



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Tuesday, November 4, 2025

9:00 AM

*Meeting to be held in the County Board Room
at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.*

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)

Public Comment Period: 8:45 a.m.

| Agenda Item # | | Agenda Time: |
|----------------------|---|---------------------|
| 1 | Call to Order and Roll Call | 9:00 |
| 2 | Pledge of Allegiance | 9:01 |
| 3 | Amendments to the Agenda | 9:02 |
| 4 | Potential Consent Items | 9:03 |
| 4.1 | Meeting Minutes - October 21st, 2025 | |
| 4.2 | Accept the resignation of Tyler Winkles, FT Deputy 10/24/2025 | |
| 4.3 | Accept the resignation of Eric Dahl, Seasonal Recreation Assistant 10/03/2025 | |
| 4.4 | Accept the resignation of Lukas Duchene, Seasonal Recreation Assistant 10/01/2025 | |
| 4.5 | Accept the resignation of Emma Drum, Seasonal Recreation Assistant 08/17/2025 | |
| 4.6 | Hire Andrew Schultz FT Correctional Officer Start date: 11/05/2025 | |
| 4.7 | Hire Administrative Assistant I - Dominik Estrella Becerra Start date: TBD | |
| 4.8 | Hire Resource Navigator/Interpreter - Juan Vasquez Garcia Start date: TBD | |
| 5 | County Auditor-Treasurer | 9:05 |
| 5.1 | Auditor Warrants - October 2025 | |
| 5.2 | Commissioner Warrants | |
| 5.3 | Health & Human Services Commissioner Warrants | |
| 5.4 | Health & Human Services SSIS Warrants | |
| 5.5 | Audit Services for Years Ended 2025, 2026 & 2027 | |
| 6 | Public Works | 9:10 |
| 6.1 | Final Payment Authorization - 2025 Gravel Surfacing Contract | |
| 7 | MIS | 9:15 |
| 7.1 | Annual Server Purchase | |
| 7.2 | Purchase New Tape Drive | |
| 8 | Solid Waste | 9:20 |
| 8.1 | Ideal Construction Asphalt Surfacing | |
| 9 | Administration | 9:25 |
| 9.1 | Organizational Chart Update - Records/Assessor's Office | |

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.*



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Board Action Form

Requestor to Complete:

| | | |
|--|--|---|
| Type of Action Requested (Check one): | | Board Action Tracking Number : (Issued by Auditor/Treasurer Office) |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-01 |
| Agenda Topic Title for Publication: | Meeting Minutes Approval - October 21st, 2025 | |
| Date of Meeting: November 4 th , 2025 | Agenda Time Requested: | <input type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: Auditor-Treasurer | | |
| Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer | | |
| Background: Supporting Documentation enclosed <input checked="" type="checkbox"/> | | |
| Minutes for the following meetings are attached: October 21 st , 2025 | | |
| Options: | | |
| Recommendation: | | |
| The Todd County Board of Commissioners approves the following by Motion: To approve the Todd County Board of Commissioner's Meeting Minutes for October 21 st , 2025 as presented. | | |
| Additional Information: | Budgeted: | Comments |
| Financial Implications: \$ Funding Source(s): | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A |
| Auditor/Treasurer Archival Purposes Only: | | |
| Action Taken: | Voting in Favor | Voting Against |
| Motion: | <input type="checkbox"/> Byers | <input type="checkbox"/> Byers |
| Second: | <input type="checkbox"/> Denny | <input type="checkbox"/> Denny |
| <input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote | <input type="checkbox"/> Noska | <input type="checkbox"/> Noska |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Becker | <input type="checkbox"/> Becker |
| <input type="checkbox"/> Other: | Notes: | |
| Official Certification | | |
| STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal: | | |
| | | Seal |



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*Minutes of the Meeting of the Todd County Board of Commissioners held on
October 21st, 2025*

Call to Order

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 21st day of October, 2025 at 9:00 AM. The meeting was called to order by Chairperson Byers. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Approval of Agenda

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for October 7th, 2025 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 Oscar Jacobson American Legion 417 in Little Sauk Township at the address 16268 County 50, Long Prairie, MN effective October 21, 2025 until revoked or otherwise cancelled as provided by law.

