WHERE THE FOREST MEETS THE PRAIRIE
Todd County
MINNESOTA • EST. 1855

BOARD OF COMMISSIONERS
Regular Board Meeting Agenda

Monday, November 2, 2026 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.TODDCOUNTYMN.GOV
Public Comment Period: 8:45 a.m.

Agenda Item #			*Agenda Time:*
1		**Call to Order and Roll Call**	9:00
2		**Pledge of Allegiance**	9:01
3		**Amendments to the Agenda**	9:02
4		**Potential Consent Items**	9:03
	4.1	Meeting Minutes Approval - October 20, 2026	
	4.2	Resignation - Administrative Assistant I Marisol Garcia Rodriguez 10/28/2026	
5		**Commissioners**	9:05
	5.1	3rd Quarter Service Awards	
6		**County Auditor-Treasurer**	9:10
	6.1	Commissioner Warrants	
	6.2	Health & Human Services Commissioner Warrants	
	6.3	Health & Human Services SSIS Warrants	
7		**Public Works**	9:15
	7.1	Final Payment Authorization - 2026 HSIP Striping Contract	
8		**City of Long Prairie**	9:20
	8.1	Proposal for Soldier's Field Park Plan	
9		**Solid Waste**	9:40
	9.1	SCORE Agreement with MPCA	
10		**Administration**	9:45
	10.1	Authorization to submit Sourcewell 3rd Party Reimbursement Funds for Local Government Grant Application	

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

Recess

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
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Board Action Form

Requestor to Complete:

Type of Action Requested *(Check one)*:		**Board Action Tracking Number :**
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	*(Issued by Auditor/Treasurer Office)* **20261102-01**

Agenda Topic Title for Publication:	**Meeting Minutes Approval - October 20th, 2026**	
Date of Meeting: November 2nd 2026	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasuer		
Background: *Supporting Documentation enclosed* ☒		
Minutes for the following meetings are attached: October 20th, 2026		
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 October 20th, 2026 as presented.		

Additional Information:	**Budgeted:**	**Comments**
Financial Implications: $ **Funding Source(s):**	☒Yes ☐No	

Attorney Legal Review:	Facilities Committee Review:	Finance Committee Review:
☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal

WHERE THE FOREST MEETS THE PRAIRIE
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Minutes of the Meeting of the Todd County Board of Commissioners held on October 20th, 2026

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 20th day of October, 2026 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 with Commissioner Noska absent.

Approval of Agenda

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented with addition of item 5.6 MCIT Voting Delegates Designation.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for October 6th, 2026 as presented.

GAMBLING PERMIT – LONG PRAIRIE HOCKEY ASSOCIATION

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Long Prairie Hockey Association through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Long Prairie Hockey Association to hold gambling activities at The Tipsy Swan Bar & Grill in Burnhamville Township at the address 30905 County 13, Burtrum, MN effective October 20, 2026 until revoked or otherwise cancelled as provided by law.

Approve the resignation of Public Works Equipment Operator Jason Primus, effective October 27th, 2026.

Auditor-Treasurer

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the September 2026 Auditor Warrants number (ACH) 906326 through 906376 in the amount of $506,360.18 (Manual) 1493 through 1530 in the amount of $1,751,940.25 and (Regular) 246993 through 247147 in the amount of $1,164,282.63 for a total of $3,422,583.06.

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) 404722 through 404752 in the amount of $31,303.93 and (Regular) 60155 through 60199 in the amount of $67,334.52 for a total of $98,638.45.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 807940 through 807972 and (Regular) 714580 through 714621 for a total of $65,649.94.

On motion by Denny and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 602128 through 602142 and (Regular) 519138 through 519153 for a total amount of $160,798.02.

On motion by Denny and second by Neumann, the following motion was introduced and adopted by unanimous vote: To adopt the 2027 County Fee Schedule to be effective January 1, 2027 per the attached document.

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the Todd County 2026 MCIT Voting Delegates to be Commissioners Byers and alternate as Commissioner Neumann.

County Ditch/Ag Inspector

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: Acting as Ditch Authority, approves the CDI requesting Rinke Noonan to send a letter to the owner of parcel 24-0010900 regarding granting access to the beaver dam on the parcel and to proceed with the Obstruction process in Ditch Law if access is not granted.

Planning & Zoning

The October 2026 Planning Commission minutes and staff report was provided for County Board review.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and grant the CUP to parcel 22-0026402 with the following conditions.
1. There shall be no loading/unloading of materials within the public roadway.
2. Off-street parking shall be provided for all business traffic.
3. Storage of supplies and finished products shall be stored meeting all setback requirements.
4. Land use permits shall be required for all future construction.
5. Applicant must abide by all other applicable federal, state, and local standards.

Solid Waste

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous vote: Approve the Ideal Construction asphalt surfacing in the amount of $8,820.00.

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

A RESOLUTION ESTABLISHING Market Price for the Solid Waste Management Tax

WHEREAS, the solid waste management tax requires political subdivisions to identify by resolution a market price if the political subdivision subsidizes the cost of service at a facility. and;

WHEREAS, the political subdivision will be liable for the solid waste management tax based only on the market price amount identified through this resolution, and;

WHEREAS, the market price is identified in the state statutes as the “lowest price available in the area” and;

WHEREAS. Todd County has performed research to identify the lowest price available in the area;

NOW, THEREFORE BE IT RESOLVED, the County of Todd declares a market price of $96.72 per ton at the Morrison County Landfill.

Administration

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous vote: Renew the Hands of Hope Resource Center lease agreement as presented, for January 1, 2027 through December 31, 2027.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported that absentee voting for the State General Election is well underway and will continue through November 2nd with extended hours. A reminder was given that the next board meeting will be Monday, November 2nd due to election day.

County Coordinator's Report

The County Coordinator reported attending meetings including Policy, Insurance, Wellness, SWCD awards banquet, Transfer station, LPGE career fair, Personnel and Long Prairie City meeting.

County Commissioner's Report

The Commissioners reported on meetings and events attended.
Commissioner Denny attended meetings with business as usual.
Commissioner Becker attended meetings including Insurance, Rainbow Rider, West Central Regional Juvenile, TWCC, MPCA settlement meeting and tour of Todd County Museum.
Commissioner Byers attended meetings including the TWCC, MPCA settlement meeting, and TCDC.
Commissioner Neumann attended meetings including Policy, Insurance, Solid Waste, Rainbow Rider, and Miller's Bay JD2.

Adjourn

On motion by Neumann and second by Denny, the meeting was adjourned for the month of October, 2026.

AUDITOR WARRANTS

VENDOR NAME		AMOUNT
ALL STATE COMMUNICATIONS	$	80,271.00
BECKER COUNTY ENVIRONMENTAL SERVICES	$	5,338.50
CITY OF STAPLES	$	316,105.86
DOUGLAS SWCD	$	3,680.00
FLEET SERVICES/WEX BANK	$	12,807.10
G S EQUIPMENT INC	$	2,250.00
HY-TEC CONSTRUCTION	$	97,850.00
LONG PRAIRIE OIL COMPANY	$	5,262.95
LONG PRAIRIE SANITATION INC	$	11,190.48
MIDWEST MACHINERY CO	$	120,000.00
OFFICE OF MNIT SERVICES	$	3,259.60
PACIFIC LIFE INSURANCE CO	$	2,325.00

PETERS LAW OFFICE, P.A.	$	5,700.00
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH	$	98,136.20
SIR LINES-A-LOT, LLC	$	33,591.59
STEP	$	13,052.50
TRUEMAN WELTERS, INC	$	44,922.72
VERIZON	$	6,279.22
VOYANT COMMUNICATIONS, LLC	$	3,220.14
WATERGUARDS LLC	$	14,280.00
WEST CENTRAL REG JUVENILE CTR	$	7,694.00
WIDSETH SMITH NOLTING INC	$	2,108.75
WONDERLICH/SCOTT A	$	7,663.50
27 PAYMENTS LESS THAN 2000	$	10,982.42
ANDERSON/KYLE AND JOELLE	$	18,633.15
BERSCHEIT FARMS LLC	$	11,704.92
CENTRA CARE	$	13,350.31
CITY OF LONG PRAIRIE	$	2,116.85
COUNTIES PROVIDING TECHNOLOGY	$	7,448.00
GALLAGHER BENEFIT SERVICES INC	$	2,000.00
JOHN/DONALD AND LINDA	$	22,102.50
JOSH'S AUTOBODY	$	11,930.09
LAKES COMMUNITY COOPERATIVE	$	6,943.24
METRO SALES INC	$	2,670.10
MINNESOTA POWER	$	21,286.22
MN DEPT OF FINANCE	$	8,699.50
MORRIS ELECTRONICS INC	$	19,143.53
MORRISON COUNTY	$	69,391.72
MOTOROLA	$	2,973.06
REGENTS OF THE UNIV OF MN	$	10,857.75
SWENSON AGGREGATE & CONSTRUCTION	$	169,751.34
ZANDER/JASON AND HEATHER	$	2,666.00
ZIMMER/NEIL & MARGARET	$	195,986.08
55 PAYMENTS LESS THAN 2000	$	19,307.04
ALL OCCASION RENTAL	$	2,955.00
AXON ENTERPRISE, INC.	$	8,800.00
CENTRAL MN DOOR SERVICE, LLC	$	5,700.00
D & D AUTO REPAIR	$	4,468.38
GIZA PLUMBING & HEATING INC	$	2,164.43
LAW ENFORCEMENT LABOR SERV INC	$	2,185.50
LIBERTY TIRE SERVICES LLC	$	2,142.10
LINCOLN FINANCIAL GROUP	$	6,839.27
METROPOLITAN LIFE INSURANCE COMPANY	$	4,736.21
MN TEAMSTERS NO 320	$	2,991.24
PACIFIC LIFE INSURANCE CO	$	2,325.00
RJ CONTRACTING & REMODELING LLC	$	6,530.11
STAPLES ADVANTAGE	$	2,252.58
VOLTZ/ROBERT AND COLLEEN	$	12,000.00
WARNER LAW, LLC	$	4,485.00

