



Tuesday, December 30, 2025

BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

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.

<i>Agenda Item #</i>		<i>Agenda Time:</i>
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 16th, 2025	
4.2	Hire Administrative Assistant II - Bilingual Maria Vazquez Botello Start date: TBD	
4.3	Resignation - Eligibility Worker Nicholas Katehis 01/02/2026	
5	County Auditor-Treasurer	9:05
5.1	Commissioner Warrants	
5.2	Health & Human Services Commissioner Warrants	
5.3	Health & Human Services SSIS Warrants	
5.4	County Motor Pool Vehicle Replacement Purchase	
5.5	Commit Fund Balance for Building & Grounds Improvement Fund for Fiscal Year Ending 2025	
5.6	Commit Fund Balance for Information Technology Fund for Fiscal Year Ending 2025	
5.7	Commit Fund Balance for Retiree Severance (General Fund) for Fiscal Year Ending 2025	
5.8	Transfer of Funds - County Ditch 18 - Partial Repayment	
5.9	ARPA Funds for Office 365 Project - Approve Final Project Amount	
5.10	Transfer of Funds - Final ARPA Project Funding	
5.11	Transfer of Funds - Solid Waste Loan Repayment	
5.12	Approving Online Tax Forfeited Land Auction: February 12th through February 19th, 2025	
6	Todd County Ag Society	9:25
6.1	Todd County Ag Society Annual Update	
7	County Sheriff	9:30
7.1	Acknowledge Donations received for Canine Fund	
8	Planning & Zoning	9:35
8.1	Sexton BBL Legacy Final Plat	
9	Administration	9:40
9.1	Hands of Hope Resource Center - Lease Renewal	
9.2	Personnel Policy Revisions - Adding Section 7.07 Minnesota Paid Leave	

Standing Reports

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

Adjourn

*Commissioners may be in the Commissioner's Board Room prior to the board meeting proceedings.
The County Board will open the meeting at the posted time and reserves the right to alter the agenda schedule for business needs.*



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number :	
<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	
Agenda Topic Title for Publication:		Meeting Minutes Approval - December 16th, 2025	
Date of Meeting: December 30 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 16 th , 2025			
Options:			
Recommendation:			
The Todd County Board of Commissioners approves the following by Motion: To approve the Todd County Board of Commissioner's Meeting Minutes for December 16 th , 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 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

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Minutes of the Meeting of the Todd County Board of Commissioners held on December 16th, 2025

Call to Order

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 16th 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 Neumann and second by Noska, 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 Becker, the following motions and resolutions were introduced and adopted by unanimous vote:

To approve the Todd County Board of Commissioner's Meeting Minutes for December 2nd, 2025 as presented.

Approve the resignation of Public Works Heavy Equipment Operator Jason Wehking, effective December 8th, 2025.

Hire Ross Bollin for our FT Road Deputy at the wage of \$28.48 Grade 10 step 1 start date TBD.

Approve the retirement of Eligibility Worker Maria Eisenbraun, effective January 31st, 2026.

Approve the resignation of Social Worker Intern Ryan Rhodes, effective December 15th, 2025.

To approve the 2026 tobacco license applications: 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.

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.

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 21st, 2026.

GAMBLING PERMIT – SAUK VALLEY GOBLERS

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.

GAMBLING PERMIT – SAUK VALLEY GOBLERS

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.

GAMBLING PERMIT – SAUK CENTRE FAIRY LAKE ASSOCIATION



WHERE THE FOREST MEETS THE PRAIRIE

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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.

Accept the resignation of Samuel Wicken PT Correctional Officer effective 12/11/2025

Auditor-Treasurer

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

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

On motion by Neumann and second by Denny, the following motion as introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 807084 through 807144 and (Regular) 713633 through 713700 for a total of \$117,524.33.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601874 through 601891 and (Regular) 518733 through 518755 for a total amount of \$50,046.26.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the contract with Peters Law Office for Public Defender services in Todd County for 2026.

Public Works

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

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;



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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.

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

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.

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

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



WHERE THE FOREST MEETS THE PRAIRIE

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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.

Ditch/Ag Inspector

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

County Sheriff

On motion by Denny and second by Neumann, the following motion was introduced and adopted by unanimous vote: To renew the 5-year VESTA SAAS contract.

MIS



WHERE THE FOREST MEETS THE PRAIRIE

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On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: Approve the purchase of 2 Microsoft Datacenter licenses.

Facilities

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: Approve the office renovations to Annex 1 from Miller Brothers Construction for a cost of \$21,701.78.

Planning & Zoning

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

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.

On motion by Denny and second by Noska, the following resolution was introduced and adopted by majority vote with Neumann against:

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.

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

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

Health & Human Services

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: Approve Northern Pines Purchase of Service Agreements renewal.



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On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: Authorize the Solid Waste Department to issue licenses and permits for the following applicants: Long Prairie Sanitation, Waste Management, and G&T Sanitation.

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

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**

Administration

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

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.

Finance Committee

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

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



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

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



County Auditor-Treasurer's Report

The County Auditor-Treasurer summarized the TNT meeting, made note that the ag tax settlement payments have been balanced and has attended the AMC Annual Conference.

County Coordinator's Report

The County Coordinator expressed thanks to the Admin team for the preparation of the new Paycom system which is rolling out for use and reminded of the Solid Waste Ribbon Cutting this afternoon.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Becker attended meetings including AMC Conference, MRC, TWCC and Rainbow Rider. Commissioner Denny has attended meetings as usual and expressed thanks to our emergency, facility and public works staff for their efforts from the recent weather event.

Commissioner Noska has attended meetings including TNT, TCDC, Wellness, and TWCC.

Commissioner Byers attended meetings including the Personnel, TCDC, SWCD, and Administrative. Commissioner Neumann attended meetings including the MRC, AMC Conference, Solid Waste, Park Board, and Rainbow Rider.

Recess

On motion by Neumann and second by Becker, the meeting was recessed until December 30, 2025.

AUDITOR WARRANTS

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	\$ 93,473.61
STEP	\$ 11,225.53
SWENSON AGGREGATE & CONSTRUCTION	\$ 14,679.05
TODD CO AUD-TREAS	\$ 8,778.00
VEOLIA ENVIRONMENTAL SERVICES LLC	\$ 2,978.70
VOYANT COMMUNICATIONS, LLC	\$ 3,405.94
WIDSETH SMITH NOLTING INC	\$ 3,849.30
WONDERLICH/SCOTT A	\$ 7,725.00
40 PAYMENTS LESS THAN 2000	\$ 20,270.74
BROWERVILLE TRUCKWASH/BIG BOYZ	\$ 9,549.55
COUNTIES PROVIDING TECHNOLOGY	\$ 7,240.00
GALLAGHER BENEFIT SERVICES INC	\$ 2,000.00
HAUER/JOSH	\$ 21,532.50
JOE RILEY CONSTRUCTION INC	\$ 70,417.49
JOSH'S AUTOBODY	\$ 6,906.55
LONG PRAIRIE OIL COMPANY	\$ 2,400.36
MADDEN GALANTER HANSEN, LLP	\$ 2,388.45
MINNESOTA POWER	\$ 19,530.73
MORRISON COUNTY	\$ 32,234.70
RAHN'S OIL & PROPANE	\$ 22,374.69
STAPLES ADVANTAGE	\$ 2,867.13
51 PAYMENTS LESS THAN 2000	\$ 21,316.29
BIG SWAN LAKE IMPROVEMENT ASSOCIATION	\$ 12,600.00
BLOMBECK CONSTRUCTION CO INC	\$ 3,315.00
CENTERPOINT ENERGY	\$ 2,357.13
CITY OF CLARISSA	\$ 4,200.00
COLBY/JACOB	\$ 4,381.80
EBSO INC	\$ 326,769.00
KUHL/LORI	\$ 9,520.00
LONG PRAIRIE OIL COMPANY	\$ 22,876.54
MASWCD	\$ 2,270.00
PHEASANTS FOREVER	\$ 3,250.00
29 PAYMENTS LESS THAN 2000	\$ 15,986.97
CITY OF BERTHA	\$ 23,657.87
CITY OF BROWERVILLE	\$ 26,605.20
CITY OF BURTRUM	\$ 2,900.19
CITY OF CLARISSA	\$ 25,282.96
CITY OF EAGLE BEND	\$ 34,307.90
CITY OF GREY EAGLE	\$ 19,303.48
CITY OF HEWITT	\$ 6,744.05
CITY OF LONG PRAIRIE	\$ 112,155.43
CITY OF OSAKIS	\$ 21,048.85
CITY OF STAPLES	\$ 206,713.22
REGION V DEVELOPMNT COMMISSION	\$ 5,168.25
SAINT PAUL PORT AUTHORITY	\$ 4,368.56
SAUK RIVER WATER SHED DISTRICT	\$ 19,200.85
SCHOOL DISTRICT 213	\$ 126,916.95



