



Tuesday, February 3, 2026

# BOARD OF COMMISSIONERS

## Work Session Agenda

10:00 AM

*or immediately following the regular board meeting*

*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.TODDCOUNTYMN.GOV](https://www.toddcountymin.gov)**

**Agenda Item #**

**Agenda Time:**

<b>1</b>	<b>Temporary Wages Discussion</b> <i>Adminstration</i>	10:00
<b>2</b>	<b>Board of Adjustment use of EARTH Assessment</b> <i>Adam Ossefoort, PZ/SWCD Division Director &amp; Ken Hovet &amp; Bill Berscheit</i>	10:05
<b>3</b>	<b>Battle Point Park Improvement Proposal</b> <i>Loren Fellbaum, County Engineer</i>	10:10
<b>4</b>	<b>Discussion on Paving Top Ranked County Roads</b> <i>Loren Fellbaum, County Engineer</i>	10:20
<b>5</b>	<b>Administrative Assistant II to Administrative Assistant II - Bilingual</b> <i>Jackie Och, HHS Direct &amp; HHS Leaders</i>	10:35

*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.*


**SOIL AND WATER CONSERVATION DISTRICT**

 215 1<sup>st</sup> Avenue South, Suite 104

Long Prairie, MN 56347

Phone: 320-732-2644 Fax: 320-732-4803

## Todd County SWCD Shoreland Assessment Form

### Landowner Information

Name: \_\_\_\_\_ Water Body Name: \_\_\_\_\_ Assessment Date: \_\_\_\_\_

Site Address: \_\_\_\_\_ Watershed: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Township: \_\_\_\_\_ Parcel ID Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Assessment by: \_\_\_\_\_

### Assessment Questions

#### ♦ **Land Use Category (Questions 1-6) 100 Points**

1. What percentage of the shoreland property contains buildings, patios, driveways, parking areas, or other impervious surfaces?

- Less than 5% = 20
- 5% to 15% = 10
- 15.1-25% = 5
- Greater than 25% = 0

*/20 points*

2. Does landowner maintain a legally designed septic system according to best management practices, such as pumping every 1-3 years?

- Yes, consistent maintenance over the years =10
- Yes, only recently for permitting, sale or purchase reasons = 5
- No known or consistent maintenance= 0
- No legally designed septic system or only has holding tank or only outhouse is present) = 0
- The property is bare land = 10

*/10 points*

3. When boats, docks, lifts or other equipment is stored on shore, is the amount of space they take up minimized by stacking or elevating blocks?

- Yes = 10
- No = 0
- N/A- no docks = 10

*/10 points*

4. Does landowner utilize gutters, downspouts, rain gardens, rain barrels, French drains, buffers, natural wetlands, or other stormwater controls to minimize/reduce the impact of stormwater/roof runoff from buildings and other impervious surfaces?

- Yes, check all that apply (30)
- No (0)
- No impervious surfaces (30)

- Gutters/Downspouts
- Raingardens
- Rain Barrels
- French Drains
- Natural Wetlands/native buffers
- Underground Tile
- Other

**/30 points**

**Award 10 Bonus Points if 3 or more checked**

5. Are pervious/permeable pavers, septic rock, or stepping stones utilized as an alternative to concrete walking paths on property to increase stormwater infiltration into soil?

- Yes = 10
- No = 0
- N/A (No hard surface paths) = 10

**/10 points**

6. Is a man made sand beach/beach blanket present along shoreline?

- Yes = 0
- No = 10

**/10 points**

#### ♦ ***Erosion Category (Questions 7-10) 120 Points***

7. Is shoreline erosion visible on property? If yes, what is the severity of the erosion?

- Yes—erosion from landside is substantial with gullies, slumps, and/or slides = 0
- Yes—undercutting from lakeside wave and ice action/lack of shoreline vegetation or leveling ice ridge = 10
- Yes—erosion is present but minor— minimal to no significant cuts on shoreline or bare disturbance= 20
- Erosion caused by adjacent lands not owned/under control of the landowner AND landowner has communicated in a positive manner with adjacent landowner(s) to try to come up with a solution = 30
- No erosion visible = 40

**/40 points**

8. What shoreline stabilization methods are being used to limit shoreline erosion? Underline or check all that apply.

- No stabilization methods used and shoreline is unstable to any degree = 0
- Retaining Walls/ Rock rip rap or large rocks = 5
- Bioengineering (coir logs, willow wattles, cedar revetments, etc.)= 10
- Native plantings (native shoreland buffer) = 20
- N/A (No erosion or shoreline is 100% natural and stable) = 30 points

**/30 points**

9. Is property (excluding the impervious surfaces) evenly vegetated with healthy plants and free of bare soil?

- No. There are large areas (>25 sq. ft.) of bare soil from foot traffic, shade, construction, or water flow = 0
- There are small patches of bare soil in yard/lawn/shoreline = 15
- Yes. There is good vegetation cover (any type) and no terrestrial invasives = 25

**/25 points**

10. Are there deposits of sand or soil in flat areas on property?

- Yes (large amounts > 25 square feet) =0
- Yes (small amounts < 25 sq. ft.) = 15
- No = 25

**/25 points**

♦ **Vegetation/Pest Management Category (Questions 11-14) 100 Points**

11. How are pests and vegetation managed on property?

- Large areas are sprayed using broadcast pesticide and/or herbicide. = 0
- Target spray smaller areas with pesticide and/or herbicide, regardless if the target is an invasive pest or plant = 10 (dandelions, for example— good for the environment; unsightly to some landusers)
- Use pesticide, poisons, and/or herbicide to selectively manage healthy species vs. invasive pests or plants and/or prepare the site for native plantings. = 15
- Use non-chemical means such as manual removal, fencing (geese), traps ( burrowing rodents) native supports and plant diversity, or shading with woven materials or newspapers to manage pests and vegetation. = 20
- Does not actively manage pests and vegetation that are present on property resulting in a thicket or large plots of invasives and/or humps and holes or droppings, wastes or litter accumulation. (0)

**/20 points**

12. Does landowner apply fertilizer to their lawn on shoreland property?

- Yes, one or more times per year without a nutrient management plan= 0
- Yes, uses natural/organic fertilizers = 15
- Yes, but only after soil testing to see what, if any chemicals/minerals are necessary = 25
- No = 30

**/30 points**

13. Has landowner planted native plants/vegetation or trees on property since becoming owner?

- Yes, landowner has planted a small amount of native vegetation (gardens) or trees (> 3/acre) = 15
- Yes, landowner has planted a large amount of native vegetation (entire shoreline buffer) or trees = 30
- No (0)

**/30 points**

14. Does landowner actively manage/control terrestrial invasive species (buckthorn, purple loosestrife, etc.) on property?

- Yes (20)
- No (0)
- N/A (No terrestrial invasive species present) (20)

**/20 points**

## ♦ Shoreland Buffer Zone Category (Questions 15-18) 100 Points

15. Property has a variety of plants other than turf grass within shoreland buffer zone . Examples include flowers, native grasses, shrubs, and trees within the shoreland buffer zone?

- Yes
- No

**/25 points**



16. Does property owner allow native vegetation to grow (doesn't mow) within the buffer zone?

- Yes
- Yes, periodically mows once per month) = 10
- No, mows frequently = 0

**/25 points**

17. What percentage of the buffer zone is un-mowed and or includes native grasses, plants, trees or shrubs?

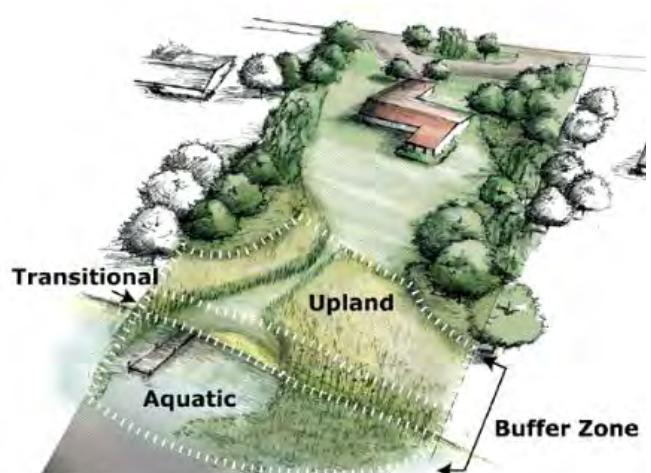
- 0-25% = 0-5
- 26-50% = 10
- 51-75% = 20
- 76-100% = 25

**/25 points**

18. What percentage of the Transitional Zone or shoreline frontage has disturbed or maintained areas like lawn, beach, recreational areas, patio?

