” be approved as presented.



BROWN BEAR NORTH

KNOW ALL PERSONS BY THESE PRESENTS: That Jeffrey Myrum and Debra J. Meyer-Myrum, husband and wife, owners, of the following described property situated in the County of Todd and the State of Minnesota, to wit:

That part of Lot 3, Block One, John Japp Estates First Addition, of record in the Office of the County Recorder in Todd County, Minnesota, lying southerly and westerly of the following described line:

Commencing at the southwest corner of said Lot 3; thence North 01 degrees 12 minutes 08 seconds West, 300.00 feet along the west line of said Lot 3 to the point of beginning of said line to be described; thence North 76 degrees 38 minutes 47 seconds East 327.33 feet; thence South 01 degrees 12 minutes 08 seconds East 300.00 feet to the intersection with the south line of said Lot 3 and said line there terminating.

Have caused the same to be surveyed and platted as BROWN BEAR NORTH.

In witness whereof said Jeffrey Myrum and Debra J. Meyer-Myrum, husband and wife, have hereunto set their hands this ____ day of _____, 20____.

Jeffrey Myrum Debra J. Meyer-Myrum

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20____, by Jeffrey Myrum and Debra J. Meyer-Myrum, husband and wife.

Notary Signature Notary Printed Name
Notary Public, _____ County, Minnesota
My Commission Expires _____

I Jared M. Festler do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat and that all distances are correctly shown on the plat in feet and hundredths of a foot; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wetlands, as defined in Minnesota Statutes, Section 50B.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on the plat.

Dated this ____ day of _____, 20____.

Jared M. Festler, Licensed Land Surveyor
Minnesota License No. 55338

STATE OF MINNESOTA
COUNTY OF MORRISON

This instrument was acknowledged before me this ____ day of _____, 20____, by Jared M. Festler, Licensed Land Surveyor, Minnesota License No. 55338.

Notary Signature Notary Printed Name
Notary Public, Morrison County, Minnesota
My Commission Expires _____

TODD COUNTY ATTORNEY

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

Signed: Todd County Attorney

TODD COUNTY SURVEYOR

Checked and approved as to compliance with Chapter 505, Minnesota Statutes, Dated this ____ day of _____, 20____.

TODD COUNTY SURVEYOR
MINNESOTA LICENSE NUMBER _____

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

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

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

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

Signed: Todd County Auditor/Treasurer

I hereby certify that the within instrument was filed for record on this ____ day of _____, 20____, at ____ o'clock ____ .M. and was duly recorded as Document Number _____.

Signed: Todd County Recorder

NW CORNER OF LOT 3
RLS #19845

N01°12'08"W
300.00

N01°12'08"W
300.00

WEST LINE OF LOT 3

UNPLATTED

N01°12'08"W 300.00

N85°00'00"E
54.16

SW CORNER OF LOT 3
RLS #19845

ANGLE POINT ON THE SOUTH LINE OF LOT 3
RLS #19845

24

N75°00'00"E 273.86

PINE

SOUTH LINE OF LOT 3

LANE

1/2

ONE

ONE

ADDITION

FIRST

ESTATES

TWD. 131

LOT 1

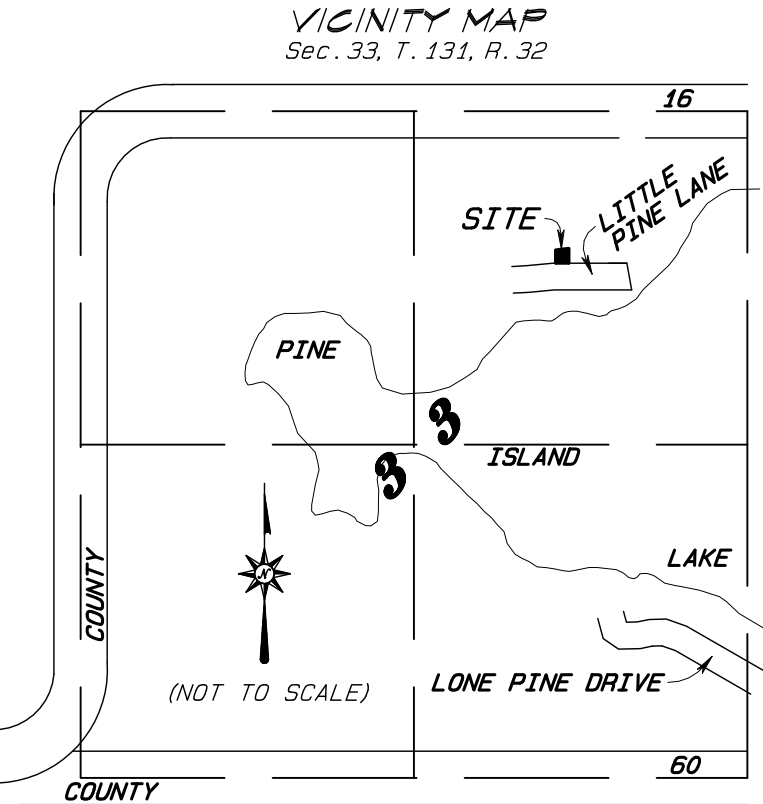
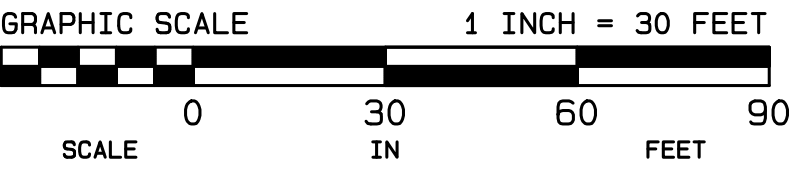
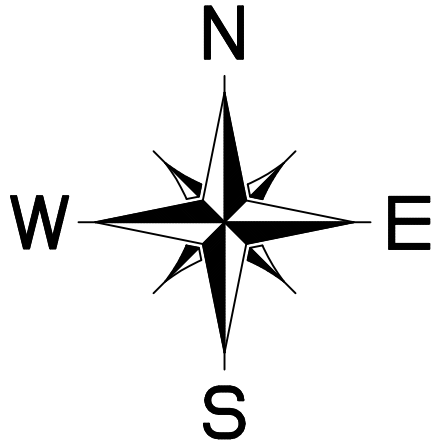
N76°38'47"E 327.33

S01°12'08"E 300.00

PAGE 32

BASIS OF BEARINGS:
Reference bearings are the same as John Japp Estates First Addition.

● FOUND IRON MONUMENT
○ SET 1/2 INCH IRON PIPE CAPPED "FESTLER 55338"



FESTLER LAND SURVEYING
1611 FIRST AVENUE NE,
LITTLE FALLS, MN 56345
(320) 632-4396

Dated at Long Prairie Minnesota this 15 day of May
A.D. 1923.

S. S. Sargent -
County Surveyor.

Witnesses
John Ellan
Mabel Gorman
State of Minnesota }
County of Ford } ss

On this 25th day of June A.D. 1923 before me personally appeared John Joseph to me known to be the person described in and who executed the foregoing Repudiation Certificate and solemnly declared that he executed the same as his free act and deed.

John Gillan
Deputy Register of Deeds
Todd County, Minnesota

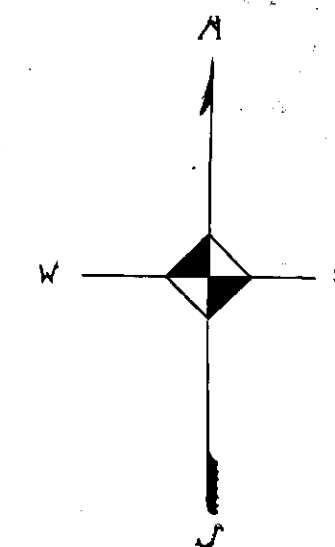
Office of Register of Deeds
State of Minnesota
County of Hamilton

I hereby certify that the within
instrument was filed in this office
for record on the 10th day of
Sept. A. D. 1926
at 10 o'clock A. M. and was
daily recorded in book
104 page 174

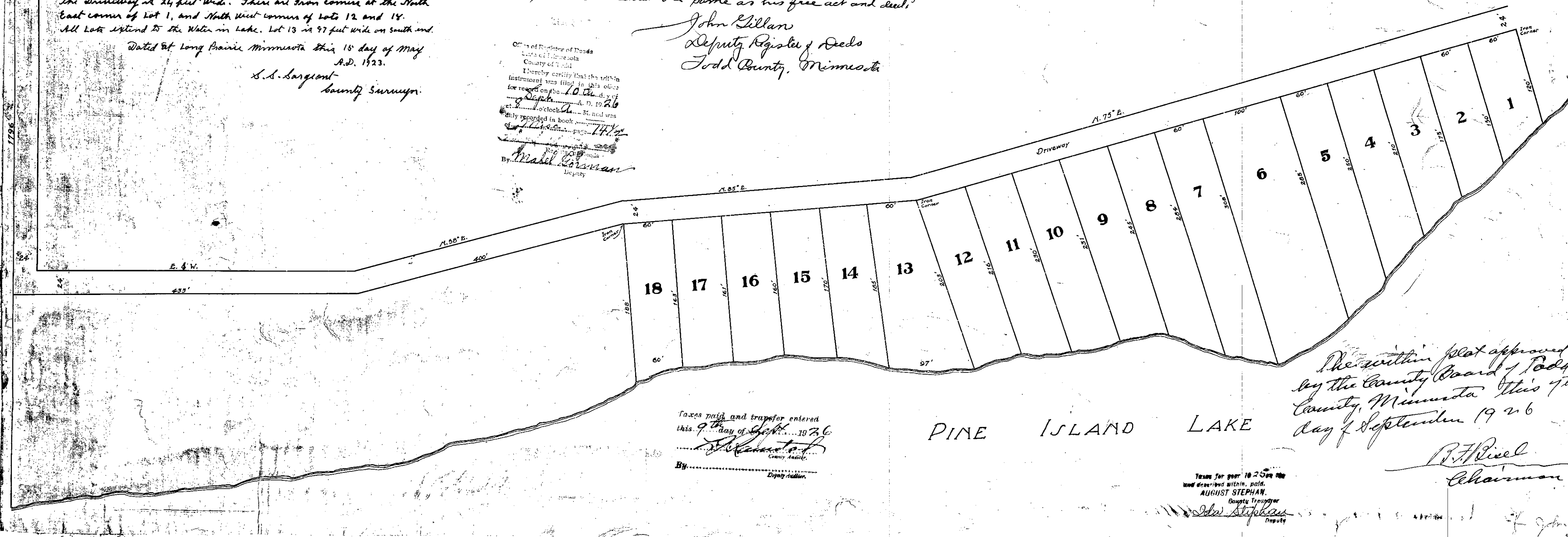
By Mabel Rossman
Deputy

Taxes paid and transfer entered
this 9th day of Sept. 1936
By *[Signature]*
County Auditor.