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

SCHOOL DISTRICT 2170	\$ 248,287.63
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

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
A.W. RESEARCH LABORATORIES, INC.	\$ 3,165.00



WHERE THE FOREST MEETS THE PRAIRIE

Todd County
• MINNESOTA • EST. 1855 •

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
Total:	\$ 185,403.12

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	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
HUBBARD'S HARDWARE	\$ 6,986.92
COST EFF HEALTH INS	\$ 2,950.00
WADENA COUNTY PUBLIC HEALTH	\$ 11,013.92
8 PAYMENTS LESS THAN 2000	\$ 5,253.89
Total:	\$ 117,524.33

VENDOR NAME	AMOUNT
COMMUNITY AND FAMILY SRVS LLC	\$ 2,901.25
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$ 3,481.80
NEXUS-KINDRED FAMILY HEALING	\$ 3,757.88
NORTHERN PINES MENTAL HLTH CTR INC	\$ 2,034.00
PINE MANORS INC	\$ 2,400.00
# 15442	\$ 2,289.60
STEP	\$ 5,193.76
# 16359	\$ 2,170.20
WEST CENTRAL REG JUVENILE CTR	\$ 7,798.00
32 PAYMENTS LESS THAN 2000	\$ 18,019.77
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 :	
<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	
		(Issued by Auditor/Treasurer Office) 20251230-02	
Agenda Topic Title for Publication:		Hire Administrative Assistant II - Bilingual Maria Vazquez Botello	
Date of Meeting: 12/30/2025		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			
Background: <i>Supporting Documentation enclosed</i> <input type="checkbox"/>			
An open Administrative Assistant II - Bilingual position exists within the Community Health Unit. Interviews were conducted and it is recommended to hire applicant Maria Vazquez Botello to fill the position. Start date: TBD			
Options:			
1. To approve the hire of Maria Vazquez Botello to fill the open Administrative Assistant II - Bilingual position.			
2. Not approve.			
Recommendation:			
The Todd County Board of Commissioners approves the following by Motion: To approve the hire of Maria Vazquez Botello to fill the open Administrative Assistant II - Bilingual position. Grade D/4, Step A at \$21.83/hr. Start date: TBD			

Additional Information:		Budgeted:	Comments
Financial Implications: \$ 21.83/hr Grade D/4, Step A Funding Source(s): 21-Public Health		<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 checked="" 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 :	
<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	
Agenda Topic Title for Publication:		Resignation - Eligibility Worker Nicholas Katehis	
Date of Meeting: 12/30/2025		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"/>			
Nicholas Katehis has resigned from his position as Eligibility Worker in the Financial Support Services Unit, effective January 2 nd , 2026.			
Options:			
1. Approve the resignation of Eligibility Worker Nicholas Katehis, effective January 2nd, 2026.			
2. Not approve.			
Recommendation:			
The Todd County Board of Commissioners approves the following by Motion: Approve the resignation of Eligibility Worker Nicholas Katehis, effective January 2nd, 2026.			

Additional Information:		Budgeted:	Comments
Financial Implications: \$		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Funding Source(s): 11- Social Services			
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		
<input type="checkbox"/> Byers		
<input type="checkbox"/> Denny		
<input type="checkbox"/> Noska		
<input type="checkbox"/> Neumann		
<input type="checkbox"/> Becker		
Notes:		
Voting Against		
<input type="checkbox"/> Byers		
<input type="checkbox"/> Denny		
<input type="checkbox"/> Noska		
<input type="checkbox"/> Neumann		
<input type="checkbox"/> Becker		
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 :	
<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	
		(Issued by Auditor/Treasurer Office) 20251230-04	
Agenda Topic Title for Publication:		Approve Commissioner Warrants	
Date of Meeting: December 30th, 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: <i>Supporting Documentation enclosed</i> <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) 404270 through 404305 in the amount of \$81,745.80 and (Regular) 59467 through 59511 in the amount of \$80,547.37 for a total of \$162,293.17.			

Additional Information:		Budgeted:	Comments
Financial Implications: \$		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source(s):			
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
Motion:		<input type="checkbox"/> Byers
Second:		<input type="checkbox"/> Denny
<input type="checkbox"/> Passed	<input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed		<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled		<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		

RACHEL

12/26/25 1:17PM

**** Todd County ****

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

**** Todd County ****

WARRANTS FOR PUBLICATION

Warrants Approved On 12/30/2025 For Payment 12/31/2025



Page 2

<u>Vendor Name</u>	<u>Amount</u>
AMAZON CAPITAL SERVICES	5,530.49
AMERICAN SOLUTIONS FOR BUSINESS	5,552.10
ASSOC OF MN COUNTIES	2,250.00
CARGILL SALT DIVISION	29,491.98
CDW GOVERNMENT INC	6,040.27
CIVICPLUS, LLC	4,271.08
ELSNER WELL DRILLING INC	14,219.06
FARM-RITE EQUIPMENT, INC	4,350.00
HILLYARD	4,078.82
LEADSONLINE LLC	3,230.00
LONG PRAIRIE LEADER	5,148.50
M-R SIGN COMPANY INC	6,094.40
MENCH/JAMES	9,820.00
METAL CULVERTS INC.	20,980.00
METRO SALES INC	6,588.29
MOTOROLA	7,105.71
NORTHERN STAR COOP	5,070.55
64 Payments less than 2000	22,471.92
Final Total:	162,293.17



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 :	
<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	
		(Issued by Auditor/Treasurer Office) 20251230-05	
Agenda Topic Title for Publication:		Health & Human Services Commissioner Warrants	
Date of Meeting: December 30 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: <i>Supporting Documentation enclosed</i> <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) 807145 through 807177 and (Regular) 713701 through 713735 for a total of \$149,065.97.			

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

ADRIANA

12/22/25 2:40PM

**** Todd County ****

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

**** Todd County ****

WARRANTS FOR PUBLICATION

Warrants Approved On 12/30/2025 For Payment 12/31/2025



Page 2

<u>Vendor Name</u>	<u>Amount</u>
FREEDOM MORTGAGE CORPORATION	4,454.90
11 Payments less than 2000	8,845.56
Final Total:	13,300.46

HANNAH

12/22/25 11:37AM

**** Todd County ****

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

**** Todd County ****

WARRANTS FOR PUBLICATION

Warrants Approved On 12/30/2025 For Payment 12/31/2025



Page 2

<u>Vendor Name</u>	<u>Amount</u>
DHS - SWIFT	80,183.35
SOURCEWELL	39,756.11
54 Payments less than 2000	15,826.05
Final Total:	135,765.51



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 :	
<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	
Agenda Topic Title for Publication:		Health & Human Services SSIS Warrants	
Date of Meeting: December 30 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: <i>Supporting Documentation enclosed</i> <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) 601892 through 601899 and (Regular) 518756 through 518773 for a total amount of \$132,723.64.			

Additional Information:		Budgeted:	Comments
Financial Implications: \$		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source(s):			
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

Payment Date:

12/31/2025

Approval Date:

12/30/2025

Vendor name or

DHS - MOOSE LAKE RTC - 462
DHS - MSOP - MN SEX OFFENDER PROG - 462
GREATER MN FAMILY SRVS INC
HEARTLAND GIRLS RANCH
NORTH HOMES CHILDREN & FAMILY SRVS
NORTHWOOD CHILDRENS SERVICES
PRAIRIE LAKES YOUTH PROGRAMS
VILLAGE RANCH INC
WEST CENTRAL REG JUVENILE CTR

Amount

5596.75
9699.00
3817.90
23356.45
28597.50
9769.48
13627.19
23556.30
7798.00

\$6,905.07 17 Pymts less than \$2000

\$132,723.64

Final Total



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 :
<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

(Issued by Auditor/Treasurer Office)

20251230-07

Agenda Topic Title for Publication:	County Motor Pool Vehicle Replacement Purchase
-------------------------------------	--

Date of Meeting: December 30, 2025	Agenda Time Requested: 5 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"/>
--

The Auditor-Treasurer's Office has studied the current state of the county motor pool fleet vehicles and has determined that a replacement unit is necessary due to continual safety concerns with an existing fleet unit.

The Auditor-Treasurer has reached out to secure bids via the state bid system and local vendors.

Due to timing of availability & pricing, the Auditor-Treasurer is recommending to purchase a replacement unit from Nyhus Chevrolet, Staples, MN.