Accept the resignation of Administrative Assistant Mari VanHeel effective 10/2/2025.

Hire Dulce Villeda-Gonzalez for the PT Jailer position start date TBD at a starting wage of \$25.46 Grade 6/F step A.

To approve the hire of Marissa Gonzalez to fill the open Social Worker position. Grade I/9, Step A at \$32.08/hr. Start date: TBD

Commissioners

The County Board of Commissioners recognized the County employees that reached milestones in their years of service to Todd County and its citizens during the 3rd quarter of 2025.

Auditor-Treasurer

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 404131 through 404155 in the amount of \$35,398.19 and (Regular) 59282 through 59318 in the amount of \$100,236.20 for a total of \$135,634.39.

On motion by Denny and second by Neumann, the following motion as introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 806946 through 806991 and (Regular) 713483 through 713532 for a total of \$61,832.33.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601820 through 601842 and (Regular) 518646 through 518673 for a total amount of \$303,109.08.

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous vote: To adopt the 2026 County Fee Schedule to be effective January 1, 2026 per the attached document removing the Todd County Parks and Trails section and remove line C.5. Cannabis Business Land Use Permit Fee from PZ Schedule with the right to reopen the Cannabis Permit Fee for future discussion.

Facilities

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: Approve Arnzen Construction for bridge repair cost of \$5,585.33.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the addition of water to be added from Wheels Water Service for a cost of \$7,232.76.

Public Works

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve abatement request for taxes payable in 2024 & 2025 in the amount of \$672.

Planning & Zoning

The County Board reviewed the Planning Commission draft minutes and staff report for October 2025.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To adopt the findings of the Planning Commission and grant the CUP for parcel 07-0007200 to establish a retail greenhouse operation with the addition of 4 greenhouses and 2 canopies with the conditions below.

1. The greenhouse operator must provide adequate off-street parking for all greenhouse traffic. No parking will be allowed within the road right of way.
2. No loading or unloading of materials will be allowed within the road right of way.
3. The driveway access shall be widened to allow for two-way traffic prior to the start of operation.
4. The business is restricted to construction of 4 additional greenhouses and 2 canopies as identified in the application. Construction of additional greenhouses will require review by the Planning Commission.
5. Applicant must obtain additional permitting and/or licensing from additional government agencies as necessary.

On motion by Neumann and second Noska, the following motion was introduced and adopted by unanimous vote: To adopt the findings of the Planning Commission and grant the CUP for parcel 17-0003100 to establish a machining and repair business with the conditions below.

1. Outdoor storage of products shall be allowed but shall be conducted in compliance with Section 9.01B of the Todd County Planning and Zoning Ordinance.
2. There shall be no loading or unloading of materials within the road right of way.
3. Applicant shall abide by all other applicable federal, state, and local standards.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To adopt the findings of the Planning Commission and grant the CUP amendment for #2020-021 for parcel 07-0023500 to eliminate conditions #3, to add an additional 30'x100' greenhouse and a 12'x20' storage space, to eliminate the sheet metal business and to construct poly furniture in the existing structure as requested.

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and grant the CUP review #2023-024 on parcel 13-0016902 to add one additional 34'x148' greenhouse as requested.

Health & Human Services

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: Approve the 2026-2027 MFIP Biennial Service Agreement for program administration by Todd County.

Administration

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

ADOPTION OF CHANGES TO THE TODD COUNTY PERSONNEL POLICY

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

WHEREAS, the Todd County Board of Commissioners and Policies Subcommittee have had an opportunity to review the policy revisions put forth in Section 7.25 Safety Committee with an effective date of October 21, 2025, of the Personnel Policy and find the implementation to be in the best interest of the sound administration of the County.

NOW, THEREFORE BE IT RESOLVED, that Todd County Board of Commissioners adopts the attached changes to the Todd County Personnel Policy and directs the County Coordinator to begin administration of said policy as of October 21, 2025, and;

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

The Commissioners held discussion regarding the agenda item 11.2 Deferred Compensation Vendor Options. On motion by Noska, the Deferred Compensation Vendor Options agenda item was tabled to a future meeting.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported that the October real estate tax deadline has passed and the totals are being put together to provide to the board. Also reminded of the special elections coming up on November 4th for Upsala & Wadena Deer Creek school districts.