40 PAYMENTS LESS THAN 2000	$	22,314.60
LONG PRAIRIE OIL COMPANY	$	7,296.52
PETERS LAW OFFICE, P.A.	$	2,096.25
PHEASANTS FOREVER	$	3,250.00
RESORTERS MARINE LLC	$	8,200.00
RJ CONTRACTING & REMODELING LLC	$	14,569.68
WEST CENTRAL REG JUVENILE CTR	$	6,554.00
21 PAYMENTS LESS THAN 2000	$	8,854.01
WEX HEALTH INC - HSA	$	4,268.70
PUBLIC EMPLOYEE RETIREMENT	$	6,297.97
VOYA (MSRS)	$	6,898.35
PUBLIC EMPLOYEE RETIREMENT	$	100,944.55
WEX HEALTH INC - HSA	$	41,487.67
COUNTY OF TODD	$	2,282.46
WEX - CIRCLE K	$	3,390.90
BETTER HEALTH COLLECTIVE	$	31,791.40
MN DEPT OF REVENUE	$	76,458.09
PAYCOM PAYROLL, LLC	$	580,707.93
PAYCOM PAYROLL, LLC	$	40,158.99
PAYCOM PAYROLL, LLC	$	3,460.30
WEX HEALTH INC - HSA	$	14,932.67
COUNTY OF TODD	$	2,282.46
VOYA (MSRS)	$	6,154.20
PUBLIC EMPLOYEE RETIREMENT	$	101,157.02
PUBLIC EMPLOYEE RETIREMENT	$	6,268.34
HUMANA INSURANCE COMPANY	$	7,941.09
MN DEPT OF REVENUE	$	4,412.00
US BANK-CC	$	10,275.00
PAYCOM PAYROLL, LLC	$	3,460.31
PAYCOM PAYROLL, LLC	$	47,125.20
PAYCOM PAYROLL, LLC	$	636,261.12
16 PAYMENTS LESS THAN 2000	$	13,523.53
TOTAL:	$	3,422,583.06

COMMISSIONER WARRANTS

VENDOR NAME		AMOUNT
CENTRAL APPLICATORS INC	$	8,316.05
CROSBY AND SONS CONSTRUCTION	$	6,118.24
FARM-RITE EQUIPMENT, INC	$	7,229.12
FRIEDRICH'S TIRE & OIL CO INC	$	4,261.30
HILLYARD	$	2,253.18
HWY 27 SALVAGE	$	2,000.00
LONG PRAIRIE OIL COMPANY	$	2,804.59
MID-MINN EXCAVATION	$	6,297.84
MOTOROLA	$	2,973.06
NORTHERN STAR COOP	$	6,227.75
NUSS TRUCK & EQUIPMENT	$	2,033.22

RTVISION INC	$	4,348.34
SHI CORP	$	5,789.64
STATE OF MINN	$	2,195.00
VEOLIA ENVIRONMENTAL SERVICES LLC	$	3,562.05
VIKING GARAGE DOOR CO	$	3,287.45
WADENA ASPHALT CO	$	2,470.00
59 PAYMENTS LESS THAN 2000	$	26,471.62
Total:	$	98,638.45

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME		AMOUNT
SCHULLER FAMILY FUNERAL HOMES	$	4,400.00
RURAL MN CEP INC	$	17,934.00
VENDOR #11481	$	2,237.95
DHS - SWIFT	$	2,895.70
59 PAYMENTS LESS THAN 2000	$	18,984.05
MCCC, MI33	$	6,993.33
MORRISON COUNTY HEALTH & HUMAN SERVICES	$	3,942.41
PRAIRIE RIDGE INN	$	3,002.20
9 PAYMENTS LESS THAN 2000	$	5,260.30
Total:	$	65,649.94

VENDOR NAME		AMOUNT
CHILDREN'S HOME & LSS LLC	$	3,420.60
COMMUNITY AND FAMILY SRVS LLC	$	14,547.60
# 18340	$	7,845.79
GENESIS GROUP HOMES INC	$	3,367.76
LITTLE SAND GROUP HOME	$	11,998.20
# 18357	$	3,406.48
NEXUS - MILLE LACS FAMILY HEALING	$	10,751.40
NEXUS - KINDRED FAMILY HEALING	$	5,268.59
NORTH HOMES CHILDREN & FAMILY SERVICES	$	11,976.30
NORTHERN PINES MENTAL HEALTH CTR	$	2,280.00
PRAIRIE LAKES YOUTH PROGRAMS	$	4,950.00
VALLEY LAKE BOYS HOME INC	$	9,632.00
VILLAGE RANCH INC	$	42,573.99
WEST CENTRAL REG JUVENILE CTR	$	18,556.00
17 PAYMENTS LESS THAN 2000	$	10,223.31
Total:	$	160,798.02

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 :**
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	*(Issued by Auditor/Treasurer Office)* **20261102-02**

Agenda Topic Title for Publication:	**Resignation - Administrative Assistant I Marisol Garcia Rodriguez**	
Date of Meeting: 11/2/2026	Agenda Time Requested: 5 min	☒ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och (consent item)		

Background: *Supporting Documentation enclosed* ☐

Marisol Garcia Rodriguez has resigned from her position as Administrative Assistant I in the Financial Services Unit, effective October 28th, 2026.

Options:

1. Approve the resignation of Administrative Assistant I Marisol Garcia Rodriguez, effective October 28th, 2026.
2. Not approve.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Approve the resignation of Administrative Assistant I Marisol Garcia Rodriguez, effective October 28th, 2026.

Additional Information:	**Budgeted:**	**Comments**
Financial Implications: $ **Funding Source(s):** 11- Social Services	☐Yes ☐No	

Attorney Legal Review:	Facilities Committee Review:	Finance Committee Review:
☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal

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 :**
☐ Action/Motion ☐ Discussion ☒ Information Item	☐ Report ☐ Resolution ☐ Other	*(Issued by Auditor/Treasurer Office)* **20261102-03**

Agenda Topic Title for Publication:	**3rd Quarter Service Awards**	
Date of Meeting: November 2nd, 2026	Agenda Time Requested: 10 Minutes	☐ Consent Agenda
Organization / Department Requesting Action: Commissioners		
Person Presenting Topic at Meeting: Jackie Bauer, County Coordinator		

Background: *Supporting Documentation enclosed* ☐

The Todd County Board of Commissioners recognizes that County employees are our most valuable asset and would like to recognize staff for their years of service. 3rd Quarter 2026 Service Awards will be presented.

Options:

Recommendation:

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

Additional Information:	**Budgeted:**	**Comments**
Financial Implications: $ **Funding Source(s):**	☐Yes ☐No	

Attorney Legal Review:	Facilities Committee Review:	Finance Committee Review:
☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal

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Board Action Form

Requestor to Complete:

Type of Action Requested *(Check one)*:		**Board Action Tracking Number :**
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	*(Issued by Auditor/Treasurer Office)* **20261102-04**

Agenda Topic Title for Publication:	**Approve Commissioner Warrants**	
Date of Meeting: November 2nd, 2026	Agenda Time Requested: 2 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: *Supporting Documentation enclosed* ☒		
Printout has been sent to the Commissioners and Warrants for Publication are attached.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Commissioner Warrants number (ACH) 404753 through 404777 in the amount of $20,105.37 and (Regular) 60200 through 60238 in the amount of $62,092.75 for a total of $82,198.12.		