Options:

- 1. To approve the vehicle purchase from Nyhus**
- 2. Do not approve the vehicle purchase from Nyhus**

Recommendation:

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

To approve the attached vehicle purchase from Nyhus Chevrolet, Staples, MN for the County Motor Pool of a 2026 Chevrolet Equinox in the amount of \$35,191.08.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 35,191.08		
Funding Source(s): 01-072 Motor Pool	<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



Biebighauser's
NYHUS CHEVROLET

RETAIL PURCHASE AGREEMENT

Purchaser Name: TODD COUNTY AUDITOR TREASURER DOB: _____ D.L. #: _____
 Purchaser Name: N/A DOB: N/A D.L. #: N/A
 Address: 215 1ST AVE S SUITE 201 LONG PRAIRIE, MN 56347 County: TODD
 Phone: 320-732-4472 Email: _____
 Insurance Co.: _____ Policy #: _____
 Lienholder Name: _____ Lienholder Address: _____

The above information has been requested so that we may verify your identity. By signing below, you represent that you are at least 18 years of age and have authority to enter into this Agreement. Unless otherwise indicated in this Agreement, the Odometer Reading for the Vehicle you are purchasing from us is accurate. Please refer to the Federal Mileage Statement for full disclosure.

YEAR	MAKE	MODEL	BODY	TRANSMISSION	COLOR	INTERIOR	
2025	CHEVROLET	EQUINOX					
VIN #			ODOMETER READING <input type="checkbox"/> Not Accurate		LICENSE PLATE NO.	STATE	EXP. DATE

THE VEHICLE IS: NEW USED PRIOR USE DISCLOSURE: PRIOR LEASE RENTAL DEMONSTRATOR OTHER.

WARRANTY STATEMENT		CASH PRICE OF VEHICLE	32532.00
Any warranties by a manufacturer or supplier other than our Dealership are theirs, not ours, and only such manufacturer or supplier shall be liable for performance under such warranties. We neither assume nor authorize any other person to assume for us any liability in connection with the sale of the Vehicle and related goods and services. If we enter into a service contract with you at the time of, or within 90 days of, the date of this transaction, we may not limit or modify the implied warranties.		OTHER GOODS/SERVICES:	
CONTRACTUAL DISCLOSURE STATEMENT (USED VEHICLES ONLY)			
The information you see on the window form for this Vehicle is part of this Contract. Information on the window form overrides any contrary provisions in the contract of sale. <i>Traducción española: Vea el dorso.</i>			
This Vehicle is being provided to you by our Dealership:			

AS-IS: We expressly disclaim all warranties, express and implied, including the implied warranties of merchantability and fitness for a particular purpose. The entire risk as to the quality and performance of the Vehicle and related goods and services is with the Purchaser.
 WITH THE FOLLOWING USED MOTOR VEHICLE LIMITED WARRANTY:
 Less than 36,000 miles, the warranty is for 60 days or 2,500 miles, whichever comes first.
 36,000 to 74,999 miles, the warranty is for 30 days or 1,000 miles, whichever comes first.
 Please see attached Used Motor Vehicle Limited Warranty. Any implied warranties are limited in duration to the term of the Limited Warranty.

OTHER:

TRADE-IN VEHICLE INFORMATION			TOTAL	32532.00
YEAR: <u>N/A</u>	MAKE: <u>N/A</u>	MODEL: <u>N/A</u>		
COLOR: <u>N/A</u>		ODOMETER READING <input type="checkbox"/> Not Accurate		
VIN#: <u>N/A</u>				
LICENSE PLATE: <u>N/A</u>	STATE: <u>N/A</u>	EXP. DATE: <u>N/A</u>		
LIENHOLDER: _____				
DOES YOUR TRADE-IN HAVE A BRANDED TITLE OR INSURANCE SALVAGE HISTORY? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>				
IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.				
<u>X</u>				
OTHER MATERIAL UNDERSTANDINGS AND INTEGRATED DOCUMENTS			TOTAL LICENSE & FEES	72.50
<input type="checkbox"/> IF BOX IS MARKED, PLEASE SEE THE DELIVERY CONFIRMATION			SUBTOTAL	35191.08
			LESS CASH SUBMITTED WITH ORDER (-)	
			PLUS BALANCE OWING TO LIENHOLDER ON TRADE-IN (+)	
			TOTAL AMOUNT DUE ON DELIVERY	35191.08

This Agreement and any documents which are a part of this transaction or incorporated herein comprise the entire agreement affecting this Retail Purchase Agreement and no other agreement or understanding of any nature concerning the same has been made or entered into, or will be recognized. I have read all of the terms and conditions of this Agreement, and agree to them as if they were printed above my signature. I further acknowledge receipt of a copy of this Agreement. This Agreement shall not become binding until signed and accepted by an Authorized Dealership Representative.

12/22/2025

Purchaser

Date

N/A

12/22/2025

Accepted by Authorized Dealership Representative

Date

BLAINE QUAST

Print Name

CATALOG #8963277-C
752831*NYHUS-FI

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WHERE THE FOREST MEETS THE PRAIRIE

Todd County

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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):	Board Action Tracking Number :
<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

(Issued by Auditor/Treasurer Office)

20251230-08

Agenda Topic Title for Publication:	Commit Fund Balance for Building & Grounds Improvement Fund for Fiscal Year Ending 2025	
Date of Meeting: December 30, 2025	Agenda Time Requested: 5 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*

The Todd County Board of Commissioners established a building & grounds improvement fund with the objective that the funds be utilized for current and future expenses and held within the County General Fund. The building & grounds improvement funds are appropriated and utilized each calendar year. The remaining cash balance of this account as of December 31, 2025 is \$1,776,668.67. State Auditors recommendation is to approve by resolution a commitment of this fund balance on an annual basis for transparent financial reporting.

Options:

- 1. To approve the attached resolution**
- 2. To not approve the attached resolution**

Recommendation:

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

To approve the attached resolution to Commit Fund Balance for Building & Grounds Improvement Fund for FYE2025.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 1,776,668.67	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source(s): General Fund-01		

Attorney Legal Review:

 Yes No N/A

Facilities Committee Review:

 Yes No N/A

Finance Committee Review:

 Yes No N/A**Auditor/Treasurer Archival Purposes Only:**

Action Taken:	Voting in Favor	Voting Against
Motion:	<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 •

COMMIT FUND BALANCE FOR BUILDING & GROUNDS IMPROVEMENT FUND

WHEREAS, the Todd County Board of Commissioners established a building & grounds improvement fund with the objective that the funds be utilized for current and future expenses and held within the County General Fund. The building & grounds improvement funds are appropriated and utilized each calendar year;

WHEREAS, the remaining balance of this account as of December 31, 2025 is \$1,776,668.67. State Auditors recommendation is to approve by resolution a commitment of this fund balance on an annual basis for transparent financial reporting;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the County Auditor/Treasurer to register the Committed Fund Balance account in Fund 01-General Revenue Fund with a balance of \$1,776,668.67 to track the funding plan for the Committed Fund Balance of Building & Grounds Improvement Fund, effective December 31, 2025.



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 :
<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

(Issued by Auditor/Treasurer Office)

20251230-09

Agenda Topic Title for Publication:	Commit Fund Balance for Information Technology Fund for Fiscal Year Ending 2025	
Date of Meeting: December 30, 2025	Agenda Time Requested: 5 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*

The Todd County Board of Commissioners established an Information Technology Fund with the objective that the funds be utilized for current and future expenses and be held within the County General Fund. The Information Technology funds are appropriated and utilized each calendar year. The remaining cash balance of this account as of December 31, 2025 is \$125,000.00. State Auditors recommendation is to approve by resolution a commitment of this fund balance on an annual basis for transparent financial reporting.

Options:

- 1. To approve the attached resolution**
- 2. To not approve the attached resolution**

Recommendation:

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

To approve the attached resolution to Commit Fund Balance for Information Technology Fund for FYE2025.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 125,000.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source(s): General Fund-01		

Attorney Legal Review:
 Yes No N/A

Facilities Committee Review:
 Yes No N/A

Finance Committee Review:
 Yes No N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<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

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COMMIT FUND BALANCE FOR INFORMATION TECHNOLOGY FUND

WHEREAS, the Todd County Board of Commissioners established an Information Technology fund with the objective that the funds be utilized for current and future expenses and held within the County General Fund. The information technology funds are appropriated and utilized each calendar year;

WHEREAS, the remaining balance of this account as of December 31, 2025 is \$125,000.00. State Auditors recommendation is to approve by resolution a commitment of this fund balance on an annual basis for transparent financial reporting;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the County Auditor/Treasurer to register the Committed Fund Balance account in Fund 01-General Revenue Fund with a balance of \$125,000.00 to track the funding plan for the Committed Fund Balance of Information Technology Fund, effective December 31, 2025.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number :	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Report <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information Item <input type="checkbox"/> Other		(Issued by Auditor/Treasurer Office) 20251230-10	
Agenda Topic Title for Publication:		Commit Fund Balance for Retiree Severance (General Fund) for Fiscal Year Ending 2025	
Date of Meeting: December 30, 2025		Agenda Time Requested: 5 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer			
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer			
Background: <i>Supporting Documentation enclosed</i> <input checked="" type="checkbox"/>			
The County Board approved with resolution #20201229-08 to establish a Committed Fund Balance for Future Retirees' Severance Fund within the General Fund (Fund 01). The Finance Committee has reevaluated the amount available in this committed fund with an updated committed balance of \$193,809.32 at FYE 2025.			
Options:			
1. To adopt the attached resolution 2. To not adopt the attached resolution			
Recommendation:			
The Todd County Board of Commissioners approves the following by Motion: To adopt the attached resolution to Commit Fund Balance for Future Retirees' Severance Fund.			