- 0-10% Minimal disturbance = 25
- 11-35% Some disturbance (15)
- >35% A lot of disturbance (0)

**/25 points**



## ♦ Upland Zone Category (Questions 19-22) 100 Points

19. What percentage of upland zone includes trees, shrubs?

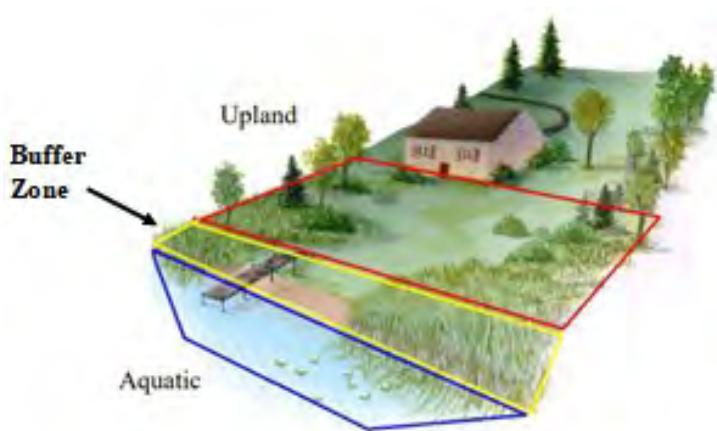
- 0-25% = 0-5
- 26-50% = 15
- 51-75% = 25
- 76-100% = 30

**/30 points**

20. What percentage of upland zone includes natural ground cover such as grasses, ferns, flowers, etc.?

- 0-25% (0-5)
- 26-50% (15)
- 51-75% (20)
- 76-100% (25)

**/25 points**



21. Does upland zone receive any sediment or surface water contributions from any neighboring properties or land uses? Examples include roof runoff, driveway runoff, etc.

- Yes, significant amounts with visual impacts = 0
- Yes, small amounts with no visual impact = 10
- No = 15

**/15 points**

22. Are there any eroding areas visible within the upland zone?

- Yes, large areas visible = 0
- Yes, small areas visible = 10
- Yes, small area visible that does not break to lake or river = 15
- No = 30

**/30 points**

#### ♦ **Aquatic Zone Category (Questions 23-25) 80 Points**

23. Are human made openings in plant beds present within the Aquatic Zone?

- Yes, minimal clearing of plant bed (path for watercraft and/or small dockside clearing) (15)
- Yes, significant amount of plant bed cleared (25% or more plants removed) (0)
- No (30)

**/30 points**

24. Does landowner uproot, cut or otherwise remove aquatic plants in the water in front of their property?

- Yes, small amounts of aquatic plants are removed. (15)
- Yes, large amounts of aquatic plants are removed (0)
- No, aquatic plants are left as they are. (30)

**/30 points**

25. Does landowner allow fallen trees to remain in water providing habitat for wildlife and/or fish/invertebrates?

- Yes (20)
- No (0)
- N/A (20)

**/20 points**

#### ♦ **Miscellaneous Category (26-30) 100 Points**

26. If rock rip rap is used on shoreline, is it at a 3 to 1 slope or flatter?

- Yes (10)
- No (0)
- No rip rap (10)

**/10 points**

27. Roughly what percentage of property contains forest, wetlands, or is natural?

- 0-10% (0-5)
- 11-25% (10)
- 26-50% (20)
- >50% (30)

**/30 points**

28. How many different species of trees and/or shrubs are present within the upland and buffer zones on the property?

- 0-3 (0-5)
- 4-6 (10-15)
- 6-9 (20-25)
- 10 or more (30)

**/30 points**

29. Does property owner remove pet waste, ashes from fire pits, or piles of leaves on lakeshore preventing them from washing into the lake?

- Yes (20)
- No (0)

**/20 points**

30. When and if the landowner mows the lawn, does he/ she bag the clippings, direct the trimmings away from the lake, or does he/she not recollect the direction of lawn trimmings when mowing the lawn?

- Does not mow lawn /all natural= 10
- Bags trimmings = 10
- Directs clippings away from the lake = 5
- No recollection of direction = 0

**/10 points**

31. Location of well– mark on map. No points assigned

- Drilled: cased or uncased?
- Sandpoint
- Hand dug
- Well located in MN well Index?

Directions: Add up questions 1-30 on the assessment form get a total shoreland stewardship score for the landowner. Below are the three stewardship tier point thresholds.

**Bronze= 300-399**

**<100>**

**Silver= 400-499**

**<100>**

**Gold=  $\geq 500$**

**<200>**

**Max Points= 700**

**Total EARTH Score:**

## Additional Landowner Information (Not scored)

	Yes	No
Has landowner previously worked with Todd County Soil and Water Conservation District on any cost share projects?	<input type="checkbox"/>	<input type="checkbox"/>
Is property located within a Drinking Water Supply Management Area (DWSMA)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property landowner's permanent residence?	<input type="checkbox"/>	<input type="checkbox"/>
Is landowner member of a Todd County Lake Association?	<input type="checkbox"/>	<input type="checkbox"/>
Is property located on a MPCA impaired water body?	<input type="checkbox"/>	<input type="checkbox"/>
Has landowner owned property for more than 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
Is property located within a City, Sauk River Watershed District, Sylvan Shores, or Township that does own zoning such as Bruce or Bertha?	<input type="checkbox"/>	<input type="checkbox"/>
Is the shoreland zoning district for property General Development or Recreational Development?	<input type="checkbox"/>	<input type="checkbox"/>
Do you observe stormwater from neighboring properties causing problems on your property?	<input type="checkbox"/>	<input type="checkbox"/>
Is landowners lake of residence infested with any Aquatic Invasive Species?	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

## Property Site Conditions

### ♦ General Conditions

Slope or aspect faces which direction:  East  West  North  South

Steepness of slope:  Nearly vertical  > 45% angle  < 45% angle  Relatively flat

Wave action on shoreline:  Severe  Moderate  Infrequent  Minimal

Source of wave action:  Wind  Boat traffic  Other \_\_\_\_\_

Ice ridge present:  No  Yes If yes, how high \_\_\_\_\_

Water level fluctuation:  Highly variable  Moderately variable  Relatively stable

Reasons for water level change:  Seasonal (high in spring, low in summer and fall)

Control at the outlet  Changes after most rains

Wetlands present on property:  No  Yes If Yes, what type of wetlands \_\_\_\_\_

Groundwater springs or seeps on property:  No  Yes

Dominant soil:  Sand  Silt  Clay  Loam  Clay Loam  Sandy Loam  Silt Loam

Soil type: \_\_\_\_\_ (ex. 800C, Kandota Dorset Sandy Loams)

### ♦ Current Management and Shoreline Problems

Upland:  Natural  Mowed  Rock  Wooded  Garden  Other Pollinator planting

Transitional:  Natural  Mowed  Rock  Wooded  Garden  Other \_\_\_\_\_

Aquatic:  Natural  Weed-rolled  Sand  Rock  Other \_\_\_\_\_

Shoreline treatment:  Riprap  Retaining wall  Coir log  Other \_\_\_\_\_

Is the shoreline treatment failing:  Yes  No

Degree of upland erosion:  Severe  Moderate  Some  None

Description (such as gullies, ground settling)

Degree of shoreline erosion:  Severe  Moderate  Some  None

Description (such as undercut banks) \_\_\_\_\_

### ♦ Existing vegetation (how much, what kind)?

Upland:  Turf grass  Mostly invasives  Mix of invasives & natives  Mostly natives  Trees & Shrubs

Transitional:  Sand/rock beach  Turf grass  Mostly invasives  Invasives & natives