Additional Information:	**Budgeted:**	**Comments**
Financial Implications: $ **Funding Source(s):**	☐Yes ☐No	

Attorney Legal Review:	Facilities Committee Review:	Finance Committee Review:
☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal

**** Todd County ****

WARRANTS FOR PUBLICATION

Cutoff 2000
Report Sequence: 1 - Vendor Name

**** Todd County ****

WARRANTS FOR PUBLICATION

Warrants Approved On 11/02/2026 For Payment 11/06/2026

Vendor Name	Amount
AMERICAN STATE EQUIPMENT CO. INC	2,995.15
AULDS COMMUNICATIONS	3,244.42
ELECTION SYSTEMS & SOFTWARE INC	12,757.00
JERRY'S AUTO BODY	3,577.52
LIBERTY TIRE SERVICES LLC	2,640.40
LITTLE FALLS MACHINE INC	3,508.71
LONG PRAIRIE LEADER	10,265.00
M-R SIGN COMPANY INC	7,945.75
NORTHSTAR PLUMBING, HEATING, & AIR	5,008.93
NUSS TRUCK & EQUIPMENT	2,686.57
TREVIPAY	2,799.00
WADENA ASPHALT CO	3,340.00
52 Payments less than 2000	21,429.67
Final Total:	82,198.12

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Board Action Form

Requestor to Complete:

Type of Action Requested *(Check one)*:		**Board Action Tracking Number :**
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	*(Issued by Auditor/Treasurer Office)* **20261102-05**

Agenda Topic Title for Publication:	**Health & Human Services Commissioner Warrants**	
Date of Meeting: November 2nd, 2026	Agenda Time Requested: 2 minutes	☐ Consent Agenda

Organization / Department Requesting Action: Auditor-Treasurer

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

Background: *Supporting Documentation enclosed* ☒

Printouts have been sent for Commissioners to review and Warrants for Publication are attached.

Options:

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
To approve the Health & Human Services Commissioner Warrants number (ACH) 807973 through 808001 and (Regular) 714622 through 714657 for a total of $32,915.47.

Additional Information:	**Budgeted:**	**Comments**
Financial Implications: $ **Funding Source(s):**	☒Yes ☐No	

Attorney Legal Review:	Facilities Committee Review:	Finance Committee Review:
☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal

**** Todd County ****

WARRANTS FOR PUBLICATION

Cutoff 2000
Report Sequence: 1 - Vendor Name

**** Todd County ****

WARRANTS FOR PUBLICATION

Warrants Approved On 11/02/2026 For Payment 11/06/2026

Vendor Name	Amount
HERZOG PROPERTY MANAGEMENT LLC	3,275.00
V#18405-RENT	3,675.00
3 Payments less than 2000	193.27
Final Total:	7,143.27

Copyright 2010-2026 Integrated Financial Systems

Warrants for Publication

Approval Date **11/2/2026** **Payment Date** **11/6/2026**

Vendor name or #		**Amount**
VENDOR# 18412	$	3,265.20
TODD COUNTY ATTORNEY'S OFFICE	$	2,498.80
58 PAYMENTS LESS THAN 2000	$	20,008.20
Final Total		**$25,772.20**

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 :**
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	*(Issued by Auditor/Treasurer Office)* **20261102-06**

Agenda Topic Title for Publication:	**Health & Human Services SSIS Warrants**	
Date of Meeting: November 2nd, 2026	Agenda Time Requested: 2 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: *Supporting Documentation enclosed* ☒		
Printouts have been sent for Commissioners to review and Warrants for Publication are attached.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Health & Human Services SSIS Warrants number (ACH) 602143 through 602150 and (Regular) 519154 through 519162 for a total amount of $69,284.74.		

Additional Information:	**Budgeted:**	**Comments**
Financial Implications: $ **Funding Source(s):**	☒Yes ☐No	

Attorney Legal Review:	Facilities Committee Review:	Finance Committee Review:
☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}
COUNTY OF TODD}
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Seal

Warrants for Publication

Payment Date: **11/6/2026** **Approval Date:** **11/2/2026**

Vendor name or #	**Amount**	
GREATER MN FAMILY SRVS INC	5615.96	
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL GUARDIANSHIP OPTIONS	2342.40	
MINNESOTA DIRECT CARE & TREATMENT	32874.66	
NORTHERN PINES MENTAL HLTH CTR INC	12725.77	
PRODUCTIVE ALTERNATIVES INC	2323.77	
STEP	6096.80	
	$7,305.38	11 Pymts less than $2000
Final Total	**$69,284.74**	

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 :**
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	*(Issued by Auditor/Treasurer Office)* **20261102-07**

Agenda Topic Title for Publication:	**Final Payment Authorization - 2026 HSIP Striping Contract**	
Date of Meeting: 11/02/2026	Agenda Time Requested: 5 Minutes	☐ Consent Agenda

Organization / Department Requesting Action: Public Works

Person Presenting Topic at Meeting: Loren Fellbaum, County Engineer

Background: *Supporting Documentation enclosed* ☒

See attached resolution for background information.

Options:

#1 Approve attached resolution.
#2 Do not approve attached resolution.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Approve attached resolution for Final Payment Authorization - 2026 HSIP Striping Contract.

Additional Information:	**Budgeted:**	**Comments**
Financial Implications: $ 7,197.07 **Funding Source(s):** Federal Aid and Local Levy	☒Yes ☐No	

Attorney Legal Review:	Facilities Committee Review:	Finance Committee Review:
☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal

WHERE THE FOREST MEETS THE PRAIRIE
Todd County
MINNESOTA • EST. 1855

Final Payment Authorization – 2026 HSIP Striping Contract

WHEREAS, the contract with Century Traffic for the 2026 HSIP Striping Contract known as SP 077-070-017 located on various routes in Todd County, has in all things been completed, and;

WHEREAS, construction work on this contract was scheduled for and completed in 2026 with the value of the total work certified being $143,941.30, and;

WHEREAS, partial payments amounting to $136,744.23, have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that $7,197.07 remains to be paid to Century Traffic.

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

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

Contract Number: 202602
Final Pay Request Number: 2

Project Number	Project Description
SP 077-070-017	HSIP Ground-In Wet Reflective Multi-Component Edge Lines

Contractor:	Century Traffic, LLC ~~1265 Hickory Street~~ PO BOX 727 Pewaukee, WI 53072	**Vendor Number:** **Up To Date:**	N/A 08/31/2026

Contract Amount		**Funds Encumbered**	
Original Contract	$148,344.30	Original	$148,344.30
Contract Changes	$0.00	Additional	N/A
Revised Contract	$148,344.30	Total	$148,344.30

Work Certified To Date	
Base Bid Items	$143,941.30
Contract Changes	$0.00
Material On Hand	$0.00
Total	$143,941.30

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SP 077-070-017	$0.00	$143,941.30	$0.00	$136,744.23	$7,197.07	$143,941.30

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
$0.00	$143,941.30	$0.00	$136,744.23	$7,197.07	$143,941.30
		Percent: Retained: 0%			Percent Complete: 97.03 %
					Amount Paid this Final Pay Request: $7,197.07

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

Approved By:

_____
Loren Fellbaum
Todd County Engineer

Date:_____

Approved By:

_____
Century Traffic, LLC
Contractor *Jason Voelker, Vice President*

Date: *October 14, 2026*

CENTURY TRAFFIC, LLC
CORPORATE SEAL 2023 WISCONSIN

Project No. : SP 077-070-017
Final Pay Request No. : 2
Contract No.: 202602

Certificate of Final Contract Acceptance
Final Voucher Number: 2

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

Dated _____ Signature _____ Todd County Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is $143,941.30 and agrees to the amount of $7,197.07 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Century Traffic By _____

And _____ And _____ State of , *Wisconsin*

On This *14th* Day *October*, *2026*, Before me appeared *Jason Voelker* To me known to

(Individual Acknowledgment)

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

(Corporate Acknowledgment)

Andrew Bakker And _____, to me personally known, who, being each by me duly sworn

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

Wisconsin Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Vice President and said *Treasurer* and _____

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

Notarial My Commission as Notary Public in *Waukesha* County *Wisconsin*

Seal Expires *February 28, 2030* Signature _____
Molly Llanas

CENTURY TRAFFIC INC CORPORATE SEAL 2023 WISCONSIN

MOLLY LLANAS NOTARY PUBLIC STATE OF WISCONSIN

Todd County, MN
44 Riverside Dr, Long Prairie, MN 56347
Contract No: 202602
Final Pay Request No. 2

Todd County, MN
Certificate of Final Acceptance
Board Acknowledgment

Contract Number: 202602
Contractor: Century Traffic
Date Certified: 8/31/2026
Payment Number: 2

Whereas; Contract No. 202602 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Todd County, MN and authorize final payment as specified herein.