Scale 1" = 60'



S. S. SARGENT, Co. Surveyor:
May 15, 1923.



The within plat approved
by the County Board of Todd
County, Minnesota this 7th
day of September 1926

B. F. Rice
Chairman

Taxes for year 1825 are
and described within, paid,
AUGUST STEPHAN.
County Treasurer
Edw. Stephan



WHERE THE FOREST MEETS THE PRAIRIE

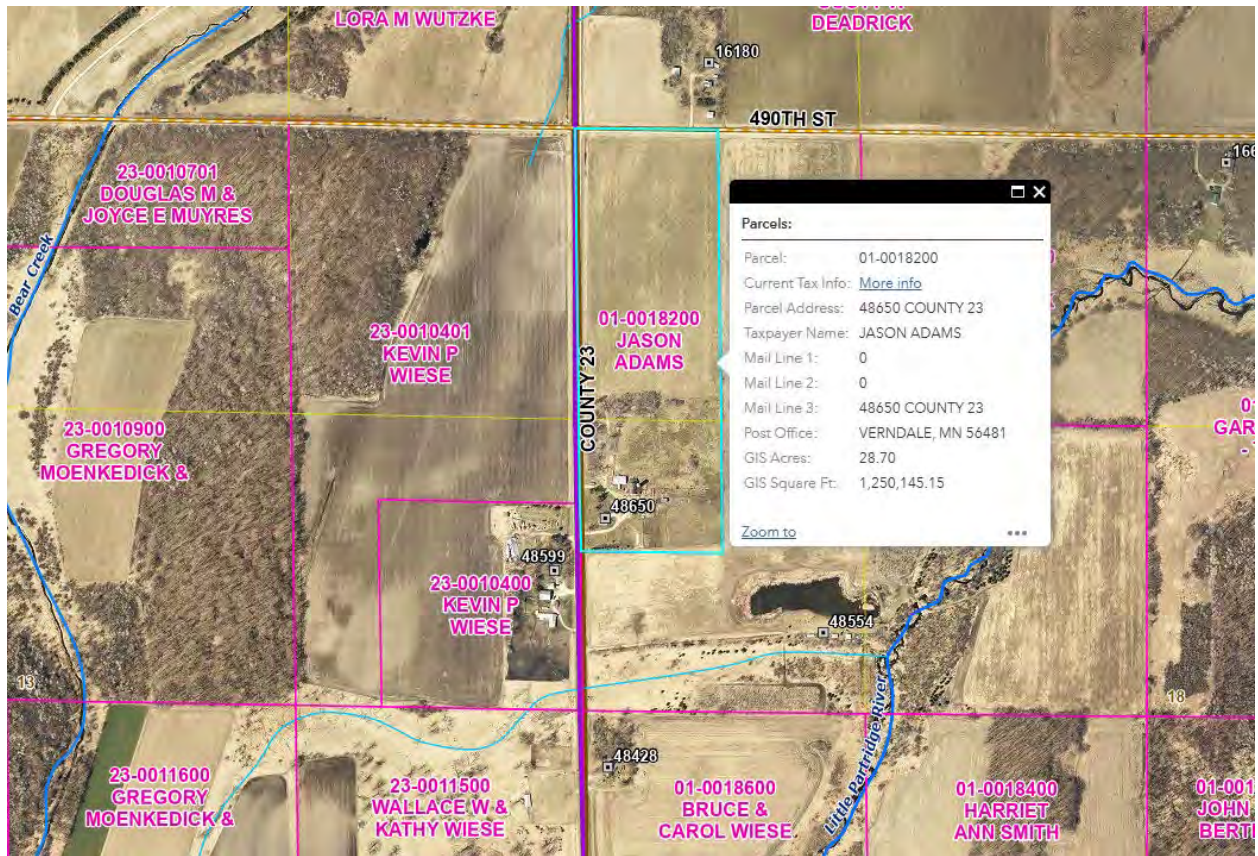
Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-26
Agenda Topic Title for Publication:		Off Grid Recovery Community request for CUP
Date of Meeting: 12/16/2025		Agenda Time Requested: 3 <input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Planning and Zoning		
Person Presenting Topic at Meeting: Adam Ossefoort		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
An application for CUP to established on onsite thrift store on parcel 01-0018200 (Bartlett TWP) was submitted on September 8 th , 2025. The application was reviewed by the Planning Commission during the November and December public hearings. The final recommendation from the Planning Commission was to grant the CUP with the conditions identified below.		
Options:		
1. Grant the CUP with conditions. 2. Developing findings to 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 conditions below: 1. Business signage shall not be placed within the road right of way. 2. Off-street parking shall be provided for all business traffic. 3. Applicant shall abide by all other applicable federal, state, and local standards.		
Additional Information:		Budgeted:
Financial Implications: \$ Funding Source(s):		<input type="checkbox"/> Yes <input type="checkbox"/> No
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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: Off Grid Recovery Community Inc. (Jason Adams)
Mailing Address: 48650 County Road 23,
Verndale, MN 56481

Property Owner: Off Grid Recovery Community Inc. (Jason Adams)
Mailing Address: 48650 County Road 23,
Verndale, MN 56481

Site Address: 48650 County Road 23, Verndale, MN 56481

Parcel Number: 01-0018200

REQUEST:

1. Request a CUP to operate an onsite thrift store located in AF-1 Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 4th day of December, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

The West Half of the Northwest Quarter of the Northwest Quarter (W ½ of NW ¼ of NW ¼) and the North 600 feet of the West Half of the Southwest Quarter of the Northwest Quarter (W ½ of SW ¼ of NW ¼), Section 18, Township 133 North, Range 34 West, Todd County, Minnesota.

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-024 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. Business signage shall not be placed within the road right of way.
2. Off-street parking shall be provided for all business traffic.
3. 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.



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>
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	20251216-27
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other	

Agenda Topic Title for Publication:	Schroeder request for CUP
--	----------------------------------

Date of Meeting: 12/16/2025	Agenda Time Requested: 3	<input type="checkbox"/> Consent Agenda
-----------------------------	--------------------------	---

Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>
--

An application for CUP to establish a powersports repair business and motor vehicle sales on parcel 05-0022000 (Burleene TWP) was submitted on November 10, 2025. The application was reviewed by the Planning Commission during the December 4th public hearing. The recommendation from the Planning Commission was to grant the CUP with the conditions identified below.

Options:

1. Grant the CUP with conditions.
2. Developing findings to 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. Off-street parking shall be provided for all business traffic.
2. Business signage shall not be placed within the road right of way.
3. All vehicles, parts, and supplies must be stored in a manner that does not create public nuisance characteristics.
4. No more than six (6) automotive vehicles shall be on the site at any time. This includes vehicles for sale and being worked on.
5. All fluids and other hazardous wastes must be properly stored in an approved container and disposed of in a manner that is compliant with federal, state, and local regulations.
6. Applicant must abide by all other applicable federal, state, and local standards.

Additional Information:	Budgeted:	Comments
Financial Implications: \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source(s):		
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

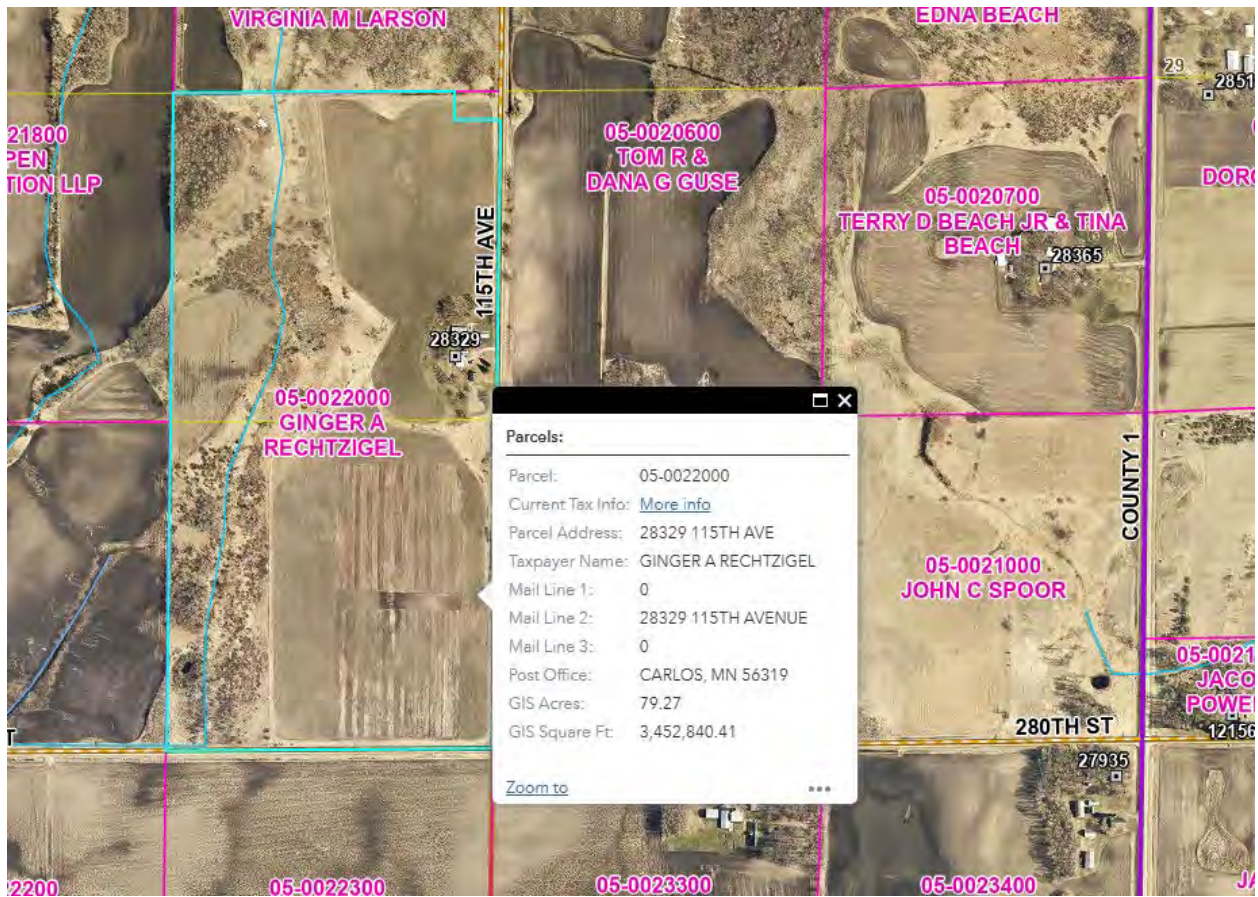
Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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: Ryan Schroeder
Mailing Address: 28329 115th Ave.
Carlos, MN 56319

Property Owner: Ginger A. Rechtzigel
Mailing Address: 28329 115th Ave.
Carlos, MN 56319

Site Address: 28329 115th Ave., Carlos, MN 56319

Parcel Number: 05-0022000

REQUEST:

1. Request a CUP for Powersports Repair Business and Motor Vehicle Dealer License to buy and sell more than 5 motor vehicles per year with signage outside of ROW in AF-1 Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 4th day of December, 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-2025-030 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. Off-street parking shall be provided for all business traffic.
2. Business signage shall not be placed within the road right of way.
3. All vehicles, parts, and supplies must be stored in a manner that does not create public nuisance characteristics.
4. No more than six (6) automotive vehicles shall be on the site at any time. This includes vehicles for sale and being worked on.
5. All fluids and other hazardous wastes must be properly stored in an approved container and disposed of in a manner that is compliant with federal, state, and local regulations.
6. Applicant must 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 East Half of the Southeast Quarter (E1/2SE1/4) of Section 30, Township 130 North, Range 35 West of the 5th P.M., EXCEPTING the following described tract containing about ½ acre deeded to the Trustees of the Seventh Day Adventist's Church of Drywood, by deed dated December 3, 1901 and recorded in Book 47 page 552 and described as follows, to-wit: Commencing at the Northeast corner of said E1/2 of the SE1/4, thence West 11 1/3 rods, thence South 7 rods, thence East 11 1/3 rods, thence North 7 rods to the place of beginning, the tract hereby described containing 79 1/2 acres more or less, according to the United States Government Survey thereof.