Mostly natives  Trees & Shrubs

Aquatic:  None  Mostly invasives  Mix of invasives & natives  Mostly natives

*Note: X denotes the characteristic following the X*

# Todd County Battle Point Park

## Boat Landing Improvement Project

02/03/2026 County Board Worksession

# Project Location Map



# List of Proposed Improvements

#1 - New Double Concrete Boat Ramp

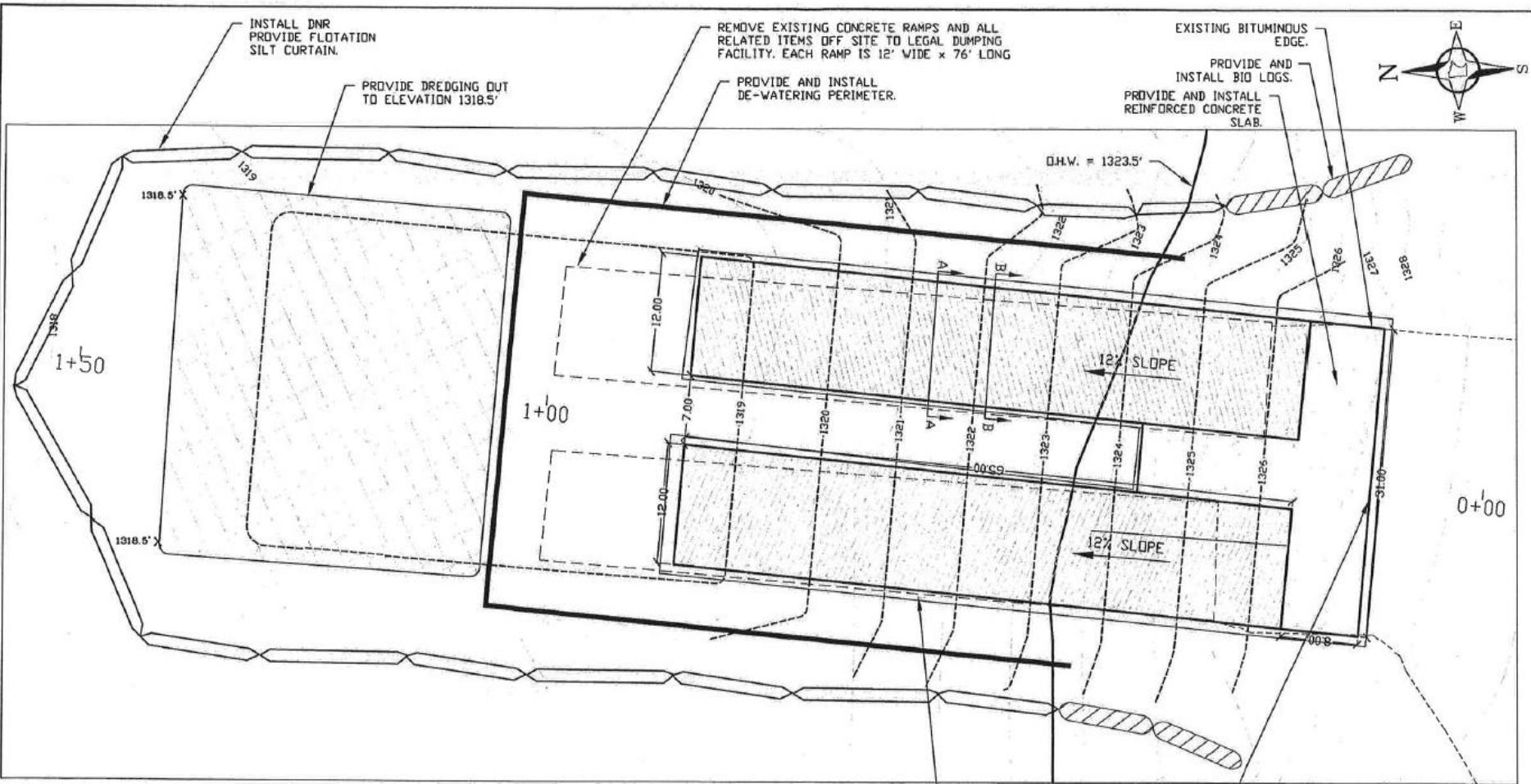
#2 - New Floating Dock

#3 - Paved Parking Lot with Striping

#4 - AIS Accommodations



# City of Osakis Example of Concrete Ramp



1 CONSTRUCTION PLAN

$$\left(\frac{1}{c-2}\right)$$

LEGEND  
(SEE PAGE C-1)

**GRAPHIC SCALE**

VERIFY ALL DIMENSIONS AND LOCATIONS ON  
THE JOB. REPORT ALL DISCREPANCIES TO  
MANAGEMENT RESOURCES  
DO NOT SCALE DRAWINGS



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR RE  
WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISI  
AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER  
UNDER THE LAWS OF THE STATE OF MINNESOTA  
John Filardo, P.E. 2434  
JOHN FILARDO  
Date June 9, 2011

## Management Resources

DNR Division of Parks and Trails  
OSAKIS WATER ACCESS SITE

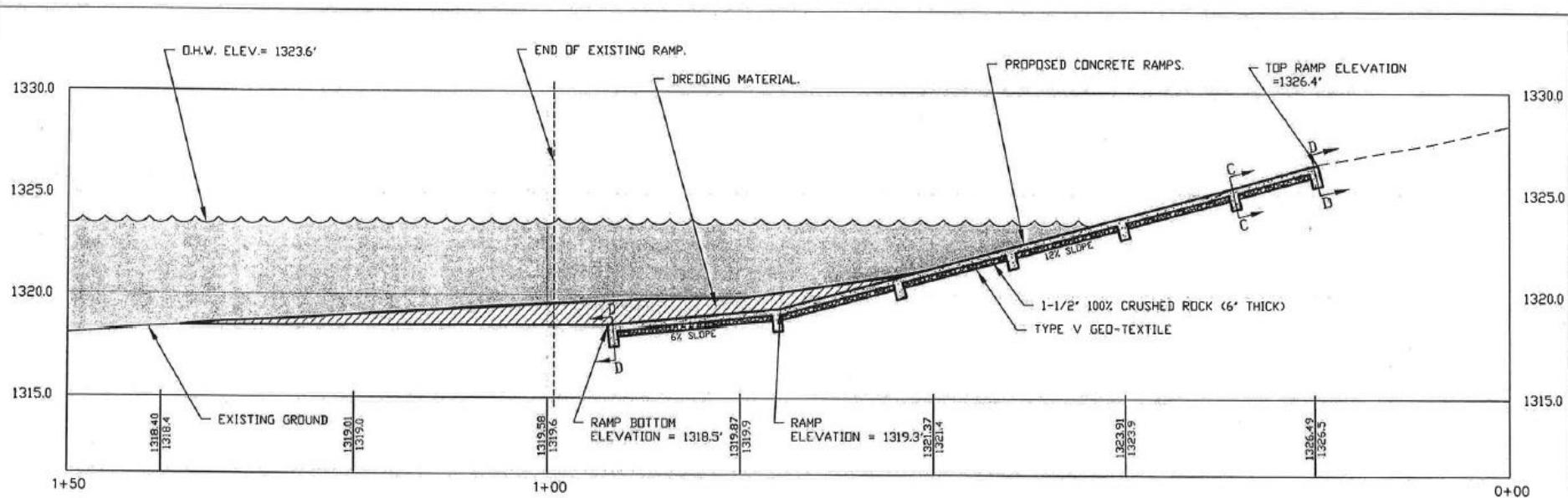
**Revision**

Construction Plan 13 of 38

Survey: DAS 12/10 Designed: JF 3/11  
Drawn: DAS 12/10 Drawn: DAS 3/11  
Checked: JF Checked: JF 3/11  
Herr datum: NAD 83 Ver datum: NAD 1927  
Ref Number HA100170  
File Number WAS.01217.01.00.00

C2

# City of Osakis Example of Concrete Ramp



1 WATER ACCESS RAMP PROFILE  
C-3

SCALE: 0 20 0 10  
HORIZONTAL VERTICAL

VERIFY ALL DIMENSIONS AND LOCATIONS ON  
THE JOB. REPORT ALL DISCREPANCIES TO  
MANAGEMENT RESOURCES.  
DO NOT SCALE DRAWINGS

CALL BEFORE YOU DIG  
811  
COPPER RUST STATE  
ONE CALL  
811



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT  
WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION,  
AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER  
UNDER THE LAWS OF THE STATE OF MINNESOTA.  
John Filardo  
Reg. No. 24345  
Date: June 9, 2011

Management  
Resources  
Facilities  
Planning  
Equipment  
Field Operations  
Information Management

DNR Division of Parks and Trails  
OSAKIS WATER ACCESS SITE  
RAMPS

Douglas County  
Section 25  
Township: 128 N  
Range: 34 W  
Near Osakis

Revisions

Date  
Drawn  
Checked  
Horz datum: NAD 83

Survey: DAS 12/19  
Drawn: DAS 12/19  
Checked: JF -  
Vert datum: NGVD 1929

Designed: JF 3/11  
Drawn: DAS 3/11  
Checked: JF 3/11  
Vert datum: NGVD 1929

Ramp Profiles

1 of 38

C3

Sheet

Req Number HA100170

Rev Number WAS.01217.01.00.00

# Project Direction Guidance

#1 Which proposed improvements are priority or which ones are needed?

#2 What is the cost estimate and possible funding sources?

#3 What is the estimated timeline for design & construction?

#4 Who is completing the design, permitting, bid letting, contract administration and construction inspection?



# Todd County Board of Commissioners

## February 3<sup>rd</sup>, 2026 Work Session

### Discussion on Paving Top Ranked County Roads

# County Board Worksession

December 2<sup>nd</sup>, 2025

## Discussion on Paving County Road 81

The County Board determined that Public Works was to bring back this topic at the first County Board Worksession in February of 2026 with a plan to accomplish the following:

A plan to pave the Top 6 Ranked County Road Paving Projects in the next 5 Years with various funding options that would include the use of Local Levy, Local Option Sales Tax, Future Countywide Debt Payments, and Cash Reserves. This plan should also be developed in a manner to not require increasing the local levy.

# County Road Pavement Project Ranking



## Todd County Public Works Department

### 2026-2030 Five-Year Construction Plan (Capital Improvement Plan)

*Presented to the Todd County Board on 11/06/2025*



### Proposed 2028 Construction Program

ROAD	LOCATION	PROJECT DESCRIPTION	TOTAL COST
CSAH 18	CSAH 16 to CSAH 17	Mill & Bituminous Overlay	\$ 750,000
CSAH 32	West County Line to CSAH 1	Mill & Bituminous Overlay & Misc. Reclaim	\$ 560,000
CR 75	CSAH 22 to CSAH 24	Mill & Bituminous Overlay & Misc. Reclaim	\$ 950,000
CR 107	CSAH 10 to CSAH 10	Bituminous Surfacing	\$ 350,000
CR 68	CSAH 23 to TH 210	Gravel Surfacing	\$ 90,000
CR 72	CSAH 11 to CSAH 9	Gravel Surfacing	\$ 95,000
CR 81	CSAH 21 to CR 74	Gravel Surfacing	\$ 105,000
CR 89	CSAH 14 to TH 71	Gravel Surfacing	\$ 80,000
281 <sup>st</sup> Avenue	Turtle Creek	Bridge R0405 Replacement	\$ 520,000
Various County Roads	Various County Roads	Bit. Patching & Agg. Shouldering	\$ 390,000
Various County Roads	Various County Roads	Pavement Marking	\$ 205,000
Various County Roads	Various County Roads	Dust Control	\$ 205,000
Total			\$ 4,300,000