State of

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

Dated this _____ day of _____, 20___

At _____,

Signed By _____

Todd County, MN

(SEAL)

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2026-08-17	$143,941.30	$7,197.07	$136,744.23
2	2026-08-31	$0.00	($7,197.07)	$7,197.07

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Federal Aid (HSIP)	3	$129,547.17	$0.00	$123,069.81	$6,477.36	$129,547.17
Local Levy Striping	10	$14,394.13	$0.00	$13,674.42	$719.71	$14,394.13

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
3	Federal	$6,477.36	$133,509.87	$133,509.87	$129,547.17
10	Local (Striping)	$719.71	$14,834.43	$14,834.43	$14,394.13

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
SP 077-070-017	1	2026-08-17	$143,941.30	$7,197.07	$136,744.23
SP 077-070-017	2	2026-08-31	$0.00	($7,197.07)	$7,197.07

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
SP 077-070-017	Federal Aid (HSIP) - Group 3	$129,547.17	$0.00	$123,069.81	$6,477.36	$129,547.17
SP 077-070-017	Local Levy Striping - Group 10	$14,394.13	$0.00	$13,674.42	$719.71	$14,394.13

Project Funding Source Summary

Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
SP 077-070-017	3 (Federal) - Federal Aid	$6,477.36	$133,509.87	$133,509.87	$129,547.17
SP 077-070-017	10 (Local (Striping)) - Local Levy	$719.71	$14,834.43	$14,834.43	$14,394.13

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SP 077-070-017	1	2563.601	TRAFFIC CONTROL	LS	$1,500.00	0.7	0	$0.00	0.7	$1,050.00
SP 077-070-017	2	2563.601	TRAFFIC CONTROL	LS	$1,500.00	0.3	0	$0.00	0.3	$450.00
SP 077-070-017	3	2582.503	6" SOLID LINE MULTI COMP GR IN (WR)	L F	$0.85	120168	0	$0.00	115266	$97,976.10
SP 077-070-017	4	2582.503	6" SOLID LINE MULTI COMP GR IN (WR)	L F	$0.85	52590	0	$0.00	52312	$44,465.20
Base Bid Totals:								**$0.00**		**$143,941.30**

Project Category Totals

Project	Category	Amount This Request	Amount To Date
SP 077-070-017	CR	$0.00	$44,915.20
SP 077-070-017	CSAH	$0.00	$99,026.10

Contract Total	**$143,941.30**

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 :**
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	*(Issued by Auditor/Treasurer Office)* **20261102-08**

Agenda Topic Title for Publication:	**Proposal for Soldier's Field Park Plan**	
Date of Meeting: 11/2/2026	Agenda Time Requested:	☐ Consent Agenda

Organization / Department Requesting Action: City of Long Prairie

Person Presenting Topic at Meeting: Kent Louwagie, Bolton & Menk, Inc. - City Engineer

Background: *Supporting Documentation enclosed* ☒

A Splash Pad was identified as the #1 Project Recommendation for use of the Centra Bi $1.2M settlement. The City of Long Prairie anticipates this could be located at Soldier's Field. The City anticipates other future park improvements will be made at Soldier's Field. A comprehensive park plan should be developed for Soldier's Field to coordinate the proposed splash pad scope with other improvements planned. Bolton & Menk has prepared a proposal to develop the Park Plan.

Options:

1- Approve the proposal
2- Do not approve the proposal

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Recommend approval of the Park Plan Proposal

Additional Information:	**Budgeted:**	**Comments**
Financial Implications: $ **Funding Source(s):** Central Bi Settlement Funds	☐Yes ☒No	

Attorney Legal Review:	Facilities Committee Review:	Finance Committee Review:
☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}
COUNTY OF TODD}
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Seal

BOLTON & MENK
Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201

Phone: (320) 231-3956
Bolton-Menk.com

28 October, 2026

Todd County Board of Commissioners
215 1st Ave S
Long Prairie, MN 56347

and

City of Long Prairie
615 Lake St S
Long Prairie, MN 56347

RE: Proposal for Soldier's Field Park Plan Development

Dear Todd County Board of Commissioners and City of Long Prairie,

Our Bolton & Menk team is excited for the opportunity to support the community in planning improvements to Soldier's Field and maximizing the impact of the recent $1.2 million in environmental and community improvement funds resulting from MPCA's investigation and fines against Central Bi-Products. While a splash pad is the most requested amenity, the City of Long Prairie has identified several additional features for potential incorporation into the park. A Park Plan will help ensure these improvements are thoughtfully coordinated with the splash pad and supporting amenities. Bolton & Menk has prepared the following scope to assist the community in developing a conceptual site plan that identifies proposed park features, evaluates layout options, and provides planning-level cost estimates to guide future improvements.

Please note we are flexible at tailoring the following scope and fee to best meet your needs.

We look forward to working with the City of Long Prairie and Todd County to complete this project and deliver lasting benefits. Josh Shields will work with Kent Louwagie to serve as your lead contact and project manager on this project. Please contact Josh at 515-460-1399 or joshua.shields@bolton-menk.com if you have any questions regarding this proposal.

Sincerely,

Bolton & Menk, Inc.

Josh Shields

Josh Shields, PLA
Principal Landscape Architect

Kent Louwagie

Kent Louwagie, PE
Municipal Project Manager, Principal

Enclosures: Scope of Services

METHODOLOGY/SCOPE OF SERVICES

Bolton & Menk will complete the following scope of services in support of the City of Long Prairie and Todd County to develop a conceptual layout plan incorporating future improvements at Soldier's Field Park. This includes but is not limited to the following:

- **Splash pad with pass through system**
- **New park restroom**
- **Ice Rink/multi-use concrete slab**
- **Warming house/Zamboni storage**
- **Playground with inclusive surfacing**
- **New park pavilion**
- **Improved stormwater improvements**
- **Utility upgrades (storm, sanitary, water and electrical)**
- **Sidewalks/Trails**
- **Outdoor exercise equipment**
- **Lighting**
- **Identify potential parking**

The detailed work plan below identifies the individual tasks our team will complete to deliver materials to guide future implementation needs.

Project Management

Our team will manage development of the park plan, working with your staff to identify opportunities to incorporate desired elements into a refined concept outlining a preferred vision for future improvements to Soldier's Field Park. With the city having already engaged the community to solicit ideas for desired park improvements, we are anticipating a limited engagement need to confirm a park plan aligning with the community's needs and desires.

Project Management

This general task includes overall project management efforts, coordination with team members, file management, review of invoices, and tasks required to successfully deliver the park plan.

Park Plan Development

Understanding who uses the park now (and who doesn't) and how the community would like to enjoy it once improvements are made will be essential to develop a park plan with broad public and staff support. Through public input and meetings with the city, we will assess current park functions and features that must be maintained while identifying needs and priorities that will allow the park to better meet the needs of the community.

Progress Meetings

We will hold progress meetings with city staff to review and discuss materials leading to ongoing development of a preferred park plan layout with supporting materials. These meetings will consist of a combination of in-person and virtual discussions, with a target duration of 60 minutes per session. We anticipate handling correspondence between these meetings through email or phone calls, as needed.

To assist the community in developing the Park Plan we are anticipating four progress meetings as outlined below.

Project Initiation

We will coordinate with the city to compile available data supporting development of a Soldier's Field Park Plan, including prior public input or plans. This effort will include coordination of a Kickoff Meeting to officially launch the project and allow the project team to review existing site conditions.

Deliverables: city/consultant PM introductions, schedule kickoff meeting date/time, city to provide documentation to assist with understanding of project history

- **Kickoff Meeting (Progress Meeting #1) (in-person)**
  To initiate the project, we'll hold an in-person kickoff meeting to introduce the team, confirm the schedule and public engagement plan, coordinate file sharing, review desired park amenities, explore potential uses and programming needs for park buildings, and discuss existing site features. This will position us for effective ongoing progress meetings.
  (Prior to, or after, this meeting, the project team will perform a field visit to the site to take photos and better understand the context of the site to assist with park plan development.)

  Deliverables: meeting agenda, meeting minutes, base mapping with notes identifying site features that may need to be preserved (MPCA monitoring wells) and a list of desired park improvements and building needs

Preliminary Concept Development

The initial phase of concept development will include development of site diagrams identifying circulation patterns, safety and accessibility needs, potential building and structure locations, potential park feature locations and likely stormwater areas. These diagrams will be included in Progress Meeting #2 and will be used to illustrate site opportunities.

This initial phase will include preparation of preliminary building diagrams (two per structure) to explore right-sized solutions based on anticipated park use, functional needs, and supporting spaces. These concepts will be reviewed in Progress Meeting #2 to illustrate potential building organization, scale, and opportunities for efficient shared-use spaces.

The project team will also prepare two unique park concept layouts based on input from Progress Meeting #1 and in consideration of site analysis findings. These concepts will incorporate desired features while considering circulation, accessibility, and potential phasing opportunities. They will be to-scale sketch layouts over an aerial base and supported by precedent images, sketches, and annotations to articulate design intent; particularly with architectural elements.

- **Progress Meeting #2 (virtual)**
  We will present the two preliminary sketch concepts and right-sized building diagrams developed from discussion at Progress Meeting #1 to solicit feedback from staff and provide the project team with a list of desired refinements. Following this meeting we will incorporate desired changes so two unique concepts remain. These refined concepts will be displayed at a public open house to gather comments for use in preparing a preferred park plan.