(Note for information: This property is abstract).

Property Address: 28329 115th Ave; Carlos, MN 56319



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)
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-28
Agenda Topic Title for Publication:	Northern Pines Purchase of Service Agreements renewal	
Date of Meeting: 12/16/2025	Agenda Time Requested: 5 mins	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och/Kim DeCock		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
Nothern Pines provides a variety of mental health services for adults and children. The services provided are detailed in the attached Purchase of Services Agreements renewal.		
Options:		
1. Approve Northern Pines Purchase of Service Agreements renewal.		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve Northern Pines Purchase of Service Agreements renewal.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Refer to Contract Funding Source(s): 11-Social Services	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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

PURCHASE OF SERVICE AGREEMENT

Todd County Health and Human Services hereafter referred to as the "County", and **Northern Pines Mental Health Center**, 520 Fifth St. NW, Brainerd, Minnesota 56401, hereafter referred to as the "Provider", enter into this Agreement for the period from January 1, 2026, to December 31, 2026, and shall remain in effect until a new contract is signed by both parties or terminated under provisions of Section 26, Termination, paragraph a.

W I T N E S S E T H

WHEREAS, the Provider is an approved vendor according to Minnesota Statutes, Section 256.0112 to provide services; and

WHEREAS, Minnesota Statutes, Sections 245.461 to 245.486 and 245.487 to 245.4889 establishes the Comprehensive Adult Mental Health Act and the Comprehensive Children's Mental Health Act; and

WHEREAS, the County is required to provide mental health services in accordance with the Comprehensive Mental Health Act; and

WHEREAS, Todd County, pursuant to MN Statutes, section 373.01, 373.02, and 256M.60, wishes to purchase such program services from the Provider; and

WHEREAS, the Provider represents that it is duly qualified and willing to perform such services;

NOW, THEREFORE, in consideration of the mutual understanding and agreements set forth, Todd County and Provider agree as follows:

1. Purchase of Service:
 - a. Pursuant to MN Statutes 256M (Vulnerable Children and Adults Act) and Minnesota Statutes Chapter 245 (Comprehensive Adult Mental Health Act and Comprehensive Children's Mental Health Act) and as further detailed in Attachments A – F to this Agreement, the County agrees to purchase, and the Provider agrees to furnish the following services:
 - Attachment A – Purchased Services
 - Attachment B – Community Support Program Services
 - Attachment C – School Based Mental Health Services
 - Attachment D – Children's Mental Health Respite Services
 - Attachment E – Children's Mental Health Targeted Case Management Services and Transitional Case Management Services
 - Attachment F – In-Home Skills Services

2. Attachments/Contract Documentation:

- a. As part of its role to document compliance with contracting requirements, state and federal laws, rules and regulations, the Provider will be expected to provide the following items upon County request:

- Exhibit A: Program Narrative/Brochure, including description of services to be provided and eligibility criteria (when applicable)
- Exhibit B: Job Descriptions and Professional Qualifications of Personnel
- Exhibit C: Financial Data
- Exhibit D: Organization Status and Structure, Names and Addresses of directors, partners, and/or officers as applicable
- Exhibit E: Applicable Licenses
- Exhibit F: Participant's Appeal Process (Client Complaint Policy)

- b. As a condition precedent to the execution of this Agreement, the Provider shall provide the following documents or information to the County.

- Exhibit G: Provider Fact Sheet
- Exhibit H: Affirmative Action Certificate or Exclusion Statement
Excluded Provider Policy
Insurance and License Form

- c. All documents and/or information provided pursuant to this Section shall be maintained in the Agreement supporting documentation file.

3. Cost and Delivery of Services:

- a. The cost for providing services to eligible clients shall not exceed amounts listed in Attachments A through F.

- b. Provider certifies:

- 1) Services provided under this Agreement are not otherwise available without cost to eligible participants.
- 2) Claims will be submitted for all types of eligible insurance reimbursements (M.A., Managed Care Plans, Private, Group, etc.). Medical Assistance payments must be considered payment in full.
- 3) If the collection of fees is delegated to Provider, Provider shall provide County with information about fees collected and fee source upon request.

- c. County shall be payor of last resort, with reimbursement only for those services listed in Exhibit A, and only for costs not funded by other sources, such as, but not limited to those mentioned in this Section.

4. Eligibility for Services:

- a. County shall determine preliminary eligibility for participants or delegate to the Provider using established protocols agreed upon by Provider and County.

- b. Final eligibility will be determined by County.

- c. Provider and County will notify each other, via email, regarding any changes to Participant's services (i.e., eligibility, discharge, termination, etc.). Notification must be in accordance with applicable license and/or service provision requirements.
 - d. If County has sufficient reason to believe that the safety or well-being of a person receiving services may be endangered by the actions of Provider, its agents and/or employees, County may require that Provider immediately terminate providing services to the person. No payments shall be made for the period in which services are suspended or terminated.
 - e. Provider must establish written procedures for discharging a participant or terminating services to a participant.
- 5. Delivery of Care Services: (If Applicable)
Except as noted the Provider retains control over:
 - a. Intake procedures and program requirements.
 - b. The methods, times, means and personnel for providing Purchased Services to eligible clients.
 - c. Nothing in the agreement requires the Provider to serve eligible clients, but all clients must be given the right to apply. If services are denied, the client must be informed of the reason for denial and the process for appealing the denial.
- 6. Service Plan (If Applicable)
 - a. The parties understand and agree that all services provided to eligible recipients under the terms of this Agreement must be in accordance with the service plan developed for the individual client in collaboration with the client's case manager.
 - b. Performance of the Provider will be monitored in accordance with client outcomes, goals, and indicators as specified in the service plan.
 - c. The County may delegate the development of service plans to the Provider. If the responsibility is being delegated, the Provider must ensure development of the service plans.
- 7. Provider Qualifications and Training:
 - a. The Provider is qualified to provide the service(s) and if required, licensed to provide the services.
- 8. Payment for Services:
 - a. Certification of Expenditures:
The Provider will invoice the County for services provided as described in Attachments A – F on a monthly or quarterly basis. Invoices will detail times,

rates, and types of services, and shall be the net of charges due minus payment, if any, received from clients whether billed for the full charges due for services rendered or a reduced amount in accordance with the Provider's sliding fee scale.

b. Payment for Purchased Services:

Todd County shall, within thirty-five (35) days of the receipt of the invoice, make payment for all units of service billed for eligible clients that are correct and complete.

9. Standards and Licenses:

Provider agrees to:

- a. Comply with all federal, state, county and local laws, regulations, ordinances, rules and certifications pertaining to the programs and staff for which the Provider is responsible in the performance of its obligations under the Agreement during the term of this Agreement.
- b. Supply copies of required licenses, certifications or registrations to County upon request.
- c. Inform County, in writing, of the following related to it or its employees immediately upon:
 - 1) Any changes in licensure status and/or any reported warning to suspend or revoke licensure status;
 - 2) Any allegations and/or investigation by a governmental agency of fraud or criminal wrongdoing;
 - 3) Any federal exclusion of an individual or entity providing services pursuant to this Agreement, or any conviction that could result in federal exclusion of Provider or Provider's employees.
- d. Upon the County's written request, supply County with such information regarding the qualifications of its staff, including professionals, volunteers, and others, as is required by County to verify that present and subsequent services are being rendered by competent, trained, and properly licensed or certified personnel.
- e. Require employee(s) to cease the provision of direct services provided under this Agreement if a license and/or certification necessary to provide services is suspended, revoked, terminated, or expires.
- f. Comply with state background check requirements in accordance with MN Statutes, Chapter 245C.

- g. Maintain a process where all employees and volunteers will receive Fraud, Waste and Abuse training upon starting work with Provider and on an annual basis as outlined in 42 Code of Federal Regulations (CFR) Section 422.503(b)(4)(vi)(C) and 42 CFR Section 423.504(b)(4)(vi)(C). Provider shall submit documentation of completed training upon request by County.
- h. Ensure that all services delivered by staff, including any subcontractors performing services under this Agreement, are within their scope of licensure and practice and receive appropriate training and supervision. Provider shall exercise due diligence to maintain appropriate levels of staffing at all times when performing services under this Agreement.
- i. Comply with Title VI of the Civil Rights Act of 1964, 42 USC § 2000d et seq, 45 CFR § 80 and the County Limited English Proficiency Plan. If a County participant needs language assistance, the Provider may contact the County case worker (or financial worker) to arrange for interpreter services to be provided via an assigned interpreter of the County.
- j. Acknowledge that this Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota. All court proceedings related to this Agreement shall be venued in the County District Court, in the State of Minnesota court system.

10. Audit and Record Disclosures:

- a. The Provider agrees to maintain, and upon request, furnish the County with all program and financial information including evaluation and performance criteria and reports which are reasonably required for effective administration and evaluation of services. The Provider shall maintain a bookkeeping system which sufficiently and properly documents all revenue received from the County and all direct and indirect costs incurred in the performance of this Agreement.
- b. The Provider agrees to maintain all records pertaining to this Agreement for ten (10) years for audit purposes in accordance with Minn. Stat. 16C.05, subdivision 5. All books, documents and accounting procedures and practices of the Provider that are relevant to this Agreement are subject to examination by the County, MNDHS, the US Dept. of Health and Human Services, and either the Legislative Auditor or State Auditor, as appropriate, for a minimum of ten (10) years. The Provider shall promptly notify the County in accordance with Section 11 of any changes in the location where its records related to this Agreement are stored or maintained. The ten (10) year record retention requirement shall survive the termination of this Agreement.
- c. Provider shall provide the County with reports as the County may from time to time reasonably require, including, but not limited to the following:

- ☒ A written Program and Statistical Report in a form approved or provided by the County within thirty (30) days after the end of each quarter.
 - ☒ ☒ Quarterly ☐ Monthly line item expense and revenue reports within thirty (30) days after the end of each quarter/month unless otherwise indicated in writing by the County.
 - ☒ ☒ Revenue and Expense Statement and Balance Sheet on an annual basis
 - ☒ Annual certified audit and the audit's management letter within one hundred twenty (120) days of the end of any of Provider's fiscal year(s) which covers all or a portion of the Contract term.
 - ☒ Provider shall comply with the audit standards as set forth in the Single Audit Act of 1984, P.L. 98-502 and the Single Audit Act Amendments of 1996, P.L. 104-156 and Office of Management Budget Circular No. A-128, A-110, or A-133, as applicable.
 - ☒ As indicated in Attachments A - F, Provider shall cooperate with County's efforts related to the development of outcomes measures and indicators or other evaluation or Quality Improvement (QI) initiatives.
- d. The Provider shall request client consent for the release of information to be used for billing and individual record audit purposes. The Provider shall document the request in the client's record. If the Provider is unable to obtain consent for the release of private data, the Provider shall report client's activities to the County by way of non-identifying case numbers which must remain constant over the term of the Agreement.
- e. Provider shall notify the County within five (5) days of any changes in location, ownership, organizational structure, board of director membership, chief operating officers, or other key staff identified by the County to be integral to the performance of this Agreement.
- f. The County's procedures for monitoring and evaluating the Provider's performance under this contract may include, but are not limited to, on-site visits to the Provider's premise(s) or job site(s), review of client files, review of Provider's financial, statistical, and program records, a review of reports and data supplied by the Provider at the County's request. In order to assist the County in its obligation to evaluate and monitor Provider's performance, Provider shall allow authorized personnel of the County access to the Provider's premises or the job site and records.
- g. If the County discovers any practice, procedure, or policy of the Provider which deviates from the requirements of this Agreement, violates federal or state law, threatens the success of the program conducted pursuant to this Agreement, jeopardizes the fiscal integrity of such program, or compromises the health or safety of recipients of the service, the County may require corrective action, withhold payment in whole or in part, suspend referrals, or terminate this Agreement immediately. If the County notifies Provider that corrective action is required, Provider shall promptly initiate and correct any and all discrepancies,

violations or deficiencies to the satisfaction of the County within thirty (30) days, unless the County notifies the Provider that it is necessary to make corrections at an earlier date in order to protect the health and safety of recipients of service.