Todd County

MINNESOTA



## Proposed 2029 Construction Program

ROAD	LOCATION	PROJECT DESCRIPTION	TOTAL COST
CSAH 4	TH 27 to CSAH 11	Mill & Bituminous Overlay & Misc. Reclaim	\$ 1,200,000
CSAH 6	CSAH 50 to TH 287	Bituminous Reclaim & Bit. Surfacing	\$ 2,600,000
CSAH 8	CSAH 6 to TH 287	Mill & Bituminous Overlay	\$ 1,100,000
CSAH 45	County Line to TH 27	Mill & Bituminous Overlay	\$ 100,000
CSAH 51	County Line to County Line	Bituminous Reclaim & Bit. Surfacing	\$ 4,000,050
CR 55	Lake Street to TH 27	Bituminous Overlay	\$ 130,000
CR 95	CR 94 to CSAH 2	Bituminous Surfacing	\$ 900,000
CR 67	CR 77 to CSAH 11	Gravel Surfacing	\$ 60,000
CR 70	CSAH 1 to TH 71	Gravel Surfacing	\$ 81,000
CR 76	CR 77 to CSAH 11	Gravel Surfacing	\$ 33,000
CR 78	TH 71 to CR 78	Gravel Surfacing	\$ 21,000
CR 89	CSAH 20 to CSAH 22	Gravel Surfacing	\$ 120,000
Various County Roads	Various County Roads	Bit. Patching & Agg. Shouldering	\$ 400,000
Various County Roads	Various County Roads	Pavement Marking	\$ 210,000
Various County Roads	Various County Roads	Dust Control	\$ 210,000
LW Trail	County Line to County Line	Fog Seal	\$ 50,000
<b>Total</b>			<b>\$ 11,215,050</b>

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## Proposed 2030 Construction Program

ROAD	LOCATION	PROJECT DESCRIPTION	TOTAL COST
CSAH 17	CSAH 18 to CSAH 26	Bituminous Reclaim & Bit. Surfacing	\$ 1,200,000
CSAH 21	CSAH 26 to TH 210	Bituminous Reclaim & Bit. Surfacing	\$ 2,230,000
CR 74	CSAH 24 to CSAH 21	Mill & Bituminous Overlay	\$ 600,000
CR 88	CR 89 to TH 71	Bituminous Surfacing	\$ 820,000
CR 58	CSAH 4 to TH 27	Gravel Surfacing	\$ 65,000
CR 65	County Line to CSAH 38	Gravel Surfacing	\$ 210,000
CR 99	County Line to CSAH 2	Gravel Surfacing	\$ 75,000
Various County Roads	Various County Roads	Bit. Patching & Agg. Shouldering	\$ 400,000
Various County Roads	Various County Roads	Pavement Marking	\$ 220,000
Various County Roads	Various County Roads	Dust Control	\$ 220,000
<b>Total</b>			<b>\$ 6,040,000</b>

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Todd County

MINNESOTA



\$3,000,000

\$2,750,000

\$2,500,000

\$2,250,000

\$2,000,000

\$1,750,000

\$1,500,000

\$1,250,000

\$1,000,000

\$750,000

\$500,000

# Todd County Transportation Sales Tax Funds

Minimum Account Balance  
**\$750,000**

■ LOST Funds



# Engineers Estimate for County Road 81

Bituminous Surfacing with Aggregate Shouldering Project

CR 81 from CSAH 21 to CR 74

Item #	Specification #	Item Description	Unit	Estimated Quantity	Unit Price	Cost
1	2021.501	Mobilization	LS	1	\$60,000.00	\$60,000.00
2	2051.501	Maintenance and Restoration of Haul Roads	LS	1	\$1,000.00	\$1,000.00
3	2123.509	Motorgrader	HOUR	4	\$150.00	\$600.00
4	2211.507	Aggregate Base	TON	22,572	\$14.00	\$316,010.96
5	2221.609	Shoulder Base Aggregate Special	TON	3,292	\$20.00	\$65,835.62
6	2360.509	Type SP 9.5 Wearing Course Mixture 2B (1.5")	TON	4,434	\$61.00	\$270,463.46
7	2360.509	Type SP 9.5 Non Wearing Course Mixture 2B (2.0")	TON	5,912	\$61.00	\$360,617.95
8	2563.601	Traffic Control	LS	1	\$20,000.00	\$20,000.00
9	2582.502	4" Solid Line Paint	LF	36,643	\$0.15	\$5,496.48
10	2582.502	4" Broken Line Paint	LF	7,329	\$0.15	\$1,099.30

Current Total Project Cost for County Road 81

**\$1,101,123.75**

Estimated Project Cost for County Road 81 in FY 2026	Inflation Rate	3.0%	\$1,134,157.47
Estimated Project Cost for County Road 81 in FY 2027	Inflation Rate	3.0%	\$1,168,182.19
Estimated Project Cost for County Road 81 in FY 2028	Inflation Rate	3.0%	\$1,203,227.66
Estimated Project Cost for County Road 81 in FY 2029	Inflation Rate	3.0%	\$1,239,324.49
Estimated Project Cost for County Road 81 in FY 2030	Inflation Rate	3.0%	<b>\$1,276,504.22</b>

Todd County  
MINNESOTA



County Road 81 Project Recommended Budget = **\$1,200,000 to \$1,300,000**

# Engineers Estimate for County Road 84

Bituminous Surfacing with Aggregate Shouldering Project

CR 84 from CSAH 3 to US Highway 71

Item #	Specification #	Item Description	Unit	Estimated Quantity	Unit Price	Cost
1	2021.501	Mobilization	LS	1	\$50,000.00	\$50,000.00
2	2051.501	Maintenance and Restoration of Haul Roads	LS	1	\$1,000.00	\$1,000.00
3	2123.509	Motorgrader	HOUR	8	\$120.00	\$960.00
4	2211.507	Aggregate Base	TON	46,836	\$12.00	\$562,028.54
5	2221.609	Shoulder Base Aggregate Special	TON	6,830	\$18.00	\$122,943.74
6	2360.509	Type SP 9.5 Wearing Course Mixture 2B (1.5")	TON	9,200	\$60.00	\$551,992.32
7	2360.509	Type SP 9.5 Non Wearing Course Mixture 2B (1.5")	TON	12,266	\$60.00	\$735,989.76
8	2563.601	Traffic Control	LS	1	\$20,000.00	\$20,000.00
9	2582.502	4" Solid Line Paint	LF	76,032	\$0.08	\$6,082.56
10	2582.502	4" Broken Line Paint	LF	15,206	\$0.08	\$1,216.51
<b>Current Total Project Cost for County Road 84</b>						<b>\$2,052,213.44</b>
Estimated Project Cost for County Road 84 in FY 2026				Inflation Rate	3.0%	\$2,113,779.84
Estimated Project Cost for County Road 84 in FY 2027				Inflation Rate	3.0%	\$2,177,193.24
Estimated Project Cost for County Road 84 in FY 2028				Inflation Rate	3.0%	\$2,242,509.04
Estimated Project Cost for County Road 84 in FY 2029				Inflation Rate	3.0%	\$2,309,784.31
Estimated Project Cost for County Road 84 in FY 2030				<b>Inflation Rate</b>	<b>3.0%</b>	<b>\$2,379,077.84</b>

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County Road 84 Project Recommended Budget = \$2,300,000 to \$2,400,000

# Engineers Estimate for County Road 99

Bituminous Surfacing with Aggregate Shouldering Project

CR 99 from County Line to CSAH 2

Item #	Specification #	Item Description	Unit	Estimated Quantity	Unit Price	Cost
1	2021.501	Mobilization	LS	1	\$50,000.00	\$50,000.00
2	2051.501	Maintenance and Restoration of Haul Roads	LS	1	\$1,000.00	\$1,000.00
3	2123.509	Motorgrader	HOUR	3	\$120.00	\$360.00
4	2211.507	Aggregate Base	TON	15,157	\$12.00	\$181,878.68
5	2221.609	Shoulder Base Aggregate Special	TON	2,210	\$18.00	\$39,785.96
6	2360.509	Type SP 9.5 Wearing Course Mixture 2B (1.5")	TON	2,977	\$60.00	\$178,630.85
7	2360.509	Type SP 9.5 Non Wearing Course Mixture 2B (1.5")	TON	3,970	\$60.00	\$238,174.46
8	2563.601	Traffic Control	LS	1	\$20,000.00	\$20,000.00
9	2582.502	4" Solid Line Paint	LF	24,605	\$0.08	\$1,968.38
10	2582.502	4" Broken Line Paint	LF	4,921	\$0.08	\$393.68
<b>Current Total Project Cost for County Road 99</b>						<b>\$712,192.02</b>
Estimated Project Cost for County Road 99 in FY 2026				Inflation Rate	3.0%	\$733,557.78
Estimated Project Cost for County Road 99 in FY 2027				Inflation Rate	3.0%	\$755,564.51
Estimated Project Cost for County Road 99 in FY 2028				Inflation Rate	3.0%	\$778,231.45
Estimated Project Cost for County Road 99 in FY 2029				Inflation Rate	3.0%	\$801,578.39
Estimated Project Cost for County Road 99 in FY 2030				Inflation Rate	3.0%	<b>\$825,625.74</b>

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County Road 99 Project Recommended Budget = **\$800,000 to \$850,000**