  Deliverables: meeting agenda, meeting minutes, two unique concept plans, preliminary building diagrams, character imagery and sketches, inventory and analysis diagrams, annotations supporting design intent and improvement elements

- **Public Open House (in-person engagement)**
  We will host a public open house to share information on the project with the public and collect feedback on desired park recommendations. We will have preliminary concept materials set up with staff available to answer questions and facilitate discussion with residents. We intend this to be an interactive (and fun!) event with markers, sticky notes, and dot-voting opportunities to capture the community's input.

  Deliverables: presentation boards, comment cards, sign-in sheets, post engagement summary

Preferred Concept Development

Using feedback from Progress Meeting #2, the public open house and council, the project team will prepare one recommended park layout and revised building layouts that incorporates all identified desires as feasible. This will include a refined programming plan for each type of structure and guidance for building systems and materials to inform cost implications. We anticipate this may include components from both concept plans, as well as items that may not have been previously shared. This park plan will be a to-scale graphic sketch representing the future vision of the park and will be supported by precedent images, sketches, and narratives to articulate design intent and improvement feature desires.

Deliverables: one recommended concept with supporting information in presentation board format

- **Progress Meeting #3 (virtual)**
  We will present the preferred park plan and supporting information to obtain feedback on desired refinement prior to assembly of a draft park plan packet. This plan will consist of a refined and annotated graphic layout depicting future park improvements.

  Deliverables: meeting agenda, meeting minutes, 2D sketch plan rendering of the overall park plan, and building layouts

Park Plan Assembly

Our team will compile materials from the planning process into a clear, actionable document. This will include an introduction and project background; inventory and analysis diagrams; engagement summary; a preferred park plan; final building layout plan, and an estimate of probable construction costs. We will provide a full draft for review by city staff prior to finalizing it for Council and Board action.

- **Phase 1 Improvements (part of Progress Meeting #4 review)**
  We'll identify improvements desired as part of a phase 1 project based on discussions with city staff. Phase 1 features will be noted graphically to identify contingencies with other improvements using color-coding.
- **Cost Estimates (part of Progress Meeting #4 review)**
  Our team will develop planning level cost estimates for recommended park improvements. These estimates will help the city understand funding needed for initial improvements and potential implications for future park enhancements.
- **Funding Sources (part of Progress Meeting #4 review)**
  Our team will use our expertise in parks and recreation specific funding to provide a list of potential public and private funding sources.

Deliverables: PDF file of full draft including preferred site and building concept layout and supporting materials with identified phase 1 and future improvements, planning-level estimate of probable costs and potential funding sources

- **Progress Meeting #4 (virtual)**
  We will review the draft park plan to provide clarification or identify revisions needed prior to finalizing the plan and preparing to present it to council for consideration.

  Deliverables: draft park plan document

Finalize Soldier's Field Park Plan

Bolton & Menk will incorporate revisions identified during document review in Progress Meeting #4 and will prepare materials for council to consider the plan at one of their regularly scheduled meetings.

Deliverables: final park plan draft

- **City Council and County Board Park Plan Approval (in-person)**
  Our team will collaborate with city staff to present the Soldier's Field Park Plan to city council for consideration of adoption.

  Deliverables: materials for council packet and board meeting, PowerPoint presentation

- **Deliver Final Park Plan (electronic submittal)**
  Bolton & Menk will incorporate revisions requested as part of their consideration action and will provide the city with a final park plan for use and distribution.

  Deliverables: final park plan document (in PDF and hardcopy format) Bolton & Menk will supply the city with two printed and bound hard copies of the final park plan

Schedule

We have developed a schedule detailing anticipated tasks, critical path timeline, and completion dates. This schedule is based on our understanding of the project, description, and our experience on similar efforts for other communities. If selected as a project partner, Bolton & Menk will work with city staff to revise and update this schedule to ensure successful delivery of the Soldier's Field Park Plan. We are committed to working with the city to deliver this park plan over an anticipated six-month timeframe; once we are directed to proceed by the city.

Project Schedule – 2026/27	
Task	**Finish**
Scope of Services Approval	November 2026
Project Initiation	November/December 2026
Preliminary Concept Development	January/February 2027
Preferred Concept Development	Early/Mid-March 2027
Park Plan Assembly	Mid-March – April 2027
Finalize Soldier's Field Park Plan	Late April 2027

Budget

Bolton & Menk understands the importance of delivering project tasks on time and within budget. We closely monitor time, budget and efficiency of our staff to provide value and savings for our clients. We propose to provide the work described above on an **HOURLY NOT-TO-EXCEED** contract up to a total fee of **$34,875**. Hours will be billed monthly for work completed.

We understand the proposed scope of work is dynamic and subject to modification, and our scope of services and estimated fee is open to further negotiation. Fees that are normal and customary expenses associated with operating a professional business will not be charged separately. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, and routine expendable supplies; and no separate charges will be made for these activities or materials.

Elective Service Considerations

The following are elective services we feel will provide value to the city as part of development of this park plan. We have described scope associated with each service election, along with associated fee aligning with identified scope and would be happy to add any of these services to the list of base services, should the city desire to include them as part of this project.

- **Grant / Funding Assistance** **$3,000**

  Assist the city in developing a comprehensive funding plan to support the advancement and implementation of identified park improvements. The funding plan will evaluate the project's anticipated costs, schedule, eligibility, and readiness against potential federal, state, regional, and local funding opportunities. Work will include:

  - Review plan, cost estimate, schedule, and funding needs by project phase.
  - Identify and evaluate all applicable competitive programs.
  - Assess each funding source for eligibility, competitiveness, required match, funding limit, application timing, readiness requirements, and anticipated availability.
  - Develop a recommended funding strategy and sequencing plan identifying priority opportunities, potential funding combinations, local match needs, and target application cycles.
  - Summarize the recommended programs, anticipated request amounts, key milestones, application deadlines, and next steps.

- **Building Renderings** **$4,000**
  - Develop a three-dimensional architectural rendering illustrating the proposed building's overall form, character, and relationship to the surrounding park. The rendering can communicate the design concept to the community.

- **Additional Engagement** **Varies/TBD**
  - Conduct additional public engagement beyond the proposed open house, such as an online survey, targeted stakeholder discussions, youth/sports user-group meetings, or an additional community workshop.

Anticipated Design Development Services

The following services are not included in this agreement and are noted here as anticipated efforts necessary as part of design development for an identified phase 1 improvements project. We would be happy to provide anticipated costs for these services, should the city desire us to look at these efforts as part of this park plan development project.

Bolton & Menk would be happy to develop a scope and fee to assist the community with design and bidding phase services once an identified phase 1 project has been identified.

- **Topographic Survey**
  - Perform a topographic survey of Soldier's Field Park to document existing grades, utilities, pavement, structures, vegetation, and other site features to support future design and construction.

- **Geotechnical Investigation**
    - Complete preliminary soil borings and geotechnical evaluation at anticipated building, pavement, or major park improvement locations. Findings could inform preliminary foundation assumptions, pavement design, stormwater considerations, and future construction budgeting.

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Board Action Form

Requestor to Complete:

Type of Action Requested *(Check one)*:		**Board Action Tracking Number :**
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	*(Issued by Auditor/Treasurer Office)* **20261102-09**

Agenda Topic Title for Publication:	**SCORE Agreement with MPCA**	
Date of Meeting: November 17, 2026	Agenda Time Requested: 10 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Solid Waste		
Person Presenting Topic at Meeting: Chris McConn		

Background: *Supporting Documentation enclosed* ☒

As summarized in the attached Memo, the Minnesota Pollution Control Agency (MPCA) pays Todd County about $80-85,000 per year through a SCORE Grant. To receive the funds, the County signed a Grant Agreement in 2021. The Agreement expired in June, 2026. The MPCA has sent an updated grant agreement.

Options:

1. **Authorize Solid Waste Director to sign the five-year SCORE Grant Agreement via Docusign.**
2. **Do not authorize solid waste director to sign the five-year Grant Agreement via Docusign.**

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Authorize Solid Waste Director to sign the five-year SCORE Grant Agreement via Docusign.