- h. County reserves the right to withhold payments under this Agreement pending the timely receipt of any information required in this Audit and Record Disclosures section.

11. Notices

All notices, certificates or other communications shall be sufficiently given when delivered via email or postal mail to the parties at their respective places of business as set forth below:

- a. The County: Nikki Hermanson on behalf of Todd County
Regional Contract Administrator
Sourcewell
202 12th St. NE, P.O. Box 219
Staples, MN 56479
nikki.hermanson@sourcewell-mn.gov

- b. The Provider: Laura Vaughn
Northern Pines Mental Health Center
520 Fifth St. NW
Brainerd, MN 56401
lvaughn@npmh.org

12. Reports of Death, Injury, Damage, or Abuse

- a. If death, serious personal injury, or substantial property damage occur in connection with the performance of this Agreement, the Provider shall immediately give notice in accordance with Section 11. In addition, Provider shall promptly submit to County, a written report including: (1) the name and address of the injured/deceased person; (2) the time and location of the incident; (3) the names and addresses of the Provider's employees or agents who were involved with the incident; (4) the names of County employees, if any, involved in the incident; and (5) a detailed description of the incident.
- b. Providers who provide services to persons under the age of 18 must comply with the Maltreatment of Minors reporting requirements as defined in Minnesota Statutes, section 260E.09.
- c. All persons 18 years and older under this current contract categorically fall under the definition of Vulnerable Adults as defined in Minnesota Statutes, section 626.5572. Providers must follow all reporting requirements as defined in Minnesota Statutes, section 626.557.

13. Safeguard of Client Information:

- a. The County and the Provider must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the County under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Provider under this agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Provider or the County.
- b. If the Provider receives a request to release the data referred to in this Section, the Provider must immediately notify the County. The County will give the Provider instructions concerning the release of the data to the requesting party before the data is released.
- c. The individual employed by the Provider who is designated to assure compliance with the Minnesota Government Data Practices Act, in accordance with Minnesota Statutes, Section 13.46, subdivision 10, paragraph (d) shall be Laura Vaughn.
- d. To the extent that Provider performs a function or activity involving the use of “protected health information” (45 CFR 164.501), **on behalf of** Todd County Health and Human Services including, but not limited to: providing health care services; health care claims processing or administration; data analysis, processing or administration; utilization review; quality assurance; billing; benefit management; practice management; re-pricing; or otherwise as provided by 45 CFR § 160.103, provider/contractor is a business associate of OCCS for purposes of the Health Insurance Portability and Accountability Act of 1996. Provider agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (45 C.F.R. Part 160-164), (collectively referred to as “HIPAA”), and has executed an addendum to this Agreement for purposes of compliance with HIPAA, which addendum is incorporated herein by this reference.

14. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

- a. **Federal Nondiscrimination Requirements.** In the event County is using federal funds to pay Provider and/or federal law applies to the services rendered pursuant to this Agreement, Provider and County mutually agree to comply with the Civil Rights Act of 1964 and 1991 as amended, Title VII, 42 U.S.C. 2000e et seq as amended, including Executive Order No. 13672; Title VI, 42 U.S.C. 2000d et seq as amended; Americans with Disabilities Act (“ADA”), 42 U.S.C. § 12101, et seq. and 28 C.F.R. § 35.101-35.190 as amended; Title IX of the Education Amendments of 1972 as amended; and Sections 503 and 504 of the Rehabilitation Act of 1973 as amended and all other Federal regulations which prohibit discrimination in any program receiving federal financial assistance. Provider also agrees to comply with the regulations to the effect that, no person in the United States shall, on the grounds of race, color, religion or creed, national origin or ancestry, sex, age,

physical or mental disability, veteran's status, genetic information or citizenship be excluded from participation in, be denied the benefits of, or otherwise subject to discrimination under U.S. Department of Health and Human Services programs.

- b. **EEOC Nondiscrimination Requirements.** Provider and County mutually agree to adhere to the principles of Equal Employment Opportunity and Affirmative Action. This requires not only that both parties do not unlawfully discriminate in any condition of employment on the basis of race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), disability, genetic information or age but that they also take affirmative action to insure positive progress in Equal Opportunity Employment.
- c. **Minnesota Nondiscrimination Requirements.** Provider and County also agree to comply with the Minnesota Human Rights Act, Minnesota Statutes, 363A.01 et seq. and ensure that no employee or participant shall, on the grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, disability, sexual orientation or age, be excluded from participation in services offered by Provider, be denied the benefits of those services, or be otherwise subject to discrimination by Provider or its employees.

To the extent applicable, Provider certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, section 363A.36. This section only applies if the Agreement is for more than \$100,000.00 and Provider has employed 40 or more employees within the State of Minnesota on a single working day during the previous 12 months. Provider has executed Exhibit C – Affirmative Action Form which is incorporated herein by this reference.

15. Conflict of Interest:

Provider agrees that it will neither contract for nor accept employment for the performance of any work or services with any individual, business, partnership, corporation, government, governmental unit, or any other organization that would create a conflict of interest in the performance of its obligations under this Agreement.

16. Contract Disputes:

- a. Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement shall be subject to negotiation and agreement by the Director of Todd County Health and Human Services and Amanda Peterson, the Regional Contract Administrator. A written copy of the determination will be provided to the Provider and will be deemed final copy and conclusive unless, within thirty (30) days from the date of receipt of such copy, the Provider furnishes to the Todd County Health and Human Services a written appeal. The decision of Todd County for the determination of such

appeals, shall be through the Director of Todd County Health and Human Services and shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, so grossly erroneous as necessarily to imply bad faith or not supported by substantial evidence. In conjunction with any appeal proceeding under this clause, the Provider shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Provider shall proceed diligently with the performance of the Agreement.

b. This disputes clause does not preclude consideration of questions of law.

17. Fair Hearing and Grievance Procedures:

The Provider agrees to provide for a fair hearing and grievance procedure in conformance with and in conjunction with the Fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services and Minnesota Statutes, Section 256.045, which are incorporated by reference into this Agreement.

18. Indemnification:

- a. The Provider does hereby agree that it will defend, indemnify, and hold harmless, the Department and the County against any and all liability, loss, damages, costs and expenses which the Department or County may hereafter sustain, incur, or be required to pay:
 - 1) By reason of any applicant or eligible recipient suffering bodily or personal injury, death, or property loss or damage either while participating in or receiving the care and services to be furnished under this Agreement, or while on premises owned, leased, or operated by the Provider, or while being transported to or from said premises in any vehicle owned, operated, leased, chartered, or otherwise contracted for by the Provider or any officer, agent, or employee thereof; or
 - 2) By reason of any applicant or eligible recipient causing injury to, or damage to, the property of another person, during any time when the Provider or any officer, agent, or employee thereof has undertaken or is furnishing the care and services called for under this Agreement; or
 - 3) By reason of any negligent act or omission or intentional act of the Provider, its agents, officers, or employees which causes bodily injury, death, personal injury, property loss, or damage to another during the performance of purchased services under this Agreement.
- b. This indemnity provision shall survive the termination or expiration of this Agreement. The County does not intend to waive any immunity it may have by statute or common law.

19. Insurance and Bonding:

- a. In order to protect itself and the County under the indemnity provisions set forth above, Provider shall, at the Provider's expense, procure and maintain the following insurance coverage at all times during the term of the Agreement:

- ☒ A general liability insurance policy in the amount of \$1,500,000 for bodily injury or property damage to any one person and for total injuries or damages arising from any one incident. The County must be named an additional insured and shall be sent a certificate of insurance on an annual basis.
- ☒ Worker's compensation insurance per Minnesota Statute, section 176.181.
- ☒ Professional liability insurance policy for licensed professionals with a minimum aggregate amount of \$1,000,000.
- ☒ Fidelity Bond or insurance coverage for theft/dishonesty that covers theft of a client's funds or belongings with a minimum amount of \$15,000; when the provider and/or provider employees handle clients' funds or have direct access to clients' belongings.

- b. By signing this Agreement, and the Insurance and License Form (Exhibit H), the Provider certifies that they are in compliance with this Section.
- c. The Provider at all times is solely responsible to maintain in force the insurance coverage required under this Agreement and shall provide, without demand by County, annual certificates and/or pertinent documentation regarding insurance renewal or termination to Nikki Hermanson, Regional Contract Administrator, Sourcewell, 202 12th St. N., P.O. Box 219, Staples, MN 56479 or via e-mail to nikki.hermanson@sourcewell-mn.gov. If the certificate is not received by the expiration date, County shall notify Provider and Provider shall have five (5) calendar days to send in the certificate, evidencing no lapse in coverage during the interim.
- d. Todd County or Nikki Hermanson, the Regional Contract Administrator reserves the right to request and obtain all insurance information pertinent to this Agreement, directly from the Provider's insurance agent(s).
- e. Failure by the Provider to maintain insurance coverage as set forth in this Section 19 is a default of this Agreement, which entitles the County, at its sole discretion, to terminate this Agreement immediately.

20. Contractor Debarment, Suspension, and Responsibility Certification

Federal Regulation 45 CFR 92.35 prohibits Todd County from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes, Section 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State of Minnesota or Todd County. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner. By signing this Agreement, and the Excluded Provider Policy Certification Form (Exhibit H), the Provider certifies that they are in compliance with these regulations.

21. Conditions of the Parties' Obligations:

- a. Before the termination date specified in the first paragraph of this

Agreement, County may evaluate Provider performance and determine whether such performance merits renewal of this Agreement.