# Revision to 5 Year Plan – Adding Paving Projects

## Todd County Construction Projects Proposed 5 Year Plan (Spring 2026)

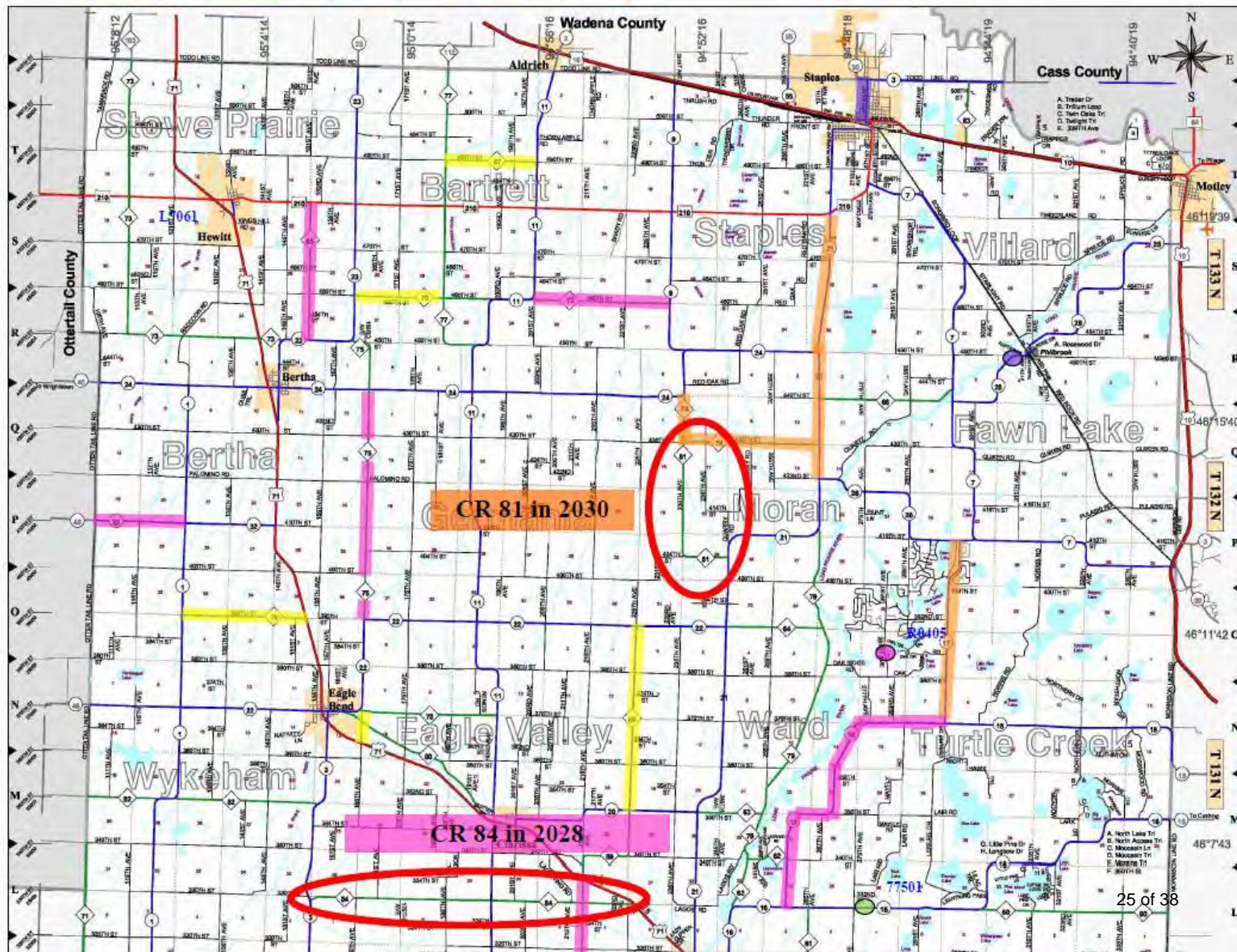
2026

2027

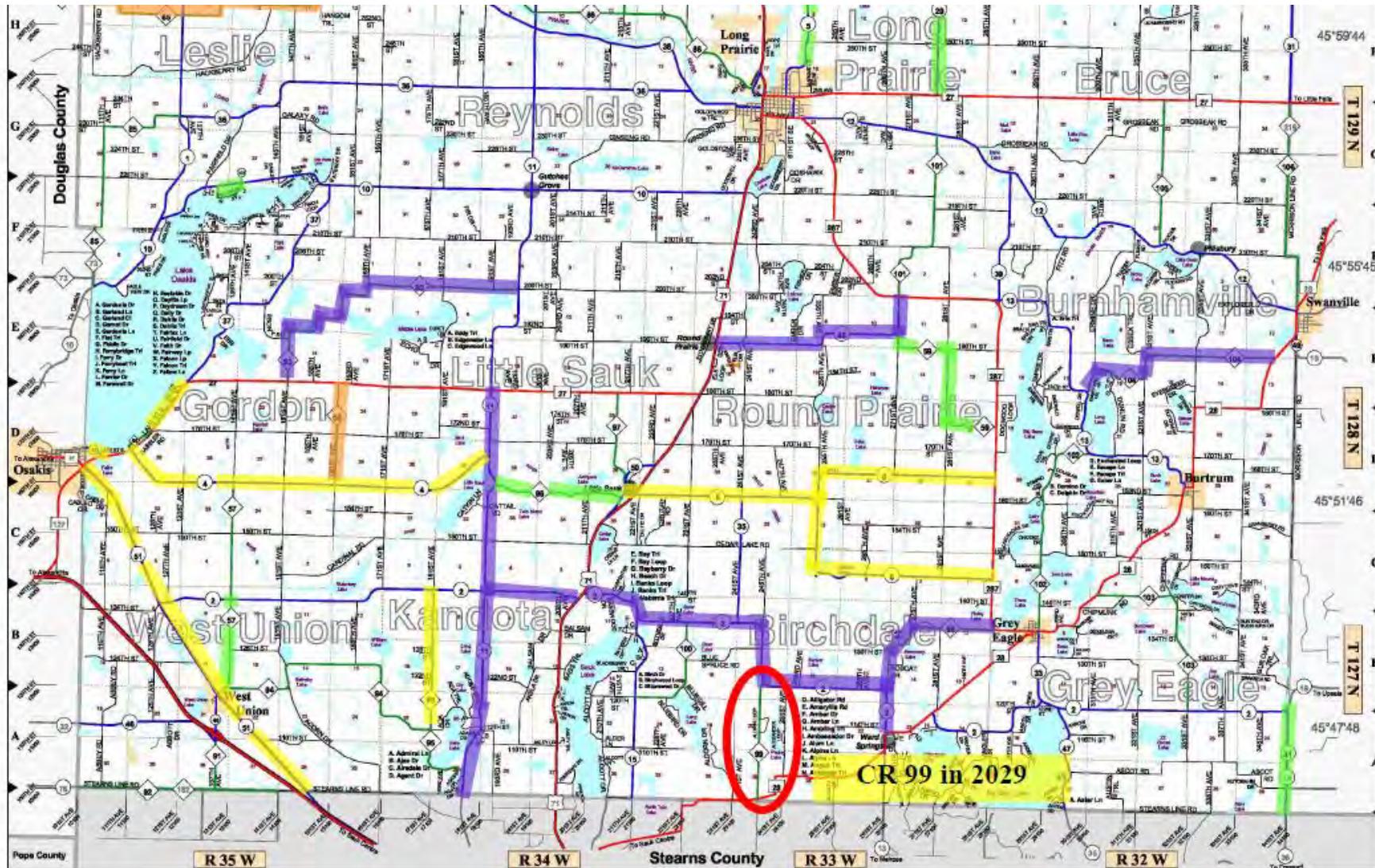
2028

2029

2030



# Revision to 5 Year Plan – Adding Paving Projects



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# County Road 81 Pavement Project – FY 2030

FY 2030 County Road 81 Engineer's Estimate = **\$1,300,000**

Recommended Funding Source = Allocation of County Debt Payment in FY 2028

## Todd County Budget Components

County Bonds (loans) to finance previous building/maintenance projects will be concluded within 2 years.

Taxable General Obligation Courthouse Bonds:						General Obligation Refunding Bonds for Courthouse Construction:				
Issued in 2010						Issued in 2016				
Payments beginning 2026						Payments beginning 2017				
Payments ending 2027						Payments ending 2026				
No lump sum payments listed										
	Beginning Balance	Principal Payment	Interest Due	New Balance	Interest Rate (Each Year)		Beginning Balance	Principal Payment	Interest Due	New Balance
2011	\$ 525,000.00	\$ -	\$ 34,066.00	\$ 525,000.00		2016	\$ 3,140,000.00	\$ -	\$ -	\$ 3,140,000.00
2012	\$ -	\$ -	\$ 31,230.00	\$ 525,000.00		2017	\$ 3,10,000.00	\$ 42,604.00	\$ 2,830,000.00	2.000%
2013	\$ -	\$ -	\$ 31,230.00	\$ 525,000.00		2018	\$ 305,000.00	\$ 53,550.00	\$ 2,525,000.00	2.000%
2014	\$ -	\$ -	\$ 31,230.00	\$ 525,000.00		2019	\$ 315,000.00	\$ 47,350.00	\$ 2,210,000.00	2.000%
2015	\$ -	\$ -	\$ 31,230.00	\$ 525,000.00		2020	\$ 320,000.00	\$ 41,000.00	\$ 1,890,000.00	2.000%
2016	\$ -	\$ -	\$ 31,230.00	\$ 525,000.00		2021	\$ 325,000.00	\$ 34,550.00	\$ 1,565,000.00	2.000%
2017	\$ -	\$ -	\$ 31,230.00	\$ 525,000.00		2022	\$ 335,000.00	\$ 27,950.00	\$ 1,230,000.00	2.000%
2018	\$ -	\$ -	\$ 31,230.00	\$ 525,000.00		2023	\$ 340,000.00	\$ 21,200.00	\$ 890,000.00	2.000%
2019	\$ -	\$ -	\$ 31,230.00	\$ 525,000.00		2024	\$ 350,000.00	\$ 14,300.00	\$ 540,000.00	2.000%
2020	\$ -	\$ -	\$ 31,230.00	\$ 525,000.00		2025	\$ 355,000.00	\$ 7,250.00	\$ 185,000.00	2.000%
2021	\$ -	\$ -	\$ 31,230.00	\$ 525,000.00		2026	\$ 185,000.00	\$ 1,850.00	\$ -	2.000%
2022	\$ -	\$ -	\$ 31,230.00	\$ 525,000.00						
2023	\$ -	\$ -	\$ 31,230.00	\$ 525,000.00						
2024	\$ -	\$ -	\$ 31,230.00	\$ 525,000.00						
2025	\$ -	\$ -	\$ 31,230.00	\$ 525,000.00						
2026	\$ 180,000.00	\$ 31,230.00	\$ 345,000.00	5.750%						
2027	\$ 345,000.00	\$ 20,700.00	\$ -	5.900%						