Additional Information:		Budgeted:	Comments
Financial Implications: \$ 193,809.32		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source(s): General Fund-01			
Attorney Legal Review:	Facilities Committee Review:	Finance Committee Review:	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<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



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

COMMIT FUND BALANCE FOR FUTURE RETIREES' SEVERANCE FUND

WHEREAS, beginning in FY 2020, the Finance Committee recommended taking a proactive budget approach for future retirement severances within Fund 01-General Revenue, and;

WHEREAS, the County Board established the Committed Fund Balance for Future Retirees' Severance Fund with Resolution #20201229-08 for FYE 2020 and has recommitted the updated balance annually since its inception and;

WHEREAS, the remaining balance of this account as of December 31, 2025 is \$193,809.32. State Auditors recommendation is to approve a commitment of this fund balance on an annual basis for transparent financial reporting.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the County Auditor/Treasurer to register the Committed Fund Balance account in Fund 01-General Revenue with a balance of \$193,809.32 to track the funding plan for the Committed Fund Balance for Future Retirees' Severance Fund, effective December 31, 2025.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):	Board Action Tracking Number :
<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

(Issued by Auditor/Treasurer Office)

20251230-11

Agenda Topic Title for Publication:	Transfer of Funds - County Ditch 18 - Partial Repayment	
Date of Meeting: December 30, 2025	Agenda Time Requested: 5 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*

On December 28, 2017, the Todd County Board of Commissioners approve the advance of \$300,000 from the General Fund (01) to the Ditch Fund (40) for the County Ditch 18 Project. On September 4, 2018, the County Board approved the 10-year repayment terms of the special assessment for the County Ditch 18 Project.

Each year, until fully repaid, the amount of principal funds collected along with the amount of interest collected is transferred from the Ditch Fund (40) as a partial repayment back to the General Fund (01).

Options:

1. To approve the attached resolution
2. To not approve the attached resolution

Recommendation:

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

To approve the attached resolution Authorizing the Transfer of Funds for a Partial Repayment of the County Ditch 18 Loan.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 41,567.75		\$ 39,603.61 Principal
Funding Source(s): CD18 Ditch Funds	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$ 1,964.14 Interest
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 •

TRANSFER OF FUNDS – COUNTY DITCH 18 - PARTIAL REPAYMENT

WHEREAS, on December 28, 2017 the Todd County Board of Commissioners approved the advance of \$300,000.00 from the General Fund (Fund 01) to the Ditch Fund (Fund 40) per BA#20171228-06; and

WHEREAS, on September 4, 2018 the Todd County Board of Commissioners approved the special assessment payment terms, granting a 10-year repayment term with 2% interest to be credited to the General Fund (Fund 01). The first year of the special assessment collection began for taxes payable in 2019 per BA#20180904-07; and

WHEREAS, the amount collected thus far from 2018 through 2024 for Ditch 18 Special Assessment #7189 consists of a principal amount of \$189,498.58 along an interest amount of \$19,744.13 and has been authorized for transfer; and

WHEREAS, the amount collected for Ditch 18 Special Assessment #7189 in taxes payable year 2025 is \$39,603.61 of the principal balance, along with \$1,964.14 of interest and is ready for transfer as a partial repayment to the advance made by the General Fund.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the transfer of funds in the amount of \$41,567.75 from Fund 40-County Ditches/Ditch 18 to Fund 01 General Fund.



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 :	
<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	
		(Issued by Auditor/Treasurer Office) 20251230-12	
Agenda Topic Title for Publication:		ARPA Funds for Office 365 Project - Approve Final Project Amount	
Date of Meeting: December 30, 2025		Agenda Time Requested: 5 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer			
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer			
Background: <i>Supporting Documentation enclosed</i> <input type="checkbox"/>			
On December 17, 2024, ARPA Funds were approved by the County Board to be obligated for the cost of the Office 365 Project requested by the MIS department with a total estimated cost of \$87,668.90.			
The total costs incurred for this project are \$75,157.01 and at this time it is recommended to close this obligation and allow the remaining funds of \$12,511.89 to be reassigned according to the terms of BA#20241217-20.			
Options:			
1. Approve final ARPA obligated amount for the Office 365 Project			
2. Do not approve			
Recommendation:			
The Todd County Board of Commissioners approves the following by Motion:			
To approve the final amount of ARPA funds previously authorized via BA#20241217-19 for the Office 365 Project at \$75,157.01 and allow the remaining funds of \$12,511.89 to be reassigned according to the terms of BA#20241217-20.			

Additional Information:	Budgeted:	Comments
Financial Implications: \$	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source(s):		
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
Motion:		<input type="checkbox"/> Byers
Second:		<input type="checkbox"/> Denny
<input type="checkbox"/> Passed	<input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed		<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled		<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 :
<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

(Issued by Auditor/Treasurer Office)

20251230-13

Agenda Topic Title for Publication:	Transfer of Funds - Final ARPA Project Funding
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Date of Meeting: December 30, 2025	Agenda Time Requested: 5 minutes	<input type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Auditor-Treasurer

Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer

Background: *Supporting Documentation enclosed*

There exists ARP/SLFRF used/expensed funds which have been approved by the County Board involving the support of projects temporary supported by different funds. These expenses necessitate realignment to the County Departments that completed their projects which incurred the expense for inclusion of reporting to the US Treasury.

Per BA#20231107-25, matching funds for the MPCA Grant to establish two new remote recycling bin sites was approved for the Solid Waste remote recycling bin sites project which contains \$57,562.08 of funds yet to transfer.

Per BA#20241217-20, any unused ARPA funds returned from completed projects was to be applied to the Assureon project. The Recorder's Tech funds supported the remainder of the Assureon project costs in the interim and now requires reimbursement of \$22,211.89 for finalization of all of the ARPA fund utilization.

In order to comply with audit standards, it is recommended to approve the transfer of funds from Fund 19-ARP/SLFRF to Fund 01-General Revenue in the amount of \$22,211.89 and to Fund 51-Solid Waste in the amount of \$57,562.08 for a total of \$79,773.97.

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 adopt the attached resolution for Transfer of Funds - Final ARPA Project Funding.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 79,773.97		
Funding Source(s): Fund 19 - ARP/SLFRF	<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

39 of 66

Revised 01/2025



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

TRANSFER OF FUNDS - FINAL ARPA PROJECT FUNDING

WHEREAS, Todd County has received funding via the Federal American Rescue Plan (ARP/SLFRF) Act, and;

WHEREAS, Todd County has used/expensed funds within the allotted timeframe indicated in the federal guidance terms, and;

WHEREAS, Todd County departments incurred qualifying expenses via the Federal ARP/SLFRF Act which were not able to be expensed directly to Fund 19-ARP/SLFRF and now necessitate realignment to the County Departments that incurred the initial eligible expense.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the transfer of funds in the amount of \$79,773.97 from Fund 19-ARP/SLFRF to Fund 01-General Fund (Recorder's Tech) in the amount of \$22,211.89 and to Fund 51-Solid Waste in the amount of \$57,562.08 to realign eligible ARP-SLFRF expenses to the County Departments where the support of the project expense occurred.



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 :	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Report <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information Item <input type="checkbox"/> Other		(Issued by Auditor/Treasurer Office) 20251230-14	
Agenda Topic Title for Publication:		Transfer of Funds - Solid Waste Loan Repayment	
Date of Meeting: December 30, 2025		Agenda Time Requested: 5 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"/>			
On March 16, 2021, the County Board established a loan from the General Fund (01) to Solid Waste (51) to support the financing needed for construction of a new transfer station building in the amount of \$972,210.00.			
On December 30, 2024, the County Board approved the transfer of the loan funding to Solid Waste.			
The Solid Waste department has budgeted for the first installment of repayment to occur in 2025 for the amount of \$50,000.			
In order to comply with audit standards, it is recommended to approve the transfer of funds from Fund 51-Solid Waste to Fund 01-General Revenue in the amount of \$50,000.00 to process this annual loan repayment within the financial system.			
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 adopt the attached resolution for the Transfer of Funds - Solid Waste Loan Repayment.			