- b. For providers of adult mental health services, in accordance with Minnesota Statutes, section 245.466, subdivision 3 (1), the Commissioner of the Minnesota Department of Human Services (DHS) must be named as a third-party beneficiary to this Agreement. Provider specifically acknowledges and agrees that DHS has standing to and may take any appropriate administrative action or may sue Provider for any appropriate relief in law or equity, including, but not limited to, rescission, damages, or specific performance, of all or any part of the Agreement between County and Provider. Provider specifically acknowledges that County and DHS are entitled to and may recover from Provider reasonable attorney's fees and costs and disbursements associated with any action taken under this section that is successfully maintained. This provision shall not be construed to limit the rights of any party to the agreement or any other third- party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity.
- c. Provider agrees to abide by all applicable Federal Lobbying Restrictions in accordance with DHS Mental Health requirements.

22. Independent Contractor:

- a. Provider is to be and shall remain an independent contractor with respect to any and all work and/or services performed under this Agreement. It is agreed that nothing herein contained in this Agreement is intended or should be construed in any manner as creating the relationship of co-partners, joint ventures, or an association with the County and the Provider, nor shall the Provider, its employees, agents, and representatives be considered employees, agents, and representatives of the County.
- b. The Provider represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Provider or other persons, while engaged in the performance of any work or services required by the Provider under this Agreement, shall have no contractual relationship with the County and shall not be considered employees of the County, and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Provider, its officers, agents, contractors, or employees shall in no way be the responsibility of the County. The Provider and its personnel shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

- c. Provider shall defend, indemnify, and hold the County, its officers, agents, and employees harmless from any and all such claims irrespective of any determination of any pertinent tribunal, agency, board, commission, or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

23. Subcontracting and Assignment:

The Provider shall not enter into any subcontract for performance of this Agreement nor assign this Agreement without prior written approval of the County and then only subject to such conditions as the County may deem necessary.

24. Modification of Agreement:

Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed, and attached to the original of this agreement.

25. Default:

- a. Force Majeure: Neither party shall be liable to the other party for any loss or damage resulting from a delay or failure to perform due to unforeseeable acts or events outside the defaulting party's reasonable control, providing the defaulting party gives notice to the other party as soon as possible. Acts and events may include fire, flood, epidemic, strikes, acts of God, unusually severe weather, acts of civil or military authority, acts of terrorism, delays or defaults caused by public carriers, or natural disasters which cannot reasonably be forecast or provided against.
- b. Inability to Perform: Provider shall make every reasonable effort to maintain staff, facilities, and equipment to deliver the services to be purchased by the County. The Provider shall immediately notify the County, according to Section 11, whenever it is unable to, or reasonably believes it is going to be unable to provide the agreed upon quality or quantity of Purchased Services. Upon such notification, Todd County and Provider shall determine whether such inability will require a suspension of referrals and/or modification/cancellation of the Agreement.
- c. Changes in Policies or Staff: The County reserves the right to suspend or terminate this contract on ten (10) days written notice if the County, in its sole discretion, does not approve of significant proposed or actual changes in Provider's policies or staff.
- d. Default by Provider: Unless cured or excused by the Force Majeure provision in Section 25(a) or County default, each of the following shall constitute default on the part of the Provider:

- 1) Fails to provide services called for by this Agreement within the time specified herein or any extension thereof;
 - 2) Provider is in such financial condition so as to endanger the performance of this Agreement;
 - 3) Makes material misrepresentations either in the attached exhibits and documents or in any other material provision or condition relied upon in the making of this Agreement;
 - 4) Persistently disregards laws, ordinances, rules, regulations or orders of any public authority, including the County;
 - 5) Failing to perform any other material provision of this Agreement.
- e. Default by County Unless cured or excused by the Force Majeure provision in Section 25(a) or Provider default, each of the following shall constitute default on the part of the County:
- 1) Making material misrepresentations either in the Agreement or Attachments or in any other material provision or condition relied upon in the making of this Agreement
 - 2) Failing to perform any other material provision of this Agreement.
- f. Written Notice of Default: Unless a different procedure and/or effective date is provided within the specific article or paragraph of this Agreement under which default, failure or breach occurs, no event shall constitute a default giving rise to the right to terminate unless and until a written Notice of Default is provided to the defaulting party, via certified mail, specifying the particular event, series of events or failure constituting the default and cure period.
- g. Cure Period: if the party in default fails to cure the specified circumstances as described by the Notice of Default within ten (10) days, or such additional time as may be authorized by the County, then the whole or any part of this Agreement may be terminated by Written Notice of Termination.
26. Termination:
- a. Termination without Cause: Either party may terminate this Agreement at any time without cause by providing thirty (30) days' advance written notice to the other party via certified mail. The notice shall state the effective date of the termination. Written notice of termination by the Provider shall be addressed to Nikki Hermanson, Regional Contract Administrator, Sourcewell, 202 12th St. N., P.O. Box 219, Staples, MN 56479.
 - b. Termination with Cause: The County may suspend and/or terminate this Agreement for good cause immediately upon written notice to the Provider. "Good cause" includes, but is not limited to, failure of the Provider to perform a material requirement of the Agreement. "Good cause" shall also include Provider's failure to implement corrective action in a timely fashion pursuant to Section 25(g) of this Agreement.

- c. Reduction and/or Termination of Government Funding: Notwithstanding any other provision of this Agreement, if the state or federal government terminates or reduces its funding to the County for services that are to be provided under this Agreement, then the County may, by amendment, reduce funding or terminate the Agreement as appropriate. The County will notify the Provider as soon as it receives confirmation of reduction from the funding source(s). Furthermore, the County shall not be assessed any penalty or damages if the Agreement is terminated due to lack of funding.
- d. Written Notice of Termination: Notice of Termination shall be made by certified mail or personal delivery to the authorized agent of the party. Notice is deemed effective upon deposit of written notice in the United States Mail and addressed to the party authorized to receive notice as specified in Section 11.
- e. Duties of Provider upon Termination: Upon delivery of the Notice of Termination, and where applicable, Provider shall:
 - 1) Discontinue performance of this Agreement on the date and to the extent specified in the Notice of Termination;
 - 2) Immediately notify all clients of the Notice of Termination who are receiving services pursuant to this Agreement;
 - 3) Cancel all service agreements and subcontracts to the extent that they relate to the performances cancelled by the Notice of Termination;
 - 4) Complete performance of such terms that have not been cancelled by the Notice of Termination;
 - 5) Submit a final invoice for services provided prior to termination, within thirty (30) days of the date of termination.
- f. Duties of County upon Termination: Upon delivery of the Notice of Termination, and except as otherwise provided, County:
 - 1) Shall make final payment within thirty (30) days for any services satisfactorily provided up through the date of termination in accordance with the terms of the Agreement.
 - 2) Shall not be liable for any services provided after Notice of Termination, except as stated above or as authorized by the County in writing.
- g. Survival of Obligations after Termination: Upon Termination of this Agreement, County will no longer refer clients to the Provider under this Agreement, and the rights and duties of the parties shall be terminated, except that the following obligations shall survive termination:
 - 1) Provider shall, pursuant to the Notice of Termination and/or upon written approval of the Director of Todd County Health and Human Services, continue services/care to clients receiving services/care from Provider until completion of services/care or continuation of services/care by another provider can be arranged by the County.
 - 2) County shall arrange for such transfer of services/care no later than thirty (30) days after Agreement termination if the clients' care is not by then completed.

- 3) County, any payer, and Provider will continue to remain obligated under this Agreement with regard to payment for services rendered prior to termination or required to be rendered after termination as provided above.
- 4) Provider will continue to remain obligated with respect to the confidentiality, auditing, client file maintenance, other requirement outlined in this Agreement, and transfer of the client's files to the County or the client's new provider of services.

27. Contract Rights, Remedies, and Waiver:

- a. The rights and remedies of the County provided in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
- b. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be construed to be modification of the terms of this Agreement unless stated to be such in writing, signed by an authorized representative of the County, and attached to the original Agreement.

28. Damages:

- a. Duty to Mitigate: Both parties shall use their best efforts to mitigate any damages which might be suffered by reason of any event giving rise to a remedy hereunder.
- b. Damages for Breach: Notwithstanding any other provision of this Agreement to the contrary, upon breach of this Agreement by the Provider, the County may withhold final payment due to Provider until such time as the exact amount of damages due is determined.

29. Merger:

- a. Entire Agreement: It is understood and agreed that the entire agreement of the parties is contained in Sections 1-29, Attachments A - F and Exhibits A - H. This Agreement supersedes all oral agreements and negotiations relating to this contract including any previous agreements pertinent to the services described in this contract. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, Todd County and the Provider have executed this Agreement as of the day and year first written above:

Provider, having signed this contract, and the Todd County Board of Commissioners having duly approved this contract, and pursuant to such approval and the proper County officials having signed this contract, the parties hereto agree to be bound by the provisions herein set forth.

COUNTY OF TODD
STATE OF MINNESOTA

NORTHERN PINES MENTAL HEALTH
CENTER

BY: _____
Chairperson of the County Board

DocuSigned by:
BY: Laura Vaughn
Laura Vaughn

DATED: _____

DATED: 12/4/2025 | 5:38 PM CST

BY: _____
Jackie Och, Director of Todd County
Health and Human Services

DATED: _____

Attachment A- Purchased Services

Agency Name: Northern Pines Mental Health Center

Contract Term: January 1, 2026 – December 31, 2026

Rates & Payment:

The total amount for services billed in 2026 shall not exceed \$12,000.00. Any services in excess of this amount need prior approval of the County and must be agreed to in writing.

The rate for direct clinical outpatient services provided by an M.D. or an Advanced Practice Psychiatric RN or Nurse Practitioner with prescription privileges will be \$195.00 per hour*. The rate for direct clinical outpatient services provided by a non-M.D will be \$125.00 per hour*.

*Per hour rates are for treatment; the rate for diagnostic assessment services shall be as listed on the Provider's fee schedule.

The rate for all other services provided under this section will be \$95.00 per hour. This includes, but is not limited to, telephone calls (clinical, client contact), case specific interagency consultation, county referred court-ordered services, county requested licensing supervision, approved education/prevention activities, approved meetings and travel, county requested special services.

Children and adult wraparound purchased services will be reimbursed at the Provider's cost.

Additional rates may be negotiated between the County and the Provider for specialized services. Units will be reported in 15 minute increments.

The Provider will invoice the County for services provided as described above on a quarterly basis. Invoices will detail times, rates and types of services. Invoices shall be the net of charges due minus payment, if any, received from clients whether billed for the full charges due for services rendered or a reduced amount in accordance with the Provider's sliding fee scale.

Description of Services:

Purchased Services - The following services and activities are agreed to be billable to the County under the terms of the 2026 Contract. Provider shall develop an internal review process to monitor the provision of Direct Clinical Services provided by non-MD staff and to notify and obtain approval from Todd County Health and Human Services. Written county approval is required for all purchased services. Services below that are rendered to or on behalf of clients insured for mental health services or others who are not eligible for the Northern Pines sliding fee schedule do not qualify for reimbursement under this Agreement.