**Total Payment for 2026: \$398,080**

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11

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Above slide was presented at 12/02/2025 Truth & Taxation Meeting

# County Road 81 Pavement Project – FY 2030

Re-Allocate Debt Payment in 2028 to County Road 81 Paving Project Savings Account until FY 2031 with paving of County Road 81 in FY 2030

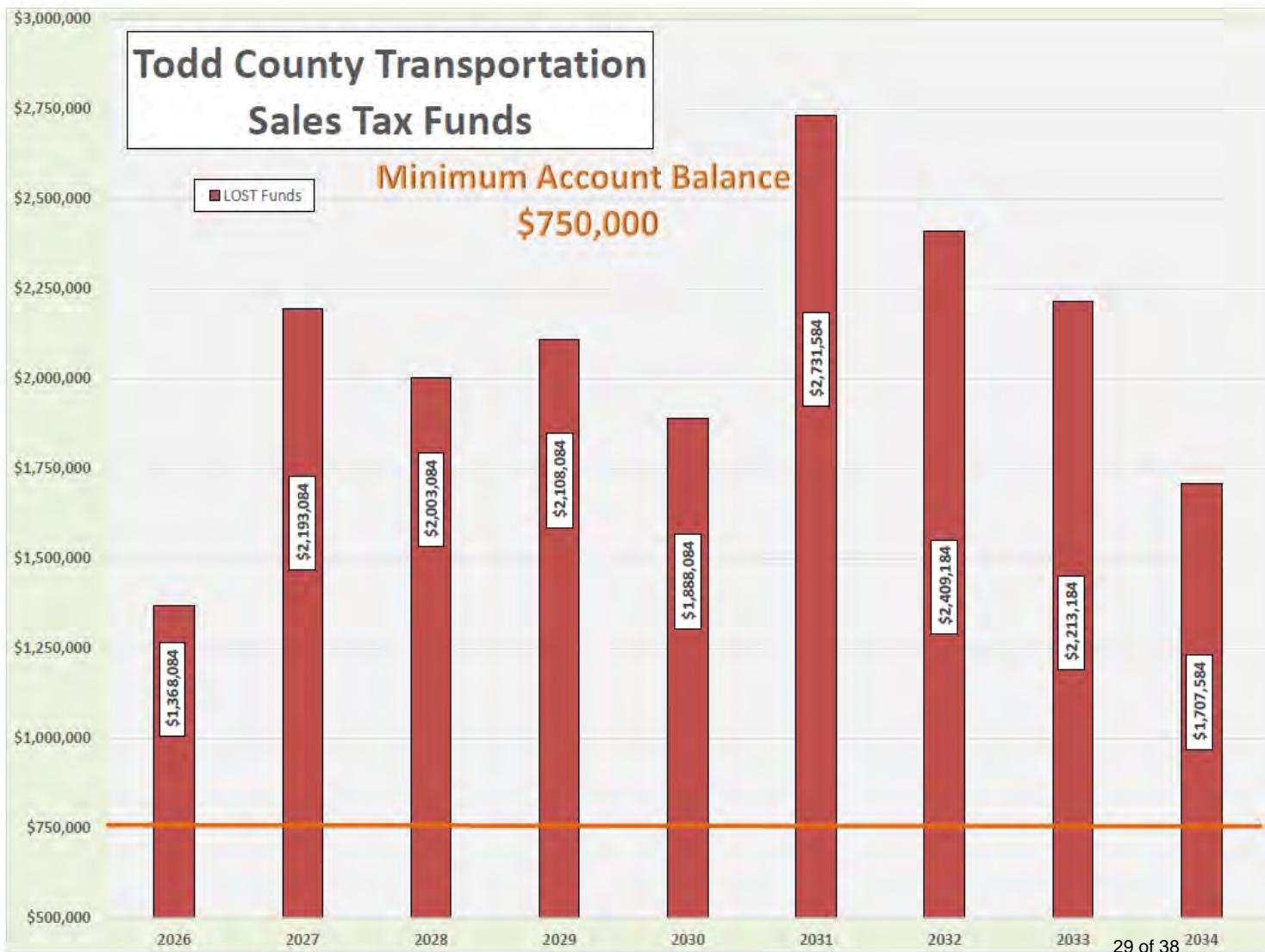
County Road 81 Finance Plan - Re-Allocation of Debt Payment				
FY	County Debt Payment	Reallocation of Debt Payment	CR 81 Paving Project Savings Account	CR 81 Project Cost
2026	\$ 398,080.00	\$ -	\$ -	\$ 1,130,000.00
2027	\$ 365,700.00	\$ -	\$ -	\$ 1,170,000.00
2028	\$ -	\$ 365,700.00	\$ 365,700.00	\$ 1,200,000.00
2029	\$ -	\$ 365,700.00	\$ 731,400.00	\$ 1,240,000.00
2030	\$ -	\$ 365,700.00	\$ 1,097,100.00	\$ 1,280,000.00
2031	\$ -	\$ 182,900.00	\$ 1,280,000.00	\$ -

Note: This plan will not increase the local levy.

# County Road 99 Pavement Project - 2029

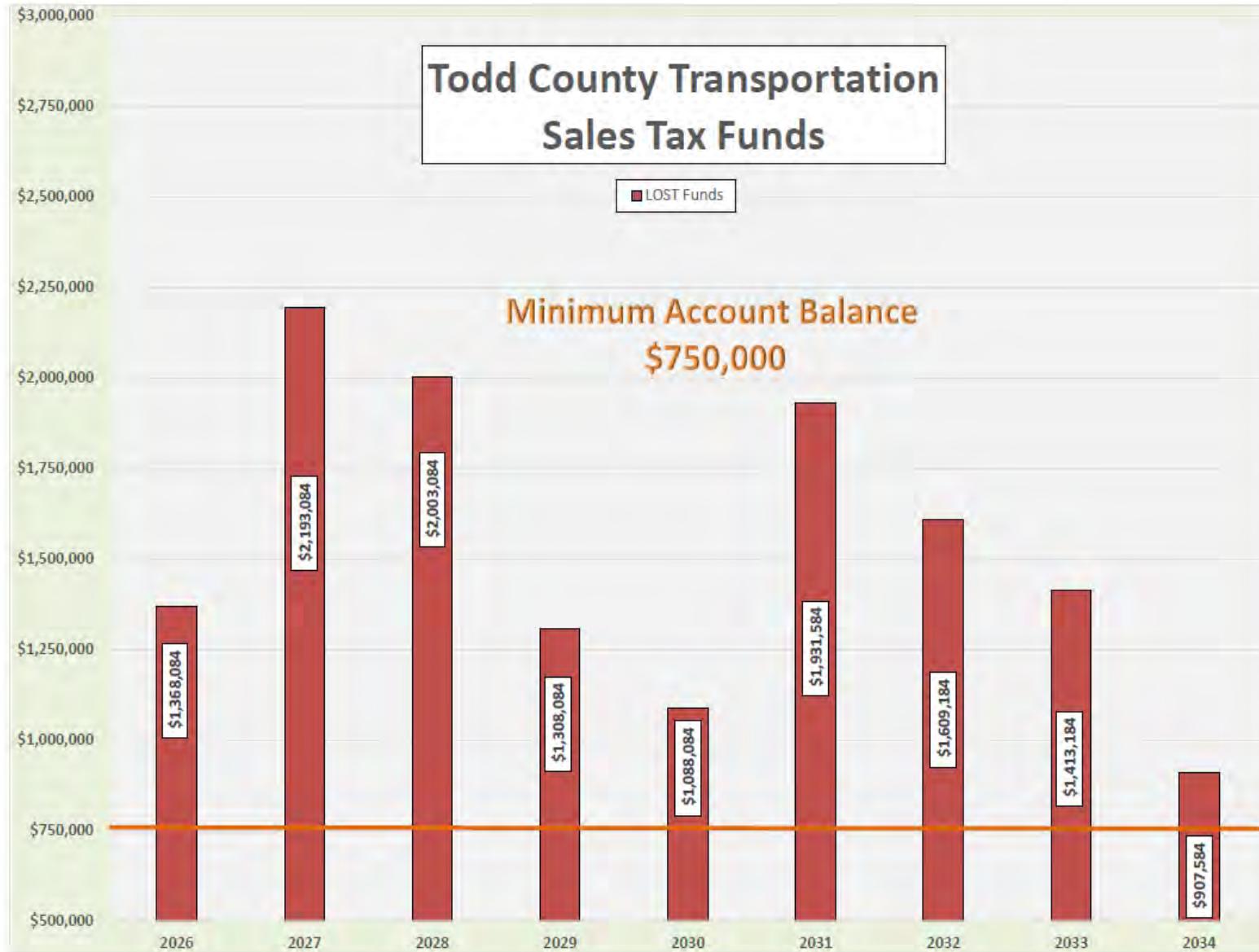
FY 2029 County Road 99 Engineer's Estimate = **\$800,000**

Recommended Funding Source = **Local Option Sales Tax**



# County Road 99 Pavement Project - 2029

Revised Local  
Option Sales  
Tax Account  
Balance –  
with CR 99  
Project in FY  
2029



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Note: This plan will not increase the local levy.