County Coordinator's Report

The County Coordinator reported attending Paycom, Soil & Water luncheon, court security, childcare group with Long Prairie, TWCC, mediation, solar project and leadership cohort meetings.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Becker attended the TWCC, Rainbow Rider, and West Central Regional Juvenile meetings.

Commissioner Denny has attended the Solid Waste, Personnel, Hilltop Kitchen, and Hands of Hope meetings.

Commissioner Noska has attended the TCDC and TWCC meetings where both are currently in process of hiring new directors.

Commissioner Byers attended Soil & Water, TCDC, and Parks & Trails meetings.

Commissioner Neumann attended the Solid Waste, Rainbow Rider, SRWD this evening and AMC District meeting next week.

Thanks was extended to the Sheriff's Office for their service over the past weekend of multiple cases.

Adjourn

On motion by Becker and second by Neumann, the meeting was adjourned for the month of October 2025.

COMMISSIONER WARRANTS

| VENDOR NAME | AMOUNT |
|----------------------------------|---------------|
| A.W. RESEARCH LABORATORIES, INC. | \$ 2,105.00 |
| CENTRAL APPLICATORS INC | \$ 7,838.71 |
| FORTE | \$ 6,050.00 |
| FRIEDRICH'S TIRE & OIL CO INC | \$ 17,686.44 |
| JOE RILEY CONSTRUCTION INC | \$ 14,344.32 |
| KNOW iNK | \$ 8,125.00 |
| KRIS ENGINEERING INC | \$ 14,228.12 |
| LONG PRAIRIE LEADER | \$ 3,397.50 |
| NUSS TRUCK & EQUIPMENT | \$ 2,125.44 |
| RTVISION INC | \$ 2,765.38 |
| SUMMIT COMPANIES | \$ 3,672.00 |
| TODD CO PUBLIC WORKS | \$ 25,988.95 |
| WIDSETH SMITH NOLTING INC | \$ 10,823.39 |
| 49 PAYMENTS LESS THAN 2000 | \$ 16,484.14 |
| Total: | \$ 135,634.39 |

HEALTH & HUMAN SERVICES WARRANTS

| VENDOR NAME | AMOUNT |
|--------------------------------|--------------|
| CS NELSON PROPERTIES LLC | \$ 2,700.00 |
| MCCC, MI33 | \$ 6,724.35 |
| 13 PAYMENTS LESS THAN 2000 | \$ 6,688.36 |
| Children Youth & Families Dept | \$ 2,828.00 |
| Rural MN CEP Inc | \$ 16,708.63 |
| 79 PAYMENTS LESS THAN 2000 | \$ 26,182.99 |
| Total: | \$ 61,832.33 |



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| VENDOR NAME | AMOUNT |
|---|---------------|
| # 17598 | \$ 4,680.00 |
| CARLSON/BARBARA | \$ 3,800.00 |
| # 17950 | \$ 3,419.70 |
| HEARTLAND GIRLS RANCH | \$ 10,779.90 |
| LUTHERAN SOCIAL SERVICE OF MN - ST PAUL | \$ 3,720.60 |
| NORTH HOMES CHILDREN & FAMILY SRVS | \$ 111,658.19 |
| NORTHERN PINES MENTAL HLTH CTR INC | \$ 2,889.00 |
| # 15442 | \$ 2,289.60 |
| PRAIRIE LAKES YOUTH PROGRAMS | \$ 22,573.07 |
| PRESBYTERIAN FAMILY FOUNDATION INC | \$ 17,785.33 |
| STEP | \$ 11,955.36 |
| # 16359 | \$ 2,170.20 |
| VALLEY LAKE BOYS HOME INC | \$ 28,864.00 |
| VILLAGE RANCH INC | \$ 33,789.51 |
| WEST CENTRAL REG JUVENILE CTR | \$ 17,498.00 |
| 36 PAYMENTS LESS THAN 2000 | \$ 25,236.62 |
| Total: | \$ 303,109.08 |