Additional Information:	**Budgeted:**	**Comments**
Financial Implications: $ $80,000/year **Funding Source(s):**	☒Yes ☐No	This is a source of revenue

Attorney Legal Review:	Facilities Committee Review:	Finance Committee Review:
☐ Yes ☒ No ☐ N/A	☐ Yes ☒ No ☐ N/A	☐ Yes ☒ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal

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TODD COUNTY SOLID WASTE
30433 US 71
Browerville, MN 56438
Phone: 320-594-2210
Fax: 320-594-3022

MEMORANDUM

Date: October 27, 2026

To: Board of Commissioners

Cc: Mike Eberle, Transfer Station Supervisor

From Chris McConn, Solid Waste Director

Re: 2026-2031 SCORE AGREEMENT

I. Background Information

The Minnesota Solid Waste Management Tax generates over $120 Million in revenue from taxes. Approximately $20 million is returned to the counties in the form of SCORE (Select Committee on Recycling and the Environment) grants administered by the Minnesota Pollution Control Agency (MPCA). The grants require the money be spent to promote recycling, in conformance with Minnesota Statute 115A.557 and Minnesota Statute 116.03, Subd. 2. Todd County receives about $80-87,000 per year from its SCORE Grant. Todd County signed a SCORE Grant Agreement in 2021. That agreement expired June 30, 2026. The MPCA recently sent a new grant agreement (attached). The following summarizes changes in the conditions of the proposed agreement compared to the past agreement.

II. Grant Agreement Conditions

Most of the grant agreement language remains unchanged, including a five-year term, and citations to obligations to spend the funds on recycling and landfill diversion activities. However, the following was added:

a. Payments will not be made if reports or deliverables are past due (Section 4.1)

Currently, Todd County is scheduled to submit the following reports to the MPCA:

- 2026 Annual Report (due March 1, 2026)
- Solid Waste Management Plan (expires December 15, 2030)

Based on email from MPCA Representative Ben Crowell on 10/27/2026, MPCA typically withholds payments until Annual Reports are submitted. Payment is withheld for SWMP's late by more than 6 months, unless county has submitted and is working on edits to complete.

b. Duplicate Services (Section 5.1(B))

   Mr. Crowell said he thinks this is only for when County delegates work to townships.

c. Subcontracting (Section 6.1)

   Requires formal “legal agreements” and reporting to MCPA on “subrecipients and subcontractors”, but does not define “reporting”. County uses SCORE grant funding to pay for things like licensed haulers collecting recyclables.

   Mr. Crowell said he thinks this is for when County delegates to another entity, like townships, but not contracted services.

d. Monitoring (Section 6.2)

   Requires County to “monitor” the activities of “subrecipients”, but does not define “monitoring”. Mr. Crowell believes this is only for delegation of SCORE duties to other entities and no longer overseeing the project/program itself.

e. Contracting and Bidding Requirements

   Requires compliance with Minnesota Statute §471.345. This statute requires competitive bidding and prevailing wages for construction and maintenance work. Mr. Crowell mentioned that Minnesota Statute 400 applies and will be added in the next grant agreement. He said that prevailing wages are required for, “outside entities” doing more than $2,500 in a single trade or over $2,000 for multiple trades.

f. Suspended and Debarred vendors

g. Website postings

h. Prevailing Wage (Minnesota Statute §177.41)

i. Paid Leave (Minnesota Statute §268B)

j. Voter Registration (Minnesota Statute §201.162)

III. Recommendation

The proposed SCORE Grant Agreement as written has several additional requirements. It is more vague with more responsibilities. While this creates some uncertainty, staff respectfully request authorization to sign the SCORE grant agreement.

Docusign Envelope ID: 30982C10-7222-85A1-8280-8075CCA76AC9

MINNESOTA POLLUTION CONTROL AGENCY
520 Lafayette Road North, St. Paul, MN 55155

STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT

SWIFT Contract Number: 297349
AI: 100050
Activity ID: PRO20260001

This Grant Contract Agreement is between the State of Minnesota, acting through its **Minnesota Pollution Control Agency**, 520 Lafayette Road North, St. Paul, MN 55155 ("MPCA" or "State"), and **Todd County**, 30433 US Highway 71, Browerville, MN 56438 ("Grantee").

Recitals

1. Under Minnesota Statutes § 116.03, Subd. 2, the State is empowered to enter into this Grant Contract Agreement.
2. The State is in need of the **SCORE Grant** ("project").
3. The Grantee represents that it is duly qualified and agrees to perform all services in accordance with this Grant Contract Agreement.

Grant Contract Agreement

1. Term of Grant Contract Agreement

1.1 **Effective Date. July 1, 2026**, or the date the State obtains all required signatures, whichever is later.

1.2 **Expiration Date. June 30, 2031,** or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 **Survival of Terms.**
The following clauses survive the expiration or cancellation of this Grant Contract Agreement: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

2. Grantee's Duties

The Grantee will carry out all duties under this Grant Contract Agreement in accordance with Minnesota Statute § 115A.557.

3. Time

The Grantee is required to perform all the duties cited within clause two "Grantees Duties" within the grant period. The State is not obligated to extend the grant period.

4. Consideration and Terms of Payment

The consideration for all services performed by the Grantee pursuant to this Grant Contract Agreement shall be paid by the State as follows:

4.1 **Compensation**
Payment amounts will be distributed according to Minnesota Statute § 115A.557, Subd.1. Payments will not be made if reports or deliverables are past due.

4.2 **Administrative Costs**
Grantee administrative costs must be necessary and reasonable.

5. Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed in accordance with Minnesota Statute § 115A.557 to the State's satisfaction, as determined by the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The State will issue payment for services actually performed and that meet all terms, conditions, and specifications of the Grant Contract Agreement. If the State disputes in good faith or raises questions regarding any portion of the amount owed to the Grantee or if the State otherwise requires any adjustment to an invoiced amount, the State will notify Grantee in writing of the nature and basis of the dispute or adjustment. The Grantee will not receive payment for work that does not meet all terms, conditions, and specifications of the Grant Contract Agreement or that was performed in violation of federal, state, or local law. Additionally, the State has authority to temporarily withhold payments in accordance with Minnesota Statutes § 15.013, subd. 7, when there is a credible allegation of fraud under investigation.

5.1 **Payment Recoupment**

Grantee must repay State upon demand or the State may deduct from future payments under this Grant Contract Agreement any improper payments made under this Grant Contract Agreement including:

A. Any amounts paid by State for which Grantee's books, records and other documents required to be maintained by Grantee pursuant to Section 12, State Audit and Section 13, Government Data Practices, are not sufficient to clearly substantiate that those amounts were used by Grantee to perform contract services, in accordance with clause 2 "Grantee's Duties."

B. Any amount paid by State for services which either duplicate services covered by other grants or contracts, or for any other costs determined by State as non-allowable or ineligible;

C. Any unexpended funds that have not been accounted for in a financial report to the State.

6. Subcontracting and Subcontract Payment

6.1 **Subrecipient**

A subrecipient is a person or entity that has been awarded a portion of the work authorized by this Grant Contract Agreement with the Grantee. The Grantee must document any subaward through a formal legal agreement. The Grantee must provide timely notice to the State of any subrecipient(s) prior to the subrecipient(s) performing work under this Grant Contract Agreement.

6.2 **Monitoring**

The Grantee must monitor the activities of the subrecipient(s) to ensure the subaward is used for authorized purposes; is in compliance with the terms and conditions of the subaward, Minnesota Statutes § 16B.97, Subd.4 (a) (1) and other relevant statutes and regulations; and that subaward performance goals are achieved.
During this Grant Contract Agreement, if a subrecipient is determined to be performing unsatisfactorily by the State's Authorized Representative, the Grantee will receive written notification that the subrecipient can no longer perform services authorized by this Grant Contract Agreement.

6.3 **Performance**

No subagreement shall serve to terminate or in any way affect the primary legal responsibility of the Grantee for timely and satisfactory performance of the obligations contemplated by the Grant Contract Agreement.

6.4 **Payment**

The Grantee must pay any subrecipient or contractor for completed work in a timely manner, not to exceed 30 days of receiving reimbursement or payment for services from the granting agency.

7. Contracting and Bidding Requirements

The Grantee is required to comply with Minnesota Statutes § 471.345, Uniform Municipal Contracting Law when contracting for goods or services.

7.1 **Suspend and Debar**
The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota: Suspended and Debarred Vendors, Minnesota Office of State Procurement or by the federal government: Excluded Entity Information.

8. Authorized Representatives

8.1 **State**
The State's Authorized Representative is **Ben Crowell**, 504 Fairgrounds Road, Suite 200, Marshall, MN 56258, 507-476-4261, Ben.Crowell@state.mn.us, or their successor or designee, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Grant Contract Agreement.

8.2 **Grantee**
The Grantee's Authorized Representative is **Chris McConn**, 1115 North Tower Road, Fergus Falls, MN 56537, 218-998-8904, Cmcconn@ottertailcounty.gov, or their successor. If the Grantee's Authorized Representative changes at any time during this Grant Contract Agreement, the Grantee must promptly notify the State.

8.3 **Website Posting**
The Grantee must clearly post on the Grantee's website the contact information for the Grantee's leaders and contact information for the person(s) responsible for managing and overseeing this Grant Contract Agreement. The Grantee further agrees to keep this contact information current and provide a prompt response to public inquiries about the Grant Contract Agreement.