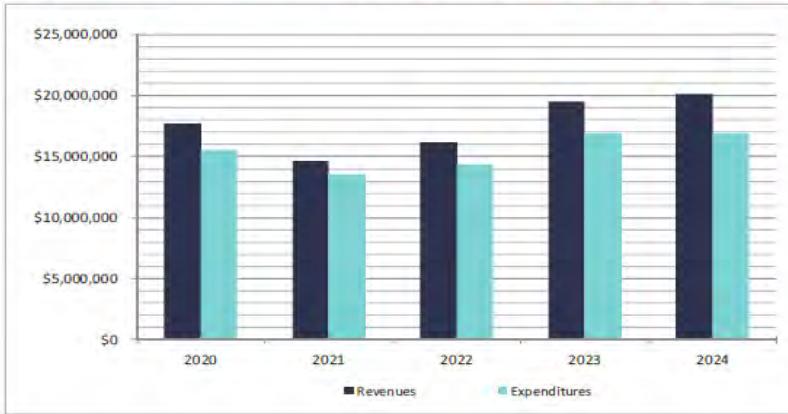
# County Road 84 Pavement Project - 2028

FY 2028 County Road 84 Engineer's Estimate = **\$2,250,000**

Recommended Funding Source = **Combination of Multiple Sources**

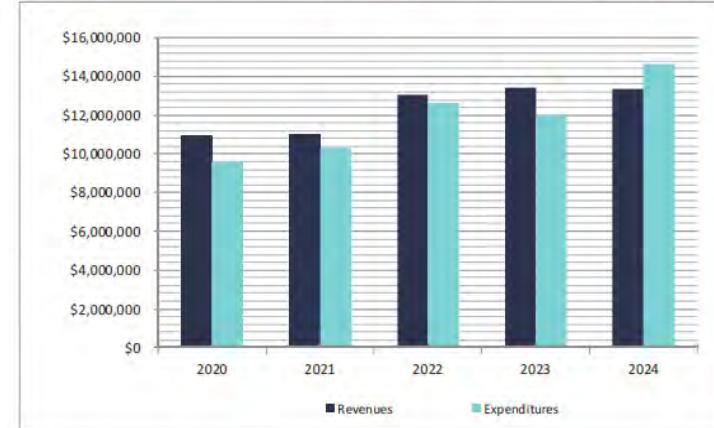
County Road 84 Finance Plan - Combination of Funding Sources		
Funding Source	Funding Amount	Funding Percent
Local Option Sales Tax	\$ 400,000.00	17.8%
General Fund Reserves	\$ 1,350,000.00	60.0%
Road and Bridge Reserves	\$ 500,000.00	22.2%
<b>Totals</b>	<b>\$ 2,250,000.00</b>	<b>100.0%</b>

## General Fund Revenues & Expenditures



	2020	2021	2022	2023	2024
Revenues	\$ 17,734,808	\$ 14,634,330	\$ 16,196,526	\$ 19,568,748	\$ 20,156,802
Expenditures	15,507,055	13,571,459	14,324,269	16,859,097	16,893,074
Months Expenditures in Fund Balance	8.81	11.96	13.53	14.29	14.74

## Public Works Fund Revenues & Expenditures



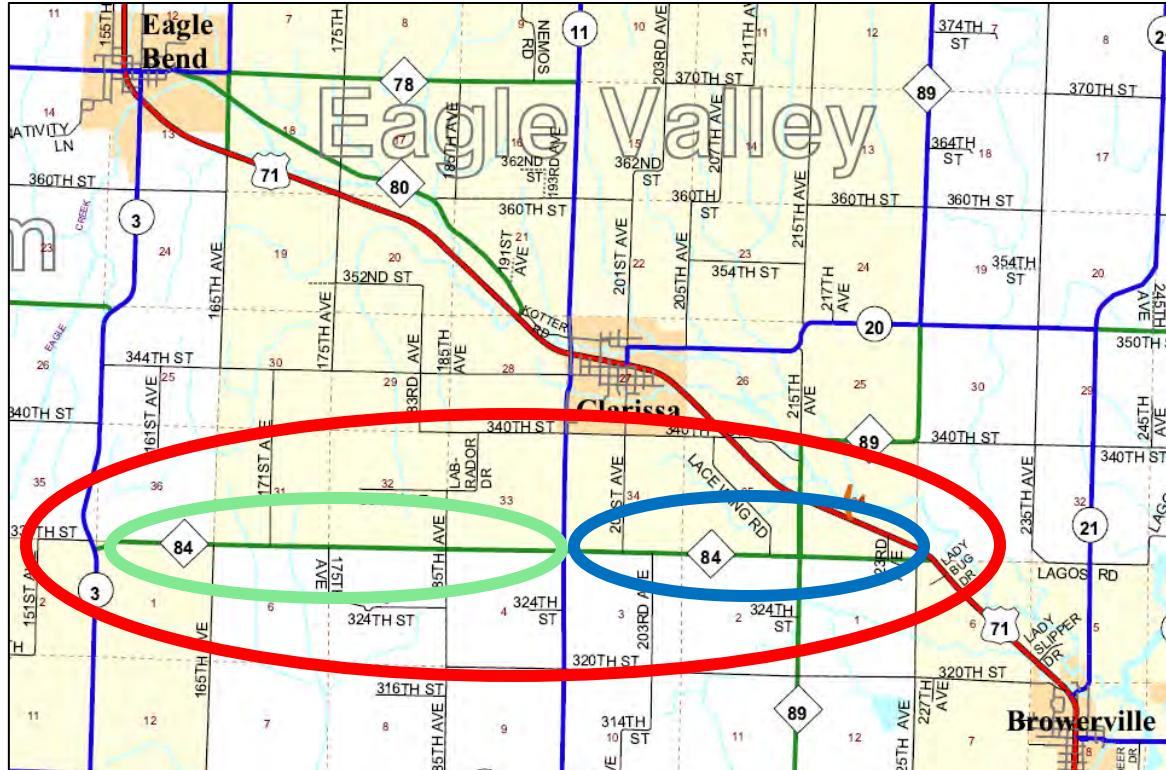
	2020	2021	2022	2023	2024
Revenues	\$ 10,921,271	\$ 11,004,814	\$ 13,029,050	\$ 13,408,751	\$ 13,370,750
Expenditures	9,589,751	10,305,755	12,603,122	12,032,632	14,659,018
Months Expenditures in Fund Balance	4.79	5.27	4.78	6.27	3.98

Fluctuating revenues and expenditures to projected year  
Expenditures exceed revenues in 2024, causing a balance by \$1,200,000

# County Road 84 Pavement Project - Modified

Modified Option = Split the road and only pave east or west portion.

County Road 84 (from CSAH 3 to US Highway 71) = \$2,250,000 (Original Option)



County Road 84 (from CSAH 3 to CSAH 11) = \$1,290,000 (Option 1)

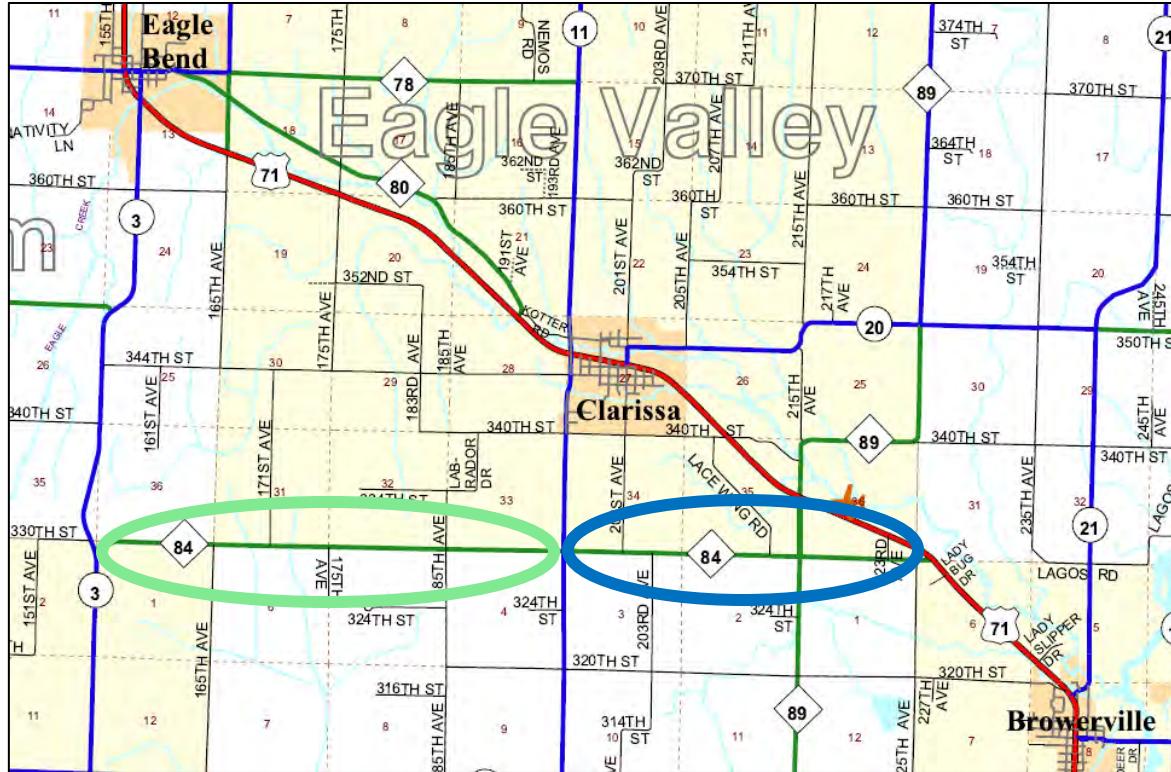
County Road 84 (from CSAH 11 to US Highway 71) = \$960,000 (Option 2)