- a. Diagnostic Assessment / Review
- b. Test Interpretation

- c. Medication Management
- d. Pre-After Care
- e. Information/Referral/Placement
- f. Psychiatric Evaluation/Consultation
- g. Psychological Evaluation
- h. Therapy – Family, Individual, Group
- i. Client Case Consultation/Coordination (client, family, agency, etc.)
- j. Telephone Calls (clinical, client contact)
- k. Development and/or Modification of Individual Treatment Plans
- l. Play Therapy Group
- m. Parenting Education Groups
- n. Supervision of interns/case managers (licensing) as requested by the County
- o. Any Todd County Health and Human Services requests for special activity or service, including travel. Examples: Todd County Health and Human Services staff training, foster parent training, County-referred, court-ordered clinical work and related court preparation, appearance, and related travel, etc.
- p. The following meetings and directly related activities and travel:
 - i. Child Protection Team
 - ii. Children’s Justice Initiative Team
 - iii. Mental Health Professional participation as part of the Local Advisory Council
- q. Child or adolescent mental health screening requested by Todd County Health and Human Services
- r. Intensive Case Management/Wraparound to eligible children with SED
- s. Intensive Case Management/Wraparound to eligible adults as referred by County.

Initial appointments will be available within three weeks of request. Emergency services will provide immediate access to a mental health professional during regular center hours.

Purchased Services will be provided at Northern Pines Mental Health Center offices, Long Prairie and Staples, or in the community as appropriate.

The Provider agrees to provide an explicit description of the services to be provided that incorporates all mental health service standards established in Minnesota Statutes, section 245.461 to 245.486 and 245.487 to 245.4889 applicable to county boards or service providers. Appendix A, a copy of which is on file at the County offices, is hereby incorporated by reference.

Performance Measures and Reporting Requirements:

Provider agrees to submit biannual reports delivered electronically to the Regional Contract Administrator, Nikki Hermanson (nikki.hermanson@sourcewell-mn.gov), by July 31, 2026 and January 31, 2027.

The biannual reports shall contain the following information:

Primary Measures	Reporting Requirements	Applied To	Data Source	Quarterly Goal
Those served by the provider will be satisfied with the service provided	Report biannually the customer satisfaction percentage based on client surveys.	Persons served and stakeholders	Satisfaction surveys	80% customer satisfaction
Referred clients were accepted for services	Report biannually the number of clients accepted for services and number of clients denied services.	New referrals	Screening Interviews	90% acceptance

Corrective Action:

1. A corrective plan will be initiated if the Provider has a negative performance. Todd County will outline measurable steps the Provider will take to correct the deficiencies.
2. If the outcomes do not improve, a percentage of the Provider's payment may be withheld.

Attachment B- Community Support Program Services

Agency Name: Northern Pines Mental Health Center

Contract Term: January 1, 2026 – December 31, 2026

Rates & Payment:

Northern Pines Mental Health Center, Inc. is identified as the vendor of choice for Rule 78-Community Support Program services and will be reimbursed an amount **not to exceed \$44,418.00** received from the Minnesota Department of Human Services by Todd County for the year 2026. Quarterly billing statements detailing expenses incurred in brass codes 434X and 420X will be sent to the County by the Provider after the completion of each quarter.

Written county approval is required for any community support program services. Provider shall develop a method to monitor the provision of services provided and to notify and obtain approval from Todd County Health and Human Services. Any services in excess of this amount need prior approval of the County and must be agreed to in writing.

Description of Services:

1. Conducting outreach activities
2. Connecting people to resources to meet their basic needs
3. Finding, securing and supporting people in their housing
4. Attaining and maintaining health insurance benefits
5. Assisting with job applications, finding and maintaining employment, securing finances
6. Fostering social supports, including peer support services
7. Educating about mental illness, medications, treatment and recovery

Todd County's CSP program is funded under brass code 434X - Other Community Support Program. Funds may also be used to help support the Todd County Drop-In Center under brass code 420X – Peer Support Services, as well as individual CSP services. This will assist clients to have a place to go to socialize, network, and gain information about mental health resources in the community. The Drop-In Center may also employ consumers who have been hired as Certified Peer Support Specialist, who can assist with the operation of the Drop-In Center. Individual CSP visits will help consumers to maintain mental health stability while living in their homes who might not otherwise qualify for or participate in services. In addition, CSP dollars may be used for community competency restoration for Rule 20 clients, in lieu of completing that in an in-patient setting.

Performance Measures and Reporting Requirements:

Provider agrees to submit necessary data as required by the Minnesota Department of Human Services for Adult Mental Health Grant dollars into the Mental Health Information System (MHIS).

Provider agrees to submit biannual reports delivered electronically to the Regional Contract Administrator, Nikki Hermanson (nikki.hermanson@sourcewell-mn.gov), by July 31, 2026 and January 31, 2027 for all services provided as the CSP Provider. The biannual reports shall include the following information:

Primary Measures	Reporting Requirements	Applied To	Data Source	Quarterly Goal
Those served by the provider will be satisfied with the service provided	Report biannually the customer satisfaction percentage based on client surveys.	Persons served and stakeholders	Satisfaction surveys	80% customer satisfaction
Referred clients were accepted for services	Report biannually the number of clients accepted for services and number of clients denied services biannually.	New referrals	Screening Interviews	90% acceptance
Referred clients have stable housing within 45-60 days of service.	Report biannually the number of new clients who obtained stable housing within 45-60 days of referral.	New referrals	Provider records	50%
Referred clients will find and maintain employment (if applicable)	Report biannually the number of new clients who found and maintained employment.	New referrals	Provider records	30%

Corrective Action:

1. A corrective plan will be initiated if the Provider has a negative performance. Todd County will outline measurable steps the Provider will take to correct the deficiencies.
2. If the outcomes do not improve, a percentage of the Provider's payment may be withheld.

Attachment C - School Based Mental Health Services

Agency Name: Northern Pines Mental Health Center

Contract Term: January 1, 2026 – December 31, 2026

Rates & Payment:

The County agrees to contribute toward the cost of services, an amount not to exceed **\$20,000.00** during the term of this agreement. Any services in excess of this amount need prior approval of the County and must be agreed to in writing.

The County agrees to pay the Provider \$95.00 per hour beginning January 1, 2026 through December 31, 2026. Invoices shall include the following:

- A) Number of children served per district
- B) Units and type of service provided per district, uncompensated by other sources, including indirect activities
- C) Notice of any staff changes for the school based mental health services
- D) Staff list for each school district

The Provider agrees to bill the County only for School Based Mental Health Services that are not reimbursable by Medical Assistance or other third party payers. Clients eligible for Medical Assistance must apply for services, and will not be reimbursed by the County. Non-payment by a program participant who has a high deductible insurance plan, and the deductible has not been met, will be given consideration by the County for payment on a case-by-case basis. Explanation of Benefits will be provided to the County by the Provider when requesting payment under this provision, as well as billing statements showing non-payment by a program participant for three months.

Description of Services:

Todd County Health and Human Services has entered into an agreement with Northern Pines Mental Health Center to provide School Based Mental Health Services.

Services to be provided include direct individual, group and family mental health services to children with emotional disturbances.

Performance Measures and Reporting Requirements:

Provider agrees to submit biannual reports delivered electronically to the Regional Contract Administrator, Nikki Hermanson (nikki.hermanson@sourcewell-mn.gov), by July 31, 2026 and January 31, 2027.

The biannual reports shall contain the following information:

Primary Measures	Reporting Requirements	Applied To	Data Source	Quarterly Goal
Those served by the provider will be satisfied with the service provided	Report biannually the customer satisfaction percentage based on client surveys.	Persons served and stakeholders	Satisfaction surveys	80% customer satisfaction
Referred clients were accepted for services	Report biannually the number of clients accepted for services and number of clients denied services.	New referrals	Screening Interviews	90% acceptance

Corrective Action:

1. A corrective plan will be initiated if the Provider has a negative performance. Todd County will outline measurable steps the Provider will take to correct the deficiencies.
2. If the outcomes do not improve, a percentage of the Provider's payment may be withheld.

Attachment D – Children’s Mental Health - Respite

Agency Name: Northern Pines Mental Health Center

Contract Term: January 1, 2026 – December 31, 2026

Rates & Payment:

Northern Pines Mental Health Center, Inc. is identified as the primary vendor for providing children’s mental health respite services and will be reimbursed jointly with Todd County an amount **not to exceed the grant award** received from the Minnesota Department of Human Services by Todd County for the year 2026. Detailed quarterly invoices will be sent to the County by the Provider after the completion of each quarter. Invoices will detail times, rates and types of services provided. The County will monitor County and Provider spending quarterly, not to exceed the grant award jointly. Any services in excess of this amount need prior approval of the County and must be agreed to in writing.

Written county approval is required for any children’s mental health respite services. Provider shall develop a method to monitor the provision of services provided and to notify and obtain approval from Todd County Health and Human Services.

Description of Services:

- A. Respite programs provide planned short-term and time-limited breaks for families and other unpaid care givers of children with a developmental delay in order to support and maintain the primary care giving relationship. Respite also provides a positive experience for the person receiving care. Respite is not paid for child care while a parent or caregiver is at work.
- B. Eligible children will have had a severe emotional disturbance (SED) by virtue of significantly impaired home and community functioning lasting at least one year. A diagnostic assessment will have been conducted within the past 180 days.
- C. Respite services may be paid at the county-set rate of \$50.00 per day for overnight respite or \$2.50 per hour for hourly respite. Provider agrees to coordinate with respite provider and family - including authorization of units; obtain authorization for payment from County; and assist family with coordination of transportation for respite. Transportation costs may be covered as part of the respite grant.
- D. Respite services may be used for community integration support. The child’s need for therapeutic socialization must be determined. Services covered include, but are not limited to, health club membership, activity fees, sports equipment rental, after school programs, etc.
- E. Respite services may be used for summer camp. The child’s need for therapeutic socialization must be determined. The family needs to pursue all other funding option prior to authorizing this service. A maximum of \$500 per child may be spent on summer camp.
- F. The maximum length of authorization is twelve months or less for all forms of respite care.

Performance Measures and Reporting Requirements:

Provider agrees to submit biannual reports delivered electronically to the Regional Contract Administrator, Nikki Hermanson (nikki.hermanson@sourcewell-mn.gov), by July 31, 2026 and January 31, 2027.

The biannual reports shall contain the following information:

Primary Measures	Reporting Requirements	Applied To	Data Source	Quarterly Goal
Those served by the provider will be satisfied with the service provided	Report biannually the customer satisfaction percentage based on client surveys.	Persons served and stakeholders	Satisfaction surveys	80% customer satisfaction
Referred clients were accepted for services	Report biannually the number of clients accepted for services and number of clients denied services.	New referrals	Screening Interviews	90% acceptance

Corrective Action:

1. A corrective plan will be initiated if the Provider has a negative performance. Todd County will outline measurable steps the Provider will take to correct the deficiencies.
2. If the outcomes do not improve, a percentage of the Provider's payment may be withheld.

Attachment E- Children's Mental Health Targeted Case Management and Transitional Case Management Services

Agency Name: Northern Pines Mental Health Center

Contract Term: January 1, 2026 – December 31, 2026

Rates & Payment:

The County shall pay the Provider per unit in accordance with the statewide subcontracted TCM rate methodology. The services under this contract are eligible for the default Children's Mental Health Targeted Case Management (CMH-TCM) rate, as described in the [DHS Fiscal Reporting and Accounting webpage](#). Services provided by Provider shall be billed at **\$897.00 per month per client**. Todd County Health and Human Services has budgeted \$10,000.00.00 for the provision of Children's Mental Health Targeted Case Management services for 2026. Any services in excess of this amount need prior approval of the County and must be agreed to in writing.