9. Assignment, Amendments, Waiver, Change Orders, Contract Complete

9.1 **Assignment**
The Grantee may neither assign nor transfer any rights or obligations under this Grant Contract Agreement without the prior consent of the State and a fully executed agreement by the authorized parties or their successors.

9.2 **Amendments**
Any amendment to this Grant Contract Agreement must be in writing and will not be effective until it has been approved and executed by the same parties who approved and executed the original Grant Contract Agreement or their successors.

9.3 **Waiver**
If the State fails to enforce any provision of this Grant Contract Agreement, that failure does not waive the provision or its right to enforce it.

9.4 **Change Orders**
If the State's Project Manager or the Grantee's Authorized Representative identifies a change needed in the budget, either party may initiate a Change Order using the Change Order Form provided by the MPCA. Change Orders may not delay or jeopardize the success of the Project, alter the overall scope of the Project, increase or decrease the overall amount of the Grant Contract Agreement, or cause an extension of the term of this Grant Contract Agreement. Major changes require an Amendment rather than a Change Order.

The Change Order Form must be approved and signed by the State's Project Manager and the Grantee's Authorized Representative in advance of doing the work. Documented changes will then become an integral and enforceable part of the Agreement. The MPCA has the sole discretion on the determination of whether a requested change is a Change Order or an Amendment. The state reserves the right to refuse any Change Order requests.

9.5 **Contract Complete**
This Grant Contract Agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this Grant Contract Agreement, whether written or oral, may be used to bind either party.

10. Liability

Each party will be responsible for its own acts and behavior and the results thereof.

11. State Audits

Pursuant to Minnesota Statutes § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices relevant to this Grant Contract Agreement are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Grant Contract Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

State may recover payments as described in Section 5.1, Payment Recoupment, for improper payments found during the term of the grant award, during the audit period described in this section, or until expiration of the relevant statute of limitations, whichever is later.

12. Government Data Practices

All data collected, created, received, stored, used, maintained, or disseminated under this Grant Contract Agreement by the State or Grantee are government data as defined in Minnesota Statutes § 13.02, subd. 7. The Grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The civil remedies in Minnesota Statutes § 13.08, administrative remedy in Minnesota Statutes § 13.085, and the criminal penalties in Minnesota Statutes § 13.09 apply to the administration of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must promptly notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

13. Intellectual Property Rights

13.1 **Intellectual property rights**

The State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this Grant Contract Agreement. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Grant Contract Agreement. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this Grant Contract Agreement. The Documents shall be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee, at the Grantee's expense, upon the written request of the State, or upon completion, termination, or cancellation of this Grant Contract Agreement. To the extent possible, those Works eligible for copyright protection under the United States' Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

13.2 **Obligations**

A. **Notification**. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this Grant Contract Agreement, the Grantee shall immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure therein.

B. **Representation**. The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause Liability, the Grantee shall indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including, but not limited to, attorney fees. If such a claim or action arises or in Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

C. **License.** The State hereby grants a limited, no-fee, noncommercial license to the Grantee to enable the Grantee's employees engaged in research and scholarly pursuits to make, have made, reproduce, modify, distribute, perform, and otherwise use the Works, including Documents, for research activities or to publish in scholarly or professional journals, provided that any existing or future intellectual property rights in the Works or Documents (including patents, licenses, trade or service marks, trade secrets, or copyrights) are not prejudiced or infringed upon, that the Minnesota Data Practices Act is complied with, and that individual rights to privacy are not violated. The Grantee shall indemnify and hold harmless the State for any claim or action based on the Grantee's use of the Works or Documents under the provisions of Clause 10.2(b)(2). Said license is subject to the State's publicity and acknowledgement requirements set forth in this Grant Contract Agreement. The Grantee may reproduce and retain a copy of the Documents for research and academic use. The Grantee is responsible for security of the Grantee's copy of the Documents. A copy of any articles, materials or documents produced by the Grantee's employees, in any form, using or derived from the subject matter of this license, shall be promptly delivered without cost to the State.

14. Workers' Compensation

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

15. Governing Law, Jurisdiction, Venue

Venue for all legal proceedings out of this Grant Contract Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16. Termination

16.1 **Termination by the State**

A. **Without Cause.** The State may terminate this Grant Contract Agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services performed in accordance with this Grant Contract Agreement.

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

Per Minnesota Statutes § 16B.991, the State must immediately terminate this Grant Contract Agreement if the recipient is convicted of a criminal offense related to a State grant. "Recipient" includes individuals, entities, and key personnel of entities, including board members, officers, executives, employees, or agents with authority over or access to grant funds, and any individual in a position of fiduciary responsibility related to the grant. Grantee must promptly notify the State if, during this award, any of its employees with access to grant funds is convicted of a criminal offense related to a state grant.

16.2 **Termination by the Commissioner of Administration**
The Commissioner of Administration may immediately and unilaterally terminate this Grant Contract Agreement if further performance under the agreement would not serve agency purposes or performance under the Grant Contract Agreement is not in the best interest of the State.

16.3 **Termination for Insufficient Funding**
The State may immediately terminate this Grant Contract Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Grant Contract Agreement. Termination must be by written notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services performed in accordance with the Grant Contract Agreement to the extent that dedicated funds are available.

In the event of temporary lack of funding or appropriation, the State may pause its obligations under this Grant Contract Agreement without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Contract Agreement. The Grantee will be notified in writing of the temporary pause, and the Grantee's ability to provide services may be temporarily suspended during this period. The State will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the Grant Contract Agreement may resume.

The State will not be assessed any penalty if the Grant Contract Agreement is terminated due to insufficient funding. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving notice.

17. Publicity and Endorsement

17.1 **Publicity**
Any publicity pertaining to the services resulting from this Grant Contract Agreement shall identify the State as the sponsoring agency. Publicity includes, but is not limited to: websites, social media platforms, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee or its employees individually or jointly with others or any subcontractors. All projects primarily funded by state grant appropriations must publicly credit the State, including on the Grantee's website, when practicable.

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

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

19. Grantee Operations and Mandatory Disclosures

19.1 **Conflict of Interest**
Grantee and any subrecipients must maintain written standards of conduct governing conflicts of interest and the actions of its employees and representatives involved in administering any aspect of this Grant Contract Agreement,

Docusign Envelope ID: 30982C10-7222-85A1-8280-8075CCA76AC9

including the selection and oversight of contracts or subawards or subrecipients. In addition, the Grantee must maintain written standards of conduct covering organizational conflicts of interest.

19.2 **Complaints**
Grantee must maintain a process for receiving, investigating, and resolving complaints regarding the provision of any services outlined in this Grant Contract Agreement, including complaints about potential fraud or unlawful use of state grants administered by Grantee.

19.3 **Prevailing Wage**
The Grantee and any subrecipients must comply with prevailing wage rules per Minnesota Statutes § 177.41 through 177.50, as applicable.

19.4 **Paid Leave**
The Grantee must be in compliance with Minnesota Paid Leave governed by Minnesota Statutes Chapter 268B, as applicable. The Grantee's employees and agents will not be considered State employees.

19.5 **Voter Registration**
As applicable, Grantee certifies that it will comply with Minnesota Statutes § 201.162 by providing voter registration services for its employees and for the public served by Grantee. Voter registration materials can be found on the Secretary of State's website.

19.6 **Grantee Certification**
Grantee certifies that none of its employees with access to grant funds, or who holds fiduciary responsibility or authority over the grants, including board members, officers, executives, employees, or agents of Grantee has been convicted of a criminal offence related to a state grant. Grantee must promptly notify the State if, during the course of this award, any of its employees with access to grant funds is convicted of a criminal offense related to a state grant.

19.7 **Notification of Unlawful Use of Funds**
Grantee must promptly disclose to the State whenever, in connection with this grant award, it has evidence of unlawful use of grant funds or violations of federal or state law related to this grant, including possible fraud or misuse, conflict of interest, bribery, or other financial crimes by personnel of the grantee, subgrantee, subrecipients, or beneficiaries.

20. Publicly Posted Performance Evaluations
For awards greater than $25,000, a grantee performance evaluation will be posted publicly in accordance with Minnesota Statutes § 16B.98, Subdivision 12 and OGM Policy 08-13.

21. Reporting and Monitoring Requirements
It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant contract agreement have been met. Annual reports must be submitted via ReTRAC or successor reporting system.
In the event a monitoring visit(s) is required by the State, the Grantee shall cooperate with the State and shall comply with the State's request for documentation and other information, before, during and/or after the visit(s).

Signatures

Title	Name	Signature	Date
Otter Tail Co., SW Director	Chris McConn		

Initial



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 :**
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	*(Issued by Auditor/Treasurer Office)* **20261102-10**

Agenda Topic Title for Publication:	**Authorization to submit Sourcewell 3rd Party Reimbursement Funds for Local Government Grant Application**	
Date of Meeting: 11/02/2026	Agenda Time Requested: 3 Minutes	☐ Consent Agenda
Organization / Department Requesting Action: Administration		
Person Presenting Topic at Meeting: Jackie Bauer		

Background: *Supporting Documentation enclosed* ☒

The Sourcewell 3rd Party Reimbursement Funds for Local Government Grant Application is nearing completion and will soon be ready for submission. Authorization is requested to submit the grant application for reimbursement in the amount of $4,320.00 to cover the cost of engaging Gallagher as a consultant to develop a customized Employee Handbook for Todd County.