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# County Road 84 Pavement Project - Modified



Option 1 = \$1,290,000

Option 2 = \$960,000 (Preferred)

Funding Source	Funding Amount	Funding Percent
Local Option Sales Tax	\$ 400,000.00	31.0%
General Fund Reserves	\$ 600,000.00	46.5%
Road and Bridge Reserves	\$ 290,000.00	22.5%
<b>Totals</b>	<b>\$ 1,290,000.00</b>	<b>100.0%</b>

Funding Source	Funding Amount	Funding Percent
Local Option Sales Tax	\$ 400,000.00	41.7%
General Fund Reserves	\$ 400,000.00	41.7%
Road and Bridge Reserves	\$ 160,000.00	16.7%
<b>Totals</b>	<b>\$ 960,000.00</b>	<b>100.0%</b>

Note: These plans will not increase the local levy.

# Options to Move Forward

## Option #1

Move forward with project schedules and **funding sources as recommended** in this presentation – see resolution below.



### **Approval of Financial Plan for Adding Three Additional County Road Paving Projects to 5 Year Construction Plan (2026-2030)**

WHEREAS, the Todd County Board of Commissioners has recently expressed an interest in investigating the possibility of adding three additional County Road Paving Projects to the Public Works 5 Year Construction Plan (2026 – 2030), and;

WHEREAS, the Todd County Public Works Department developed a ranking system based on various county road attributes for recommending future County Road Paving Projects for when additional funds are available from Local Option Sales Tax, and;

WHEREAS, the following top three ranked County Road Paving Projects are already included in the Public Works 5 Year Construction Plan (2026-2030) with funding from the Local Options Sales Tax:

#1 Ranked Project – County Road 107 from CSAH 10 to CSAH 10 in Fiscal Year 2028

#2 Ranked Project – County Road 95 from CR 94 to CSAH 2 in Fiscal Year 2029

#3 Ranked Project – County Road 88 from CR 89 to US Highway 71 in Fiscal Year 2030

, and;

WHEREAS, the following additional County Road Paving Projects have been reviewed and determined that if they were to be paved in the next five years that they would mesh well into their recommended paving years paving contract due to their geographic proximity to the other paving projects in that area of the County:

#4 Ranked Project – County Road 84 from CSAH 11 to US Highway 71 in Fiscal Year 2028

#5 Ranked Project – County Road 99 from Stearns County Line to CSAH 2 in Fiscal Year 2029

#6 Ranked Project – County Road 81 from CR 74 to CSAH 21 in Fiscal Year 2030

, and;

WHEREAS, the Public Works Department has analyzed and reviewed multiple potential funding sources that could be used to fund these three additional County Road Paving Projects, with an emphasize on utilizing such funding sources that will not require any additional increase to the County's Local Levy.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby authorize that the Public Works Department add the following County Road Paving Projects to the Public Works 5 Year Construction Plan (2026–2030) in the recommend Fiscal Years and that these projects shall be funded as described below in their corresponding financial plan:

**Project:** County Road 84 from County State Aid Highway 11 to US Highway 71  
**Fiscal Year:** 2028  
**Funding Source:** Local Option Sales Tax Funds (41.67% of Project Bid Amount)  
General Reserve Funds - Cash (41.67% of Project Bid Amount)  
Road and Bridge Reserve Funds - Cash (16.67% of Project Bid Amount)



**Project:** County Road 99 from the Stearns County Line to County State Aid Highway 2  
**Fiscal Year:** 2029  
**Funding Source:** Local Option Sales Tax Funds (100% of Project Bid Amount)

**Project:** County Road 81 from County Road 74 to County State Aid Highway 21  
**Fiscal Year:** 2030  
**Funding Source:** In FY 2028 reallocate FY 2027 County Debt Payment of \$365,700 to a County Road 81 Savings Account and continue such allocation in future Fiscal Years until project has been funded in its entirety.

# Options to Move Forward

## Option #1

Move forward with project schedules and **funding sources as recommended** in this presentation – see resolution below.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners does hereby authorize that the Public Works Department add the following County Road Paving Projects to the Public Works 5 Year Construction Plan (2026–2030) in the recommend Fiscal Years and that these projects shall be funded as described below in their corresponding financial plan:

**Project:** County Road 84 from County State Aid Highway 11 to US Highway 71

**Fiscal Year:** 2028

**Funding Source:** Local Option Sales Tax Funds (41.67% of Project Bid Amount)

General Reserve Funds - Cash (41.67% of Project Bid Amount)

Road and Bridge Reserve Funds - Cash (16.67% of Project Bid Amount)

**Project:** County Road 99 from the Stearns County Line to County State Aid Highway 2

**Fiscal Year:** 2029

**Funding Source:** Local Option Sales Tax Funds (100% of Project Bid Amount)

**Project:** County Road 81 from County Road 74 to County State Aid Highway 21

**Fiscal Year:** 2030

**Funding Source:** In FY 2028 reallocate FY 2027 County Debt Payment of \$365,700 to a County Road 81 Savings Account and continue such allocation in future Fiscal Years until project has been funded in its entirety.



# Additional Options to Move Forward

## Option #2

Move forward with project schedules as recommended in this presentation but use **bonding as a funding source** for all projects.

## Option #3

Move forward with projects as funding become available in the **Local Option Sales Tax Account**.



## **Todd County Position Description**

**Department:** Health & Human Services  
**Position Title:** Administrative Assistant II- Bilingual  
**Pay Grade:** D/4  
**FLSA:** Non-Exempt  
**Status:** Union Represented  
**Reports To:** Unit Manager  
**Date:** 2025-08

---

### **Purpose of Position**

Position performs Administrative Assistant assignments in assigned program areas, based upon previous office experience and cross-functional knowledge of agency programs, procedures and practices. The Administrative Assistant II is a member of the administrative team which works to provide quality and timely support to the work of the organization.

### **Basic Performance Expectations of all Todd County Staff**

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

### **Position Specific Essential Duties and Responsibilities**

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

- Responds orally and in writing to general inquiries based on knowledge of previous situations and knowledge of agency programs, policies and procedures.
- Asks questions to determine client/customer needs and direct them to the appropriate staff member.
- Provides clients/customers with information on other community resources.
- Assists clients/customers in the proper completion of program forms.
- Responds to requests for information or questions from other employees by personal contact, phone or e-mail.
- Types and edits materials using knowledge of procedures to determine the correct format, and questions the author if something is missing or incorrect.
- Composes form letters or other routine correspondence.
- Types and/or prepares special reports using knowledge of specialized software programs; assembles and sends application materials, attachments and other forms based on knowledge of standard agency procedures.
- Codes, records, matches, posts, tallies, verifies and/or corrects data in order to maintain accurate records and mailing lists.
- Documents and scans information, forms, referral information in appropriate computerized software programs.
- Maintains administrative or fiscal data and assists in preparing reports.

- Maintains adequate inventory of office supplies and forms required for agency operation.
- Responsible for maintenance of common spaces for appearance and functionality.
- Enters information into and retrieves information from data bases.
- Assists in the training of new office support staff.
- Attends staff meetings, workshops and trainings.
- Provide back-up to Administrative Assistant I and Administrative Assistant II as designated.

#### **Minimum Education and Experience/Special Qualifications**

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

#### **Preferred Qualifications**

- Post-secondary education in office administration preferred.

#### **Knowledge, Skills and Abilities**

- Knowledge of agency programs, procedures and policies.
- Knowledge of general office practices and equipment.
- Knowledge of job-specific computer software.
- Knowledge of business English, spelling, grammar and punctuation.
- Knowledge of basic math.
- Knowledge of record keeping systems in order to maintain administrative and fiscal data and to prepare reports.
- Knowledge of legal or other technical terminology.
- Knowledge of community resources sufficient to be able to refer clients when needed.
- Ability to operate a variety of office machines / equipment.
- Ability to understand and apply oral and written instructions.
- Ability to organize and prioritize one's own work.
- Ability to use human relations skills to positively interact with and to work constructively with clients and other employees.
- Ability to do sustained typing accurately at a satisfactory rate of speed (for some positions).
- Ability to maintain the confidentiality of non-public information according to laws, rules and policies.
- Ability to organize information into written documents and reports.
- Ability to communicate effectively, both orally and in writing.

#### **Physical Requirements**

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