Additional Information:		Budgeted:	Comments
Financial Implications: \$ 50,000		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Funding Source(s): 51-Solid Waste			
Attorney Legal Review:	Facilities Committee Review:	Finance Committee Review:	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

Auditor/Treasurer Archival Purposes Only:		
Action Taken:		Voting in Favor
Motion:		<input type="checkbox"/> Byers
Second:		<input type="checkbox"/> Denny
<input type="checkbox"/> Passed	<input type="checkbox"/> Rollcall Vote	<input type="checkbox"/> Noska
<input type="checkbox"/> Failed		<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled		<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 •

TRANSFER OF FUNDS – SOLID WASTE LOAN REPAYMENT

WHEREAS, on March 16, 2021 the Todd County Board of Commissioners adopted BA#20210316-19 which established a loan from the General Fund (01) to Solid Waste (51) to support the financing needed for construction of a new transfer station building in the amount of \$972,210.00, and;

WHEREAS, on December 30, 2024, the Todd County Board of Commissioners adopted BA#20241230-12 which transferred the loan funds to the Solid Waste department to support the construction expenses necessary to keep the project moving forward toward completion in 2025, and;

WHEREAS, the Solid Waste has budgeted for the first installment of repayment of this loan to occur in 2025, and;

WHEREAS, audit standards require the County Board approval prior to transferring monies between two different funds.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the transfer of funds in the amount of \$50,000.00 from Fund 51-Solid Waste to Fund 01-General Revenue as repayment towards the Transfer Station Construction Loan.

BE IT FURTHER RESOLVED, that the Solid Waste department will continue to make principal payments to the General Fund of Fifty Thousand Dollars (\$50,000.00) annually, or as can be afforded, until the remaining principal is zero and it is understood that this resolution replaces and supersedes the repayment timing stipulated in BA#20210316-19.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):	Board Action Tracking Number :
<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

(Issued by Auditor/Treasurer Office)

20251230-15

Agenda Topic Title for Publication:	Approving Online Tax Forfeited Land Auction February 12th through February 19th, 2026	
Date of Meeting: December 30, 2025	Agenda Time Requested: 5 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*

Lands that have forfeited to the State of Minnesota and have gone through the first two auctions per Minnesota Statute 282.005.

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 tax forfeited land online auction to start February 12th and close on February 19th, 2026 with Bid4assets.

Additional Information:	Budgeted:	Comments
Financial Implications: \$	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source(s):		

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 FOR A PUBLIC LAND AUCTION OF TAX-FORFEITED PARCELS IN TODD COUNTY

WHEREAS: Tax-Forfeited Parcels in Todd County have been on a market value auction and minimum bid auction and now classified as provided by M.S. 282.01 and will be offered for sale by the Todd County Auditor/Treasurer through Bid4assets.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners do hereby approve said land auction to commence on the 12th day of December 2026 and closing 19th of December 2026 with Bid4assets. The Todd County Auditor/Treasurer is hereby directed at publishing a notice of the upcoming land auction as provided by law.

BE FURTHER RESOLVED, that the terms of sales are as follows:

All property sold requires immediate payment, no payment plans will be offered, and full payment is due on the date of sale.

A charge of \$25.00 will be made for each State Deed issued.

A charge of \$46.00 will be made to record the State Deed.

State Deed Tax on the amount of purchase will be collected. (0.0033 x purchase price of more than \$3k or minimum of \$1.65)

A \$50.00 fee for well certificate, if applicable, will be collected.

A Tax Forfeiture Administration fee of \$250.00 will be collected.

A 3% Assurance Fund charge will be made (as per M. S. 284.28, Subd. 8).

A Buyer premium to Bid4assets online auctions, 5% of the total sale price minimum of \$100.00

BE FURTHER RESOLVED, that Tax-Forfeited Parcels will be offered for sale subject to liens, existing roads, easements and leases, if any, and any special assessments canceled at forfeiture may be reassessed by the municipalities after the sale.

BE FURTHER RESOLVED that all Tax-Forfeited Parcels are sold as is.

BE IT FURTHER RESOLVED that the right is reserved by Todd County, in the interest of the public, to cancel this sale at any time.

February 12th – February 19th, 2026, Tax Forfeit Land Auction Listing

- 1. 08-0159300 – Lot 5 Block 11 Pine Island Heights**
- 2. 12-0040700 – Lot 2 Bassett's Subd. SE4 NE4 S 287 Ft**
- 3. 22-0010500 – Sect 12 Twp 133 Rang 33 N2 SW4 NE4 E...**
- 4. 29-0003201 – Sect 11 Twp 132 Rang 35 Comm at NW cor of NW4 SW4 S 596.92 FT to Pt of Beg
thence S 466.18 Ft E 277.22 Ft N 144.39 Ft W 3.24 Ft N 324.43 Ft W 282.95 Ft to beg.**
- 5. 30-0004800 – Sect 8 Twp 130 Rang 33 Comm at NE cor of Block 9 Original Townsite of Browerville,
W 140 Ft, W 115 Ft to Point of beg, S 150 Ft to W Line of NE4 SW4, N 150 Ft, E 117.84 Ft to point of
beg.**
- 6. 30-0011100 – Original townsite of Browerville W2 of Lots 1&2 Block 2**
- 7. 30-0011300 – Original Townsite of Browerville W2 Lots 3, 4 & 5 Block 2**
- 8. 33-0039600 – Lot 6 Block 4 Eagle Bend Railroad Add.**



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 :	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item		<input checked="" type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	
Agenda Topic Title for Publication:		Todd County Ag Society Annual Update	
Date of Meeting: December 30, 2025		Agenda Time Requested: 5 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Todd County Ag Society			
Person Presenting Topic at Meeting:			
Background: Supporting Documentation enclosed <input type="checkbox"/>			
An update will be provided for the County Board from the Todd County Ag Society.			
Options:			
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 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



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 :	
<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	
Agenda Topic Title for Publication:		Acknowledge Donations received for Canine Fund	
Date of Meeting: 12/30/2025		Agenda Time Requested: 5	<input 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"/>			
The Sheriff's Office would like to Thank and express appreciation for the individuals who donated to our K9 fund in 2025.			
Farmers Union Martketing and Processing Foudation INC (Central BI) \$1000, Minnesota National Bank \$145 and Anonymous \$950			
Options:			
1- Acknowledge the donations to the K9 fund			
2- Do not acknowledge			
Recommendation:			
The Todd County Board of Commissioners approves the following by Motion: Acknowledge the donations to the K9 fund received in 2025 for a total of \$2,095.00.			

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 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 :	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Report <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information Item <input type="checkbox"/> Other		(Issued by Auditor/Treasurer Office) 20251230-18	
Agenda Topic Title for Publication:		Sexton BBL Legacy Final Plat	
Date of Meeting: 12/30/2025		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 subdivision to create a one lot plat on parcel 24-0062200 (Turtle Creek TWP) was submitted on October 13th, 2025. The preliminary plat was approved by the Board of Commissioners on November 18 th , 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 Sexton BBL Legacy.			

Additional Information:	Budgeted:	Comments
Financial Implications: \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source(s):		
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 –
“Sexton BBL Legacy” Subdivision**

WHEREAS, Applicant Sexton Family Cabin LLC, applied to subdivide a property owned by Sexton Family Cabin that is described as part of Section 25 of Birchdale Township with the plat to be known as “Sexton BBL Legacy”,

WHEREAS, Sexton BBL Legacy consists of one lot; Block One, Lot 1, 2.92 acres located in Shoreland Recreational Development Zoning District in Birchdale Township,

WHEREAS, On November 6, 2025, the Todd County Planning Commission recommended the following properties be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance:

Lots One (1), Two (2), Three (3), Four (4) and Five (5) of Block One (1) Harcra Lodge, First Addition; and half of Vacated “H” Street abutting these said lots.

And

Outlot “B” of Harcra Lodge, First Addition; and half of Vacated “H” Street abutting this said Outlot “B”.

And

All that part of Outlot “C” of Harcra Lodge, First Addition, North of the following described line: Said line commencing at a point at the Southwest corner of Lot Five (5), said point being designated by an iron monument, of said Harcra Lodge, First Addition; thence in a Westerly direction to a point on the West line of Outlot “C”, said point being 78.88 feet South of the North line of said Outlot “C”, being part of Government Lots One (1) and Two (2), Section Twenty-five (25), Township One Hundred Twenty-seven (127) North, Range Thirty-three (33) West of the Fifth Principal Meridian; and half of Vacated “H” Street abutting this said part of Outlot “C”.

WHEREAS, On November 18, 2025, the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the Sexton BBL Legacy 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 “Sexton BBL Legacy” be approved as presented.