Options:

1. Approve authorization to apply for the 3rd Party Reimbursement Grant through Sourcewell.
2. Do not approve.

Recommendation:

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

Additional Information:	**Budgeted:**	**Comments**
Financial Implications: $ 4,320.00 **Funding Source(s):** Grant Funds	☐Yes ☒No	

Attorney Legal Review:	Facilities Committee Review:	Finance Committee Review:
☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A	☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal



Todd County

Proposal Outline

September 18, 2026

Jennifer Christopher
Manager, Customer Success, HR & Organizational Effectiveness

D: (203) 459 4261 | M: (203) 451 4502
Jennifer_Christopher@ajg.com

Gallagher
Human Resources & Compensation Consulting
2850 Golf Road
Rolling Meadows, IL 60008

AJG.com

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Gallagher

Insurance | Risk Management | Consulting

Introduction

We are happy that you're considering Gallagher HR & Organizational Effectiveness, as an HR partner for Todd County. Based on our discussions, we can provide expertise and support to fill gaps at your organization, and we are prepared with trusted solutions for your HR and payroll needs.

Gallagher HR & Organizational Effectiveness has over 20 years of experience providing premium HR consulting services to thousands of organizations across every industry. We help our clients improve their organizational effectiveness and create extraordinary employee experiences by designing and delivering customized solutions. Organizations face many HR challenges, but our segmented approach to consulting makes us ready to partner with you with cost-effective solutions at every stage of growth.

Please review the proposed Statement of Work (SOW) for the services we discussed and let us know if you have any questions or would like to get together to refine the scope.

Sincerely,

Jennifer Christopher

Our Suite of Services

Gallagher HR & Organizational Effectiveness and its team of HR professionals offer a comprehensive suite of HR related services and support designed to meet the needs of businesses of all types and sizes, across all industries.

Some of our most popular and sought after services include:



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Scope of Work

OUTLINE OF SERVICES TO BE PROVIDED	
Project:	Employee Handbook Services
Client Project Manager:	Lisa Guzek

Scope:	Gallagher will create a customized Employee Handbook for the Client, which is compliant with all federal requirements and regulations set forth in the Client's one (1) locations:
	
	• MN
	
	Gallagher will utilize our PolicySmart Technology* platform to produce a template that will serve as the Handbook's foundation. Handbook will consist of a main National Handbook with State Addendums.
	
	Utilization of other templates or updates to established handbooks not available within this level of service. Does not include a complete review of prior handbooks or the extraction of policies from them. Client will be required to provide consultant with any company-specific policies they would like to include at the time of the intake meeting.
	
	The Handbook customization and rollout process may include (but is not limited to) the following policies and steps:
	
	• Completion of a client questionnaire which will provide critical information to be used to customize the Handbook template, including (but not limited to):
	  • Names and contact information for key individuals to be included in the manual (i.e. HR representatives, etc.).
	  • Mission statements.
	  • T&E Policy.
	  • PR/Media and Social Media Policies.
	  • Utilization of employee classification statuses (i.e. full-time, part-time, exempt, non-exempt, etc.).
	  • Employee headcount at each location.
	  • Utilization of confidentiality and non-compete agreements.
	  • Performance Review schedule.
	  • Payroll schedule.
	  • Work schedules.
	  • Remote Work Policies.
	  • FMLA and Parental Leave.
	  • Employee Monitoring.
	  • Paid Time Off.
	  • Holidays.
	  • Tuition Reimbursement.
	• Review of identified existing policies (formal, written, or implied), which might include:

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	• Progressive discipline. • Professional membership reimbursements. • Emergency closings. • Reconciliation between company-specific policies and those mandated by federal or state law. • Inclusion of Client policies into PolicySmart template while maintaining all required compliance standards. • Presentation of an initial Handbook draft to the Client for review, discussion, and edits. The final output will be a compliant electronic Employee Handbook in both Word and PDF format. *PolicySmart Technology is powered by global employment and labor law firm Littler Mendelson.
Resource Level:	HR Business Partner and Project Leader
Estimated Hours:	10 - 14 hours; to be completed within six months from execution of this project.
Initial Budget*:	$3,600 - $4,320, which includes a $1,650 non-refundable template fee. *This budget is an estimate of the time and resources needed for the scope of services. Gallagher will invoice for actual time incurred, *which may vary based on client needs.*
Invoicing Terms:	The Template Fee of $1,650 shall be billed upon execution of this project, with the balance billed weekly for time expended in the prior week. The duration of a handbook project is dependent on the client's engagement and responsiveness. If, due to Client's delay or failure to engage, this Handbook is not completed within six (6) months of the start date listed above, Client will forfeit any fees paid and will be required to enter into a new project for same.
Expiration:	This proposal is valid for sixty (60) days from inception date.

Resource Level	Rate Per Hour
HR Coordinator	$115
HR Specialist	$140
HR Business Partner	$180
Senior HR Business Partner	$250
Senior Compensation Manager	$300
Project Leader – HR	$330
Practice Leader - HR	$375

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As your Trusted Advisor we have additional information for your consideration based on your current focus

You can expect a trusted advisor in Gallagher, not just a vendor focusing on only one aspect of your HR offerings. While there are numerous vendors that can provide HR consulting, our subject matter expertise is brought to life in the way we partner with our clients and is what truly sets Gallagher apart.

Our consulting style is proactive and collaborative. We strive to provide you with relevant information and partner with you to support informed decisions and anticipate the future. As experts in providing a broad spectrum of human resource and talent management capabilities, depending on the results/findings of your assessment, we typically see organizations that work with us on HR may also be looking to engage in one or more of the following areas:

Leadership and Strategy Consultant Advisory

We can provide tailored solutions for leadership transitions, workforce planning, organizational design, culture transformation, and team effectiveness. Our experienced consultants provide expertise and processes to boards during impending leadership transitions. Leveraging data driven insights, we deliver executive coaching, leadership development, and retention strategies to align talent with business goals, enhance performance, and drive sustainable organizational growth.

We can help you with:

- Executive Coaching
- Leadership Development Programs
- Organizational Readiness Assessments for Future Needs (i.e., workforce skill gaps, retention risks)
- Workforce Planning
- People Strategy/Business Goals Alignment
- Team Assessments
- Internal Talent Assessment
- Organizational Design
- Culture Transformation
- Employee Retention & Engagement Strategy
- Change Management
- Developing a Board Pathway
- Hire and Develop Talent
- Facilitated Focus Groups

Communications

You may encounter some cases that require communication such as sharing outcomes and findings of your engagement survey. Our award-winning Communications Practice is a global leader in employee communications. We **increase your business performance** by amplifying the entire employee experience through world leading employee communications.

Here are some of the ways we may be able to help you:

- Benefits (Total Wellbeing) Communications
- **Compensation Communication**
- Reward Communication
- Retirement Communication
- **Internal Communication (IC)**
- Audit and Insight – Communication Effectiveness
- Organizational Change Communication
- Digital (Communication) Experience
- **Employee Value Proposition (EVP) Development and Communication**
- Personalized Portals
- Non-personalized Portals
- Decision-support Tools



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Compensation & Rewards

We strengthen the employer-employee relationship by designing fair, equitable, competitive, and seamless compensation and rewards programs. We deliver on this promise with our world-class consultants, who are experts in the industry – and equally amazing people.

Our unique approach combines exceptional data-driven methodologies with industry-specialized experience.

We offer a wide variety of compensation consulting services:

- Executive Compensation
- Specialized Comp & Class Industries
- Sales Compensation
- Online Total Rewards
- Pay Equity/Gender / Ethnicity
- Market Pricing
- Pay Benchmarking
- Pay Program/Practices / Structures
- Incentive Design
- Compensation & Reward Strategy
- Job Measurement/Leveling
- Job Architecture
- Corporate Governance - Compensation Committee
- Board of Directors Compensation (Board Level)

Policy

Think of our team as an extension of your HR & Organizational Change team - we can help you with strategic advisory, one-off projects, and "HR in a box" solutions.
From HR policy development, compliance guidance, DEI matters, career transition services, HR technology selection and implementation, People Operations (Policies, Handbooks, JDs, Leave, Workplace Investigation) and organizational change management, we offer a wide variety of HR support.

Here are some of the ways we can provide support:

- Employee Policies
- Handbooks
- Job Descriptions
- Leave Management
- Investigations into allegations of inappropriate workplace conduct
- Harassment
- Assaults and customer complaints about staff



We welcome the opportunity to further explore how we can partner with you in these critical areas.

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