The Provider will bill the County the statewide subcontracted TCM rate of \$799.00 per client/per month for at least one documented reimbursable contact for any client who is approved by the County to receive CMH-TCM services payable in whole or part by the County when third party payer coverage is not available for CMH-TCM services for a client approved to receive CMH-TCM services under this contract.

Description of Services:

Children's Mental Health Targeted Case Management Services: Eligible children will have had a severe emotional disturbance (SED) by virtue of significantly impaired home and community functioning lasting at least one year. A diagnostic assessment will have been conducted within the past 180 days.

The purpose of these services shall be to improve the behavioral functioning and reduce the risk of out-of-home placement for identified children with severe emotional disturbances (SED) and diagnosis in the autism spectrum.

The Provider will assure that professionals and practitioners are skilled in the delivery of mental health services to children with SED. The Provider will recruit mental health professionals and practitioners and has adequate administrative ability to ensure availability of services, and will assure adequate pre-service and in-service training.

Practitioners will be supervised by a Mental Health Professional who accepts full responsibility for provision of quality services. The professional will be present on-site for at least one one-hour observation in the first 12 hours, and as clinically appropriate thereafter. This observation will be documented in the child's record and signed by the professional.

Services to be provided will be specified in the ITP (developed by the Provider) as being necessary and appropriate for the child. The ITP will be signed and periodically reviewed. The ITP will become a subsection of the Individual Community Support Plan.

The Provider will ensure coordination of the child’s care with all relevant agencies.

The Provider also agrees to offer and provide TCM families assistance in applying for MHCP insurance programs.

Transitional Case Management Services: Todd County authorizes Northern Pines Mental Health Center, Inc. for the purpose of providing Children’s Mental Health Targeted Case Management and Transitional services to adults aged 18-21 under the rules of Children’s Mental Health Case Management procedure codes, to be billed under Adult Mental Health Case Management procedure codes at the rate established for children’s mental health, throughout calendar year 2026.

Performance Measures and Reporting Requirements:

Provider agrees to submit biannual reports delivered electronically to the Regional Contract Administrator Nikki Hermanson (Nikki.Hermanson@sourcewell-mn.gov), by July 31, 2026 and January 31, 2027.

The biannual reports shall contain the following information:

Primary Measures	Reporting Requirements	Applied To	Data Source	Quarterly Goal
Those served by the provider will be satisfied with the service provided	Report biannually the customer satisfaction percentage based on client surveys.	Persons served and stakeholders	Satisfaction surveys	80% customer satisfaction
Referred clients were accepted for services	Report biannually the number of clients accepted for services and number of clients denied services.	New referrals	Screening Interviews	90% acceptance

Corrective Action:

1. A corrective plan will be initiated if the Provider has a negative performance. Todd County will outline measurable steps the Provider will take to correct the deficiencies.
2. If the outcomes do not improve, a percentage of the Provider’s payment may be withheld.

Attachment F - In-Home Skills Services

Agency Name: Northern Pines Mental Health Center

Contract Term: January 1, 2026 – December 31, 2026

Rates & Payment:

The total amount for services billed in 2026 shall **not exceed \$5,000.00**. The total amount to be paid pursuant to this agreement shall not exceed the amount authorized in clients’ services agreement(s), nor shall it exceed an amount equal to the number of service units actually provided, multiplied by the payment rate of this agreement. Any services in excess of this amount need prior approval of the County and must be agreed to in writing. In-Home Services Specialists, Skills Specialists, and Master’s Level Family Specialists will be billable at the rate of \$100.00 per hour, billed in 15 minute increments. Treatment Planning will be billed at \$100.00 per session. Mental Health Behavioral Aides will be billed at \$10.00 per 15 minutes. Travel time will be billed in 1-minute increments at \$0.60 per minute. Interpretation will be billed at \$7.50 per 15-minute increments.

The Provider agrees to bill the County only for In-Home services that are not reimbursable by Medical Assistance or other third-party payers. Clients identified by the County as having Medical Assistance applications pending in excess of three months may be billed to the County for full payment. Clients eligible for Medical Assistance must apply for services and will not be reimbursed by the County.

Services and Rates:

Service Type	Rate	
Intensive In-Home Skills Training	Individual Skills Training H2014	\$25.00/15 minutes
	Family Skills Training H2014 HR	\$25.00/15minutes
	Travel Time H0046	\$0.60/minute
	Treatment Planning H0032	\$100.00/per session
	At a frequency following DHS guidance for H0032, not to exceed 4 sessions per year	
	Interpretation	\$7.50/15 minutes
Mental Health Behavioral Aide	Therapeutic Behavioral Services	\$10.00/15 minutes
	Includes Tier 1, Tier II & Tier III services	
	Travel Time H0046	\$0.60/minute

Purpose:

The purpose of these services shall be to improve the behavioral functioning and reduce the risk of out-of-home placement for identified children with severe emotional disturbances (SED) and diagnosis in the autism spectrum.

Eligible children will have had a severe emotional disturbance (SED) by virtue of significantly impaired home and community functioning lasting at least one year. A diagnostic assessment will have been conducted within the past 180 days.

Description of Services:

Family counseling and skill development services are short-term, designed to serve severe, multi-problem families and will consist of activities designed to promote skill development of both the child and the child's family in the use of age-appropriate daily living skills, interpersonal and family relationships, and leisure and recreational services; Services will assist the family to improve the family's understanding of normal child development and to use parenting skills that will help the child achieve the goals outlined in the ITP.

Additionally, skills training will promote family preservation and unification, promote the family's integration with the community, and reduce the use of unnecessary out-of-home placement or institutionalization of the child.

Written county approval is required for any in-home skills services. Provider shall develop a method to monitor the provision of services provided and to notify and obtain approval from Todd County Health and Human Services. Services are available for clients in need of intensive in-home individual skills training or assistance of a mental health behavioral aide to assist the child to acquire developmentally and therapeutically appropriate daily living skills, social skills and leisure/recreational skills through targeted activities. Services must be identified in the child's individual treatment plan. The Provider agrees to provide:

- A. An explicit description of the services to be provided.
- B. An exposition of the staffing; and
- C. Program budget.

Services will be provided in the client's home or at various locations in the community.

The Provider shall, in writing within ten (10) days, notify the County whenever it is unable to, or going to be unable to, provide the required quality or quantity of the Purchased Services. Upon such notification, the County shall determine whether such inability will require modification or cancellation of said contract

Service Requirements:

A. The Provider will assure that professionals and practitioners are skilled in the delivery of mental health services to children with SED. The Provider will recruit mental health professionals and practitioners and has adequate administrative ability to ensure availability of services and will assure adequate pre-service and in-service training.

B. Practitioners will be supervised by a Mental Health Professional who accepts full responsibility for provision of quality services. The Supervisor will be present on-site as

clinically appropriate. Observation will be documented in the child's record and signed by the Supervisor.

C. Services to be provided will be specified in the ITP (developed by the Provider) as being necessary and appropriate for the child. The ITP will be signed and periodically reviewed. The ITP will become a subsection of the Individual Community Support Plan.

D. Services will be coordinated with the case manager if the child is receiving case management services. If the child does not have a case manager, the Provider will coordinate services.

E. The Provider will ensure coordination of the child's care with all relevant agencies.

Psychotherapy hours will be provided by a professional. Skills-training will be provided by either mental health practitioners or professionals

Performance Measures and Reporting Requirements:

Provider agrees to submit biannual reports delivered electronically to the Regional Contract Administrator, Nikki Hermanson (nikki.hermanson@sourcewell-mn.gov), by July 31, 2026, and January 31, 2027.

The biannual reports shall contain the following information:

Primary Measures	Reporting Requirements	Applied To	Data Source	Quarterly Goal
Those served by the provider will be satisfied with the service provided	Report biannually the customer satisfaction percentage based on client surveys.	Persons served and stakeholders	Satisfaction surveys	80% customer satisfaction
Referred clients were accepted for services	Report biannually the number of clients accepted for services and number of clients denied services.	New referrals	Screening Interviews	90% acceptance



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)
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-29
Agenda Topic Title for Publication:		Solid Waste Hauler Licenses & Permits for 2026
Date of Meeting: December 16, 2025	Agenda Time Requested: 5 min	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Solid Waste		
Person Presenting Topic at Meeting: Mike Eberle		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
The Todd County Solid Waste Ordinance requires businesses that collect and transport waste to obtain a haulers license for their business, and a permit each vehicle each year. The Solid Waste Department has received three (3) License and Permit applications for 2026.		
Options:		
1) Authorize Solid Waste Department to issue licenses and permits. 2) Do not authorize issuance of any licenses or permits.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Authorize the Solid Waste Department to issue licenses and permits for the following applicants: Long Prairie Sanitation, Waste Management, and G&T Sanitation.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ revenue generating Funding Source(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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

Haulers Licenses Renewal 2026

Hauler	Application	Check	Insurance	Bond	Map	Volumes	SWMT-10
LPS	✓	✓	✓	✓	✓	✓	✓
G&T Sanitation	✓	✓	✓	✓	✓	✓	✓
Waste Management	✓	✓	✓	✓	✓	✓	✓

Updated on 12/08/2025 By Jessica Barroso Pantoja



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)
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-30
Agenda Topic Title for Publication:		2026 Solid Waste Budget
Date of Meeting: December 16, 2025	Agenda Time Requested: 5 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Solid Waste Department		
Person Presenting Topic at Meeting: Mike Eberle		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
The proposed 2026 Solid Waste budget is for \$3,443,400 in projected revenue and \$3,484,615 in projected expenses. This budget has been reviewed by the Solid Waste Committee and the Budget Committee. It is based on revenue generated from our approved fee schedule and does not include a change in the service fee. See also the attached proposed resolution.		
Options:		
1. Approve the 2026 Solid Waste Department Budget with the attached resolution.		
2. Do not approve the 2026 proposed Budget		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the 2026 Solid Waste Department Budget with the attached resolution.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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

A RESOLUTION TO APPROVE 2026 SOLID WASTE ENTERPRISE FUND BUDGET

WHEREAS, The Todd County Board of Commissioners is required to adopt an annual budget and certify it to the County Auditor.

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approves the following as the 2026 Budget for the Solid Waste Enterprise Fund of the County of Todd, Minnesota and directs that it be forwarded to the County Auditor.