SEXTON BBL LEGACY

KNOW ALL PERSONS BY THESE PRESENTS: That Sexton Family Cabin, LLC, a Minnesota limited liability company, owner of the following described property, situated in the County of Todd, State of Minnesota, to wit:

Lot 4 and Lot 5 and that part of Lot 3, Block 1 and also that part of Outlot "B" and that part of Outlot "C" and that part of vacated "H" Street, HARCORA LODGE-FIRST ADDITION, according to the recorded plat thereof, Todd County, Minnesota, described as follows:

Commencing at the southwesterly corner of said Outlot "C";

thence North 15°27'00" West, assumed bearing, along the westerly line of said Outlot "C" 154.87 feet to a point on said westerly line of said Outlot "C" distant 78.88 feet south of the north line of said Outlot "C" as measured at a right angle from said north line and also to a point to as hereinafter referred to as Point "A";

thence North 89°22'54" East, 998.27 feet to an iron monument at the northwest corner, Lot 6, Block 1, of said HARCORA LODGE-FIRST ADDITION and said point also being the Point of Beginning of the land to be described;

thence reversing South 89°22'54" West, 998.27 feet to said Point "A";

thence North 15°27'00" West, along said westerly line, 81.77 feet to said north line of said Outlot "C";

thence North 90°00'00" East, along said north line, 725.58 feet;

thence North 46°13'49" East, 210.78 feet;

thence North 75°12'25" East, 170 feet more or less to the waterline of Big Birch Lake;

thence southerly along said waterline to the intersection of a line bearing North 77°05'00" East from the Point of Beginning and said line being the southeasterly line of said Lot 5;

thence South 77°05'00" West, along said southeasterly line, 132 feet more or less to the Point of Beginning.

Has caused the same to be surveyed and platted as SEXTON BBL LEGACY and does hereby donate and dedicate to the public for public use forever the public ways and easements as shown on this plat for drainage and utility purposes only.

In witness whereof, said Sexton Family Cabin, LLC, a Minnesota limited liability company, has caused,

these presents to be signed by its proper officer this _____ day of _____, 20_____.

Signed: Sexton Family Cabin, LLC

Manager

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20_____, by:
Manager of Sexton Family Cabin, LLC, a Minnesota limited liability company.

(NOTARY SIGNATURE) (NOTARY PRINTED NAME)
Notary Public, _____ County, State of Minnesota
My Commission Expires _____

SURVEYOR'S CERTIFICATE

I, David A. Engelmeyer, 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 lines are correct and correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year thereafter; that all boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certification are shown and labeled on this plat and all public ways are shown and labeled on this plat and the easements as shown on this plat for utility and drainage purposes only.

Dated this _____ day of _____, 20_____.

David A. Engelmeyer, Licensed Land Surveyor,
Minnesota, License Number 54838

STATE OF MINNESOTA
COUNTY OF _____

The foregoing Surveyor's Certification was subscribed and sworn before me this _____ day of _____, 20_____, by David A. Engelmeyer, Land Surveyor, Minnesota Registration No. 54838.

(NOTARY SIGNATURE) (NOTARY PRINTED NAME)
Notary Public, _____ County, State of Minnesota
My Commission Expires _____

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

Dated on this _____ day of _____, 20_____.

Todd County Attorney

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

Todd County Land Surveyor

Minnesota License No. _____
Approved by the Todd County Board of Commissioners
Dated this _____ day of _____, 20_____.

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_____.

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 _____.

Todd County Recorder

PREPARED BY:

ENGELMEYER LAND SERVICES, LLC
41701 COUNTY ROAD 167
P.O. BOX 124
MEIROSSE, MN 56052
TELEPHONE: OFFICE
Meirosse: 320-256-7298
St. Rosa: 320-836-2291
FAX: 320-836-2454
EMAIL: david@engelmeyerlandsurveying.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 :
<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

(Issued by Auditor/Treasurer Office)

20251230-19

Agenda Topic Title for Publication:	Hands of Hope Resource Center - Lease Renewal	
Date of Meeting: December 30, 2025	Agenda Time Requested: 5 Minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Administration		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor/Treasurer		

Background: *Supporting Documentation enclosed*

The lease agreement with Hands of Hope Resource Center for 2025 is set to expire on December 31, 2025. The Hands of Hope Resource Center has expressed interest in renewing the lease agreement for 2026 for space utilized in the Main Street Government Center with a 2% increase to the rental fee terms.

Options:

1. Renew the Hands of Hope Resource Center lease agreement as presented, for January 1, 2026 through December 31, 2026.
2. Do not renew the Hands of Hope lease agreement as presented.
3. Renew with different terms.

Recommendation:

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

Renew the Hands of Hope Resource Center lease agreement as presented, for January 1, 2026 through December 31, 2026.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 4,416.74		
Funding Source(s): 01-113 Facilities/MSGC	<input checked="" 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 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 checked="" 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

LEASE AGREEMENT

This Lease Agreement, is made and entered into this 1st day of January, 2026 between the Board of Commissioners of Todd County, Minnesota (hereinafter the Lessor) and Hands of Hope Resource Center (hereinafter the Lessee).

For good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. **Premises:** Lessor hereby leases to Lessee, and Lessee rents and takes from Lessor the following described Premises ("the Premises"): Office location at Mainstreet Government Center, 347 Central Avenue, Long Prairie, MN.
2. **Attachments:** A schematic drawing of the building is attached to this lease agreement and is hereby incorporated by reference as Attachment A.
3. **Term:** The term of this Lease shall be from 01/01/2026 to 12/31/2026. At the expiration of the base term of this Lease, the term may be extended at the option of the Lessee in writing signed by both parties. It is agreed that unless the parties arrive at a new lease on or before October 31st this lease shall continue under the same terms of the current lease, at the option of the Lessor until a new agreement is agreed upon.
4. **Rent:** The Lessee agrees to annually pay to the Lessor \$4416.74 as rent for the Premises starting January 1, 2026, which rent shall be paid annually in four (4) installments of \$1104.19, and which shall be paid to the Lessor as follows: annually before January 1, April 1, July 1 and September 1. Rent shall be adjusted annually by 2%, effective January 1, 2026 and through the term of the lease, by the Lessor. Notification of rent adjustments shall be made no later than September 30 of each year.
5. **Possession:** Under the terms of this lease, the lessee shall have sole possession of the Premises as outlined in Section 1.
6. **Insurance:** The Lessor agrees to insure the leased Premises with an appropriate insurance limit and on a replacement cost basis. Lessee is responsible for insuring or self-insuring Lessee's own contents. Lessee shall provide liability insurance.
7. **Hold Harmless Agreement:** The Lessee agrees to defend, indemnify, and hold Todd County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of act or omission on the part of the Lessee, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of any activities on the lease Premises for the contract period.
8. **Applicable Law:** This Lease shall be interpreted and governed according to the laws of the State of Minnesota, without regard to its choice of law provisions. Minnesota shall be the forum for any lawsuits or claims arising under this Lease.
9. **Termination:** The Lessee or Lessor shall have the right to terminate this lease with 90 days

written notice, without cause.

10. Assignment: This Lease may be assigned, transferred or conveyed by the Lessee with the written consent of the Lessor.
11. Non-discrimination: Lessor shall not discriminate and shall comply with applicable laws prohibiting discrimination on the basis of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, or veteran status. Lessor warrants that the Premises are physically accessible to individuals with disabilities. The Lessee encourages the Lessor in the employment of individuals with disabilities.
12. Non-waiver: The failure of either party to exercise any of its rights under this Lease for a breach thereof shall not be deemed to be a waiver of such rights, and no waiver by either party, whether written or oral, express or implied, of any rights under or arising from this Lease shall be binding on any subsequent occasion; and no concession by either party shall be treated as an implied modification of the Lease unless specifically agreed to in writing.
13. Severability: In the event one or more clauses of this Lease are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of this Lease.
14. Entire Agreement: This Lease sets forth the entire agreement of the parties on the subject, and replaces and supersedes any previous agreement between the parties on the subject, whether oral or written, express or implied. This Lease contains all of the agreements and conditions made between the parties concerning the Premises. There are no collateral agreements, stipulations, promises, understandings or undertakings whatsoever of the respective parties concerning the subject matter of this Lease. This Lease may be amended or modified only by a writing signed by both parties.
15. Destruction: If at any time during the term of this Lease, or any extension thereof, the Premises shall be totally or partially destroyed by fire, earthquake, or other calamity, Lessee shall have the option within 30 days after assessing the amount of damage and amount of usable space, to either continue with the Lease, or choose to terminate the Lease without further obligation. In case, however, Lessee chooses to remain in the Premises but Lessor elects not to rebuild or repair said Premises, Lessor shall so notify Lessee by written notice within the period of 30 days after the damaging event, and thereupon this Lease shall terminate without further obligation by Lessee or Lessor. In any event, Lessee's rent shall be abated to the extent its use is prevented or reduced by such destruction or failure.
16. Condemnation: In the event the Premises, or any part thereof, are taken, damaged consequentially or otherwise, or condemned by public authority, this Lease shall terminate as to the part so taken, and Lessee shall have the option within 30 days after assessing the amount of damage and amount of usable space, to either continue with the Lease, or choose to terminate the Lease without further obligation. In any event, Lessee's rent shall be abated to the extent its use is prevented or reduced by such condemnation, damage or taking.
17. Holdover: If Lessee remains in possession of the Premises after expiration or termination of this

Lease, such possession will be on a month to month basis. During this holdover period, all of the other provisions of this Lease shall be applicable.

18. Binding Effect: This Lease shall both benefit and bind the parties hereto and their respective successors, personal representatives and permitted assigns.
19. Taxes: The Lessor shall be solely responsible for any and all taxes assessed against the Premises, including, but not limited to, real estate taxes.
20. Surrender: At the expiration or earlier termination of this Lease, Lessee will yield up the Premises to the Lessor in as good order and condition as when the same were entered upon by the Lessee, loss by fire or inevitable accident, damage by the elements, and reasonable use and wear accepted.
21. Notice: Any notice to either party under this Lease must be in writing signed by the party giving it, and shall be served either personally or by registered or certified mail addressed as follows:

To Lessor: Todd County Auditor/Treasurer
215 1st Avenue South Suite 201
Long Prairie, MN 56347

To Lessee: Hands of Hope Resource Center
107 2nd Street SE #102
Little Falls, MN 56345

or to such other address as may be hereafter designated by written notice provided in accordance with this section. All such notices shall be effective only when received by the addressee.

22. Lessor's Authority: Lessor covenants and warrants that it has the full authority and right to lease the Premises to the Lessee in accordance with the terms of this Lease.
23. Quiet Enjoyment: On payment of rent and performance of the covenants and agreements on the part of the Lessee to be paid and performed hereunder, the Lessee shall peaceably have and enjoy the Premises and all of the rights, privileges and appurtenances granted by this Lease free from any interference by Lessor or any other person.
24. Force Majeure: Neither party to this Lease shall be liable for non-performance of any obligation under this Lease if such non-performance is caused by a Force Majeure. "Force Majeure" means an unforeseeable cause beyond the control of and without the negligence of the party claiming Force Majeure, including, but not limited to, fire, flood, other severe weather, acts of God, labor strikes, interruption of utility services, war, acts of terrorism, and other unforeseeable accidents.
25. Utilities: Where a checkmark is placed in the box of the column under a party below, it is that party's responsibility to pay for those services to the Premises.

Lessor	Lessee	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refuse Removal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electricity
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heating and Cooling Systems
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance and Upkeep
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carpeting
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting Fixtures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Telephone Installation, Service, Billing and Long Distance Charges
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cable Television, Internet Connectivity
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Snow Removal

Lessee shall furnish and pay for any other services or supplies it desires for which responsibility is not designated above.

Lessor offers telephone service at actual line charges per line per month plus actual usage which will be billed on a monthly basis.

Lessor offers network service at \$80.00 per user annually.

Lessee is responsible for charges as a result of network or phone connection should the Lessee choose not to use the County's network and phone.

26. Default: Lessor shall, on default with respect to any of the provisions of this Lease by Lessee, provide Lessee with a written notice of any breach of the Lease terms or conditions and Lessee shall then have 30 days either to correct the condition, or commence corrective action if the condition cannot be corrected in 30 days. If the condition cannot be corrected in 30 days, Lessee shall have a reasonable time to complete the correction.
27. Lessor's Covenants: Lessor agrees to maintain the Premises in a condition fit for their intended use, make all necessary repairs of which Lessor is or becomes aware, including adequate heat and water, and a sound physical structure, and to maintain the grounds.
28. Access: Lessee shall have non-exclusive access to all common areas, including hallways, restrooms and the kitchen/break room and exterior of the building. Lessee shall have the right on a first come first served basis to reserve room space in any office designated as "common" office space and meeting rooms.
29. Documentation: Lessor shall provide to Lessee at the time of signature of this Lease a completed and signed IRS Form W-9, if applicable, and any other documentation required by the Lessee to process payments to the Lessor under this Lease.

30. Alterations: Any alterations that the Lessee desires to make to Premises shall be made at the Lessee's own expense after having first obtained written approval and consent of the Lessor, and all such alterations, additions and changes, which shall include erection of any states, electric writing or lighting systems, are to immediately merge and become a permanent part of realty, and all interest of Lessee therein shall become immediately vested in Lessor.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Lease Agreement on this ____ day of _____.

COUNTY OF TODD

HANDS OF HOPE RESOURCE CENTER

By: _____
County Board Chair

By: _____
Executive Director

By: _____
County Auditor-Treasurer

By: _____
Chair

APPROVED AS TO FORM AND EXECUTION:

By: _____



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 :
<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

(Issued by Auditor/Treasurer Office)

20251230-20

Agenda Topic Title for Publication:	Personnel Policy Revisions - Adding Section 7.07 Minnesota Paid Leave
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Date of Meeting: December 30, 2025	Agenda Time Requested: 5 Minutes	<input type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Administration

Person Presenting Topic at Meeting: Nellie Johnson and Jackie Bauer

Background: *Supporting Documentation enclosed*

This policy addition was presented at the last work session to ensure compliance with the new Minnesota Paid Leave law. It was reviewed by the Commissioners and forwarded to employment legal counsel for review, and their recommendations have been incorporated. The policy has been added as Section 7.07 to align with existing leave provisions within the Personnel Policy. As a result, the former Section 7.07 (Personal Leave of Absence) will be renumbered to Section 7.08, with subsequent sections adjusted accordingly.

Options:

- 1. Approve the resolution**
- 2. Do not approve the resolution**

Recommendation:

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

To approve the attached resolution for the Adoption of Changes to the Todd County Personnel Policy regarding Section 7.07 - Minnesota Paid Leave with an effective date January 1, 2026.

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
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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 •

ADOPTION OF CHANGES TO THE TODD COUNTY PERSONNEL POLICY

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

WHEREAS, The Todd County Board of Commissioners and Employment Legal have had the opportunity to review the policy additions set forth in Section 7.07, Minnesota Paid Leave, of the Personnel Policy, with an effective date of January 1, 2026, and find the implementation to be in the best interest of the sound administration of the County, and;

WHEREAS, the addition of Section 7.07, Minnesota Paid Leave, will require the renumber of all appropriate Personnel Policy sections to maintain order within said policy.

NOW, THEREFORE BE IT RESOLVED, that Todd County Board of Commissioners adopts the attached changes to the Todd County Personnel Policy and directs the County Coordinator to begin administration of said policy as of January 1, 2026, and;

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

Section 7.07 Minnesota Paid Leave

- (a) Purpose: Todd County complies with the requirements of Minnesota Paid Leave (MNPL) law as outlined in Minnesota Statutes, Chapter 268B, for all eligible County employees. Minnesota Paid Leave will be administered for County employees through a qualifying private plan (an equivalent plan). Eligible employees will be provided paid leave benefits for qualifying medical and family reasons, as required by the law.
- (b) Policy: Todd County provides a private fully-insured, Minnesota Paid Leave equivalent plan in place of participation in the Minnesota State Paid Leave program (the State Plan). The County's equivalent plan is approved by the Minnesota Department of Employment and Economic Development (DEED) and offers benefits equivalent to those provided by the State Plan, to cover all required types of leave including medical, family, bonding, safety, and military related leave. The plan provides eligible employees with partial wage replacement and job-protected leave for qualifying reasons. Premiums for Minnesota Paid Leave are shared by the County and the employee, with the County paying 50 percent and the employee paying 50 percent via payroll deductions. Employee contributions will not exceed the maximum amount permitted under Minnesota Paid Leave law.
- (c) Definitions:
 - a. ***Family Member:***
 - i. Spouse or domestic partner.
 - ii. Child (including a biological child, adopted child, foster child, stepchild, child of a domestic partner, or child to whom the applicant stands in loco parentis, is a legal guardian, or is a de facto custodian).
 - iii. Parent or legal guardian.
 - iv. Sibling.
 - v. Grandchild.
 - vi. Grandparent or spouse's grandparent.
 - vii. Son-in-law or daughter-in-law.
 - viii. An individual who has a personal relationship with the applicant that creates an expectation and reliance that the applicant care for the individual without compensation, whether or not the applicant and the individual reside together.
 - b. ***Serious Health Condition:***
 - i. A ***serious health condition***, in general, is a physical or mental illness, injury, impairment, condition, or substance use disorder that may involve:
 - 1. Evaluation, treatment, inpatient care or recovery.
 - 2. Not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.
 - 3. (To see the full definition of a "***serious health condition***" please refer to the statutory definition in Minnesota Chapter 268B.)

(d) Eligibility: Eligibility determinations for Minnesota Paid Leave benefits are made by the plan administrator in accordance with Chapter 268B.

- a. Generally, to be eligible for Minnesota Paid Leave benefits, an employee needs to work at least 50 percent of their time from a location in Minnesota, which may include County worksites and/or remote work sites. Additionally, employees must meet financial eligibility requirements as defined in Minnesota Paid Leave law by having earned over the defined eligibility threshold in the past year, at the time of the requested leave. Jobs outside of County employment may also count toward meeting eligibility requirements, and employees are responsible for reporting complete and accurate information during the application process so that appropriate eligibility determinations are applied.