SOLID WASTE ENTERPRISE FUND 2026 BUDGET

Description of Revenue Source	2026 Proposed Budget
Property Taxes and Penalties	\$1,035,600
Licenses and Permits	\$800
HHW Reimbursement & Stipend	\$19,000
SCORE Grant	\$88,000
Charges for Service	\$2,050,000
Recyclables	\$250,000
Equipment Disposal	\$00
Revenue Total	\$3,443,400

Description of Expense	2026 Proposed Budget
Personnel Services	\$724,015
Services and Charges	\$377,450
Supplies and Materials	\$210,150
Capital Expenditures	\$300,000
Tipping Fees	\$1,775,000
Other Expenditures	\$98,000
Expense Total	\$3,484,615

BALANCE (REVENUE - EXPENSE) **\$-41,215**



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)
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-31
Agenda Topic Title for Publication:		Resolution Acknowledging DNR Notice and Declaring No County Action Regarding Repealing of the Shotgun Zone
Date of Meeting: 12/16/2025	Agenda Time Requested: 3 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Administration		
Person Presenting Topic at Meeting: Jackie Bauer		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
The Minnesota Department of Natural Resources has notified Todd County on October 22, 2025, that Minn. Stat. § 97B.318 (the shotgun zone) will be repealed on January 1, 2026 and the county may choose to pass an ordinance limiting the types of firearms used to take deer under Minn. Stat 97B.031, subd. 7 however Todd County is adopting a resolution stating that Todd County is not taking any action to adopt an ordinance or implement any firearm restrictions at this time.		
Options:		
1. Adopt the attached resolution.		
2. Do not adopt the resolution.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion:		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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



RESOLUTION ACKNOWLEDGING DNR NOTICE AND DECLARING NO COUNTY ACTION

WHEREAS, the Minnesota Department of Natural Resources (DNR) notified Todd County on October 22, 2025, that Minn. Stat. § 97B.318 (the shotgun zone) will be repealed on January 1, 2026; and

WHEREAS, beginning January 1, 2026, counties within the former shotgun zone may choose to adopt an ordinance limiting the types of firearms used to take deer under Minn. Stat. § 97B.031, subd. 7; and

WHEREAS, the DNR provided Todd County with this information and a sample ordinance for reference only.

NOW, THEREFORE, BE IT RESOLVED, that the Todd County Board of Commissioners acknowledges receipt of the DNR's notice; and

BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners is **not taking any action** to adopt an ordinance or implement any firearm restrictions at this time; and

BE IT FINALLY RESOLVED, that this Resolution is adopted to provide clarity to the public regarding the County's position.

m DEPARTMENT OF
NATURAL RESOURCES
DIVISION OF ENFORCEMENT



October 22, 2025

Todd County Sheriff Michael Allen
215 1st Avenue South, Suite 300
Long Prairie, MN 56347

Re: Notification of Option to Adopt Ordinance Limiting Firearms Used to Take Deer

Todd County Board or County Sheriff's Office,

Because you are a County Board/Sheriff's Office located within the shotgun zone described in Minnesota Statutes 2024, section 97B.318, the Minnesota Department of Natural Resources (DNR) is required to notify you that your county will be able to adopt an ordinance to limit the types of firearms used to take deer within your county pursuant to legislation that will be codified as subdivision 7 of Minnesota Statutes section 97B.031. See Laws of Minnesota 2025, 1st Spec. Sess. chapter 1, article 4, sec. 26. **Subdivision 7 will become effective on January 1, 2026**, and provides the following:

County authority to limit firearms for deer hunting. A county board of a county located in the shotgun zone under Minnesota Statutes 2024, section 97B.318, may adopt an ordinance after notice and public hearing to limit the type of firearms that may be used to hunt deer within the county. Subsequent ordinances may be adopted under this subdivision only after additional notice and public hearing and are effective until repealed or modified by ordinance.

Laws of Minnesota 2025, 1st Spec. Sess. chapter 1, article 4, sec. 12. Additionally, **the legislature has repealed section 97B.318, which established the shotgun zone, effective January 1, 2026.** See *id.* at sec. 28. Thus, beginning January 1, 2026, any legal firearms can be used to take deer in your county unless and until an ordinance is passed pursuant to Minn. Stat. § 97B.031, subd. 7, that limits firearm types.

Enclosed is a draft ordinance that your county may choose to adopt should it desire to implement its authority under Minn. Stat. § 97B.031, subd. 7. Please note that this draft is informational only and is provided in an effort to encourage consistent and effective enforcement across the former shotgun zone counties that elect to implement ordinances under the new legislation.¹

¹ Nothing in this communication should be considered legal advice and consultation with your county attorney is encouraged.

m DEPARTMENT OF
NATURAL RESOURCES
DIVISION OF ENFORCEMENT



Finally, to ensure that any firearms limitations your county adopts through an ordinance are included in the DNR's annual hunting regulations handbook, **please notify the DNR of your ordinance and its limitations by May 5th prior to the start of deer hunting.**

Sincerely,

Colonel Rodmen Smith

A handwritten signature in black ink, appearing to read "Rodmen Smith", with a long horizontal flourish extending to the right.

Encl. Draft Ordinance Limiting Firearm Types in Former Shotgun-only Counties

Draft Ordinance Limiting Firearm Types in Former Shotgun-only Counties

Todd COUNTY DEER HUNTING FIREARMS ORDINANCE

The County Board of Todd County ordains:

1. **Authority.** This county has the authority to limit the type(s) of firearms that may be used to hunt deer within the county pursuant to Minnesota Statutes, section 97B.031, subdivision 7.
2. **Firearms limited.** Only the following types of firearms may be used to take deer within the county: legal shotguns loaded with single-slug shotgun shells, legal muzzle-loading long guns, or legal handguns. Legal shotguns include those with rifled barrels.
3. **Unlawful firearms.** It is unlawful to use a firearm other than those described in subdivision (2) to take deer in the county.
4. **Penalties.** A person who violates this ordinance shall be punished for the offense by a fine of up to \$1,000, imprisonment of not more than ninety (90) days, or both.
5. **Enforcement.** The county sheriff and Minnesota Department of Natural Resources conservation officers have the authority to enforce the provisions of this ordinance.
6. **Effective date.** This ordinance shall be effective upon adoption after notice and a public hearing consistent with law. This ordinance shall remain in effect until modified or repealed as provided in Minnesota Statutes, section 97B.031, subdivision 7.



The Law Change

JANUARY 1,
2026

Shotgun Zone Repealed:

The statewide Shotgun Zone will be repealed as of January 1, 2026.

County Authority Begins:

Starting January 1, 2026, counties may adopt ordinances that restrict certain firearms during the deer hunting season.



MARCH 1,
2026

DNR Notification Requirement:

By March 1, 2026, the Minnesota Department of Natural Resources (DNR) will notify counties of their option to pass a restrictive ordinance and provide a model ordinance.

The DNR has indicated they plan to distribute this notice in the coming months.

County Ordinances

If a county passes a shotgun-only ordinance, it will remain in effect until the county repeals or amends it.

- No annual renewals or special state approval processes are required.
- Counties should follow their standard ordinance process, including public input.

Enforcement:

- DNR Conservation Officers will enforce shotgun-only ordinances passed under this authority.
- They will not enforce more restrictive or confusing ordinances (e.g., restrictions on caliber, ammunition type, or pistols). Enforcement would instead fall to the County Sheriff.

Communication & Notification

State (DNR):

- Counties are not required to notify the DNR, but are strongly encouraged to do so.
- Notification by May 1 of the year enacted ensures inclusion in the DNR Hunting Regulations booklet and on their website.
- A similar May 1 deadline applies if a county repeals an ordinance to have the information updated in these documents.

Public:

- The DNR will post county firearm restrictions on its website and regulations materials.
- Hunters will NOT be automatically notified when purchasing a license.
- In areas where hunting zones may be split across county lines, local awareness efforts are especially important.



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>
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-32
Agenda Topic Title for Publication: 2026 County Levy		
Date of Meeting: December 16, 2025	Agenda Time Requested: 5 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Finance Committee		
Person Presenting Topic at Meeting: Finance Committee Members		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
The County Board has approved the 2026 Preliminary Levy on September 2 nd , 2025 and have held the Truth in Taxation Hearing on December 2 nd , 2025 to solicit public input prior to final adoption.		
Options:		
1. To adopt the attached resolution		
2. Do not adopt the attached resolution		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the attached Resolution to Adopt the Final 2026 County Levy at \$21,735,567 less program aids of \$2,018,099; therefore certifying the 2026 Final Todd County Local Levy at \$19,717,468.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> 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

A RESOLUTION ADOPTING THE 2026 FINAL LEVY

WHEREAS, the Laws of the State of Minnesota direct that the Todd County Board of Commissioners are required to approve by resolution a preliminary levy no later than September 30th annually, and;

WHEREAS, The Todd County Board of Commissioners have considered the financial situation of the County and had an opportunity to deliberate the levying of property taxes upon property owners within the County.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approves the following as the 2026 Final Levy for the County of Todd, Minnesota, for the property taxes payable in 2026 & directs that it be forwarded to the County Auditor.

	Certified Levy	Program Aid	Local Levy
General Revenue	14,219,896.00	2,018,099.00	12,201,797.00
Road & Bridge	2,262,357.00		2,262,357.00
Human Services	4,137,488.00		4,137,488.00
Public Health	282,945.00		282,945.00
Comp Water	5,360.00		5,360.00
Regional Library	362,537.00		362,537.00
Bonded Indebtedness	419,984.00		419,984.00
County Fair	20,000.00		20,000.00
Parks & Trails	25,000.00		25,000.00
Total	21,735,567.00	2,018,099.00	19,717,468.00



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other	20251216-33
Agenda Topic Title for Publication:		2026 County Budget
Date of Meeting: December 16, 2025	Agenda Time Requested: 5 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Finance Committee		
Person Presenting Topic at Meeting: Finance Committee Members		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
The County Board has approve the 2026 Preliminary Levy on September 2 nd , 2025 and have held the Truth in Taxation hearing on December 2 nd , 2025 to solicit public input prior to the 2026 County Budget's final adoption.		
Options:		
1. To adopt the attached resolution		
2. Do not adopt the attached resolution		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the attached Resolution Adopting the 2026 County Budget as presented.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
Second:	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Other:	Notes:	

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal



A RESOLUTION TO APPROVE 2026 COUNTY BUDGET

WHEREAS, the Todd County Board of Commissioners are required to adopt an annual budget and certify it to the County Auditor, and;

WHEREAS, the County Board of Commissioners have had an opportunity to discuss the operations costs and revenues of the County for fiscal year 2026;

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approve the following as the 2026 Budget for the County of Todd, Minnesota and directs that it be forwarded to the County Auditor.

REVENUES	2025	2026
Property tax	18,804,881	19,710,868
State General Purpose Aid	2,404,142	2,269,803
Other taxes	1,428,917	1,631,948
Licenses & Permits	174,800	174,800
Federal Grants	4,068,850	5,159,456
State Aids	12,243,428	12,323,962
Local Grants	0	0
Charges for Service	2,670,927	2,494,514
Misc Revenue	2,997,164	3,321,751
Interest on Investments	251,000	250,000
Other Financing Sources	28,000	28,500
Transfers	5,000	5,000
Total Revenue & Other Source	45,077,109	47,370,602
EXPENDITURES		
General Government	7,236,005	8,153,129
Public safety	6,186,128	6,601,372
Highway/Construction	9,119,710	10,242,034
Streets & Highways (excluding Constr.)	4,531,355	4,687,327
Human Services	10,493,622	10,740,262
Health	2,915,750	2,876,079
Culture and Recreation	448,734	481,592
Conservation of Nat Resources	1,628,853	1,650,590
Economic Development	99,458	107,800
Gen Debt Service	415,354	419,984
Capital Outlay	1,682,736	746,100
Transfers	619,404	664,333
Other Fiscal Charges	0	0
Total Expenditures & other uses:	45,377,109	47,370,602
Budget Balance	300,000	0