(e) Leave Entitlement and Usage Overview:

- a. An employee may be eligible for MNPL if they meet one or both of the following conditions in a benefit year:
 - i. ***Medical Leave***
 1. To care for one's own serious health condition, including pregnancy, childbirth, recovery, or surgery.
 - ii. An employee may take up to 12 weeks of medical leave in a benefit year provided they are eligible.
 - iii. ***Family Leave***
 1. Bond with a child through birth, adoption, or foster placement.
 2. Care for a family member with a serious health condition.
 3. Support a military family member called to active duty.
 4. Safety leave to care for oneself or a family member because of domestic abuse, sexual assault, or stalking.
 - iv. An employee may take up to 12 weeks of family leave in a benefit year provided they are eligible.
 - v. If an employee is eligible for both Medical Leave and Family Leave in a single benefit year, the employee may take up to 20 weeks total of leave. For example, an employee may be entitled to 12 weeks of Family Leave and 8 weeks of Medical Leave in a benefit year, totaling 20 weeks. An employee may be entitled to 8 weeks of Family Leave and 12 weeks of Medical Leave in a benefit year, totaling 20 weeks.
 - vi. An employee's benefit year is a rolling 12-month period measured backward from an employee's first day of leave taken.
- b. The County will notify employees of their benefit year within 30 days of the private plan approval and first day of employment.
- c. ***Seven-Day Qualifying Event*** – In most cases, the period for which an employee is seeking Minnesota Paid Leave benefits must be, or have been based on, a single qualifying event of at least seven calendar days' duration related to medical care related to pregnancy, family care, a qualifying exigency, safety leave, or the employee's serious health condition. The days must be consecutive, unless the leave is intermittent. Benefits related to bonding do not need to meet the seven-

day qualifying event requirement. Certain serious health conditions and other events may be presumed to constitute seven-day qualifying events.

(f) Intermittent Leave - Employees may apply for intermittent leave, provided the leave is reasonable and appropriate to the needs of the employee or other individual requiring care. In addition to meeting the other eligibility requirements under the Minnesota Paid Leave law, an employee taking intermittent leave must have at least eight hours of accumulated leave time in order to apply for payment of benefits, unless more than 30 calendar days have lapsed since the initial taking of the leave.

- a. In situations where an employee requires intermittent leave, the employee must make a reasonable effort to provide written notice to the Human Resources Department of the need for intermittent leave before applying for Minnesota Paid Leave benefits through the County's equivalent plan third party administrator. As part of the notice, the employee must provide the County with the following information:
 - i. Proposed intermittent leave schedule; and
 - ii. A completed certification from a health care provider, or other provider or certification source appropriate to the situation, identifying the leave as necessary along with a reasonable estimate of the frequency and duration and treatment schedule for the leave.
- b. Employees using Minnesota Paid Leave will record their leave in 15 minute increments on their timecard.
- c. **Intermittent Leave Usage Cap** – Intermittent leave taken under this policy is capped at a maximum of 480 hours in a 12-month period, as permitted by Minnesota Paid Leave law. After reaching the maximum amount of allowed intermittent leave, employees may request continuous leave provided the total leave does not exceed the maximum amount of Minnesota Paid Leave allowed by law.

(g) Initial Notice of Need for Leave

- a. The process of applying for Minnesota Paid Leave begins with a conversation between the employee and the County, or the employee providing written notification to the County. The employee should contact the Human Resources Department and their supervisor to provide notification regarding the intent to take leave.
- b. If the need for leave is foreseeable, the employee should provide at least 30 days' advance notice prior to taking leave. If the need for leave is not foreseeable, or in cases where provision of 30 days' advance notice of foreseeable leave is not practicable, the employee is required to provide notice as soon as practicable. Employees should timely communicate their need for leave along with information about the anticipated start and return date, or indicate whether the anticipated need for leave will be intermittent.

(h) Applying for Minnesota Paid Leave

- a. After providing initial notice of the need for leave, an employee may apply for Minnesota Paid Leave benefits through the third-party administrator. Certification

of the need for leave by a health care professional or service provider is required to receive Minnesota Paid Leave. Determinations regarding eligibility for Minnesota Paid Leave benefits and administration of benefits for which an employee qualifies will be administered through the County's equivalent plan third party administrator.

- b. Upon written request from the County, the employee shall provide a copy of the certification as soon as practicable and possible. Providing certification at or around the time the employee provides certification to the equivalent plan administrator is considered practicable.
- c. It is advised that an employee with an eligible need for leave who intends to apply for Minnesota Paid Leave benefits work to timely submit their application. Significant delays in applying for Minnesota Paid Leave may result in a reduction in the benefits for which an individual is eligible.

- (i) Benefit Amount: An employee's weekly Minnesota Paid Leave benefits are calculated by the third party administrator and determined in accordance with Minnesota Paid Leave law benefit provisions, providing partial wage replacement during qualifying time off. Payments are based on average weekly wage, and the amount an employee is eligible to receive varies depending on income level, as defined by Minnesota Paid Leave law.
- (j) Request for Change of Leave Schedule: An employee who needs a change of leave schedule, including changing from intermittent to continuous leave, or from continuous to intermittent leave, must make the request for a change in writing no less than 14 calendar days, or as soon as practicable, prior to the expiration of the original approved leave schedule. Requests for a change in leave schedule must be submitted to the County's plan administrator and the Human Resources Department.
- (k) Supplementing Minnesota Paid Leave Benefits with Accrued Paid Leave: Todd County permits employees receiving Minnesota Paid Leave benefits to supplement or "top off" their Minnesota Paid Leave benefits with available accrued leave banks. For the purposes of supplementing or "topping off," accrued sick leave will be utilized first. It is the employee's choice to either elect to supplement with eligible accrued leave or choose not to supplement. If an employee elects to supplement their Minnesota Paid Leave benefits in this way, the combined weekly sum of Minnesota Paid Leave benefit payments and County-provided paid leave benefits cannot exceed the employee's Individual Average Weekly Wage (IAWW). If Minnesota Paid Leave benefit payments combined with supplemental leave result in an overpayment, the employee will be required to repay the excess amount to the County.
- (l) Using Accrued Paid Leave in lieu of Minnesota Paid Leave Benefits: An employee may use vacation pay, sick pay, paid time off, or disability insurance payments, in lieu of Minnesota Paid Leave Program benefits, provided the employee is concurrently eligible.
- (m) Coordination and Concurrent Designation with Other Leaves: An employee's use of Minnesota Paid Leave may also qualify for leave under federal, state, local laws, and/or County policy or a collective bargaining agreement. In these cases, all applicable leaves will be designated concurrently to the greatest extent permitted by law. Employees may

not stack leaves or take leaves consecutively in order to extend their time away from work.

- (n) Maintaining Insurance Coverage During Leave: The County will continue to provide group insurance coverage, including health insurance, for an employee on Minnesota Paid Leave under the same conditions as if the employee was not on leave, including provision of County group insurance benefit premium contribution amounts. The employee is required to continue to make timely payments of their share of the premiums for coverage. If the employee is not using accrued County-paid leave to supplement during the leave, it is the responsibility of the employee to remit their portion of premiums to the Administration Department in order to ensure continuation of benefits coverage.
 - a. An employee's share of premium payments for group insurance coverage may, at the employee's option, be:
 - i. Taken as regular payroll deductions when the employee elects to supplement their Minnesota Paid Leave benefits with sufficient amounts of accrued and unused, available County-paid leave.
 - ii. Prepaid at or before the start of the leave.
 - iii. Arranged to submit a check for payment every month for the duration of the leave.
 - iv. Consult with the Human Resources Department to arrange for a payment plan.
- (o) Reinstatement Following Leave:
 - a. Employees that worked for the Employer for at least 90 calendar days prior to taking MNPL, upon return, will be reinstated to their previous position or an equivalent position. An employee's status, pay, employment benefits, length-of-service credit, and seniority credit shall be the same as the date they went on leave.
 - b. Upon returning to work, if an employee cannot perform the essential functions of their position (with or without reasonable accommodation), the County may engage in an interactive process. This process will align with the Americans with Disabilities Act (ADA), the Minnesota Human Rights Act (MHRA), and other relevant workplace policies, including safety protocols, to determine the appropriate next steps.
- (p) Discrimination and Retaliation Prohibited:
 - a. An employer must not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for requesting or obtaining benefits or leave, or for exercising any other right under the Minnesota Paid Leave law.
 - b. Todd County strictly prohibits any form of illegal discrimination or retaliation against an employee for exercising their rights under the Minnesota Paid Leave program. Any employee who believes they have been discriminated or retaliated against for Minnesota Paid Leave related activities should immediately report the issue to the Human Resources Department.

- (q) Fraud and Misrepresentation: The County will promptly notify the plan administrator of any evidence of suspected fraud or misuse of MNPL benefits. Any employee who knowingly files a false claim or misrepresents information may be subject to disciplinary action, up to and including termination.