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Board Action Form

Requestor to Complete:

| | | |
|---|--|--|
| Type of Action Requested (Check one): | | Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i> |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-02 |
| Agenda Topic Title for Publication: | | Accept the resignation of Tyler Winkles, FT Deputy |
| Date of Meeting: 11/04/2025 | | Agenda Time Requested: <input checked="" type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: Sheriff's Office | | |
| Person Presenting Topic at Meeting: Sheriff Allen | | |
| Background: Supporting Documentation enclosed <input type="checkbox"/> | | |
| Deputy Tyler Winkles has submitted his resignation from the Sheriff's Office effective 10/24/2025. | | |
| Options: | | |
| Accept the resignation of Deputy Tyler Winkles. | | |
| Recommendation: | | |
| The Todd County Board of Commissioners approves the following by Motion: Accept the resignation of Deputy Tyler Winkles effective 10/24/2025 | | |

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

Auditor/Treasurer Archival Purposes Only:

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

Official 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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| Type of Action Requested <i>(Check one):</i> | | Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i> |
| <input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-03 |
| Agenda Topic Title for Publication: | | Accept the resignation of Eric Dahl, Seasonal Recreation Assistant |
| Date of Meeting: 11/04/2025 | Agenda Time Requested: | <input checked="" type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: Sheriff's Office | | |
| Person Presenting Topic at Meeting: Sheriff Allen | | |
| Background: <i>Supporting Documentation enclosed</i> <input type="checkbox"/> | | |
| Eric Dahl has submitted his resignation from the Seasonal Recreation Assistant position at the Sheriff's Office effective 10/03/2025. | | |
| Options: | | |
| Accept the resignation of Eric Dahl, Seasonal Recreation Assistant | | |
| Recommendation: | | |
| The Todd County Board of Commissioners approves the following by Motion: Accept the resignation of Eric Dahl Seasonal Recreation Assistant effective 10/03/2025. | | |

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

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



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| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-04 |
| Agenda Topic Title for Publication: | | Accept the resignation of Lukas Duchene, Seasonal Recreation Assistant |
| Date of Meeting: 11/04/2025 | Agenda Time Requested: | <input checked="" type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: Sheriff's Office | | |
| Person Presenting Topic at Meeting: Sheriff Allen | | |
| Background: <i>Supporting Documentation enclosed</i> <input type="checkbox"/> | | |
| Lukas Duchene has submitted his resignation from the Seasonal Recreation Assistant position at the Sheriff's Office effective 10/01/2025. | | |
| Options: | | |
| Accept the resignation of Lukas Duchene, Seasonal Recreation Assistant | | |
| Recommendation: | | |
| The Todd County Board of Commissioners approves the following by Motion: Accept the resignation of Lukas Duchene Seasonal Recreation Assistant effective 10/01/2025. | | |

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

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

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| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-05 |
| Agenda Topic Title for Publication: | | Accept the resignation of Emma Drum, Seasonal Recreation Assistant |
| Date of Meeting: 11/04/2025 | Agenda Time Requested: | <input checked="" type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: Sheriff's Office | | |
| Person Presenting Topic at Meeting: Sheriff Allen | | |
| Background: <i>Supporting Documentation enclosed</i> <input type="checkbox"/> | | |
| Emma Drum has submitted his resignation from the Seasonal Recreation Assistant position at the Sheriff's Office effective 08/17/2025. | | |
| Options: | | |
| Accept the resignation of Emma Drum, Seasonal Recreation Assistant | | |
| Recommendation: | | |
| The Todd County Board of Commissioners approves the following by Motion: Accept the resignation of Emma Drum Seasonal Recreation Assistant effective 08/17/2025. | | |

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

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

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COUNTY OF TODD }

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Seal



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|--|--|---|
| Type of Action Requested (Check one): | | Board Action Tracking Number : (Issued by Auditor/Treasurer Office) |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-06 |
| Agenda Topic Title for Publication: | | Hire Andrew Schultz FT Corectional Officer |
| Date of Meeting: 11/04/2025 | Agenda Time Requested: | <input checked="" type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: Sheriff's Office | | |
| Person Presenting Topic at Meeting: Sheriff Allen | | |
| Background: Supporting Documentation enclosed <input type="checkbox"/> | | |
| An interview process was conducted and Andrew Schultz has been selected as the best candidate for the full time Correctional Officer position | | |
| Options: | | |
| 1- Hire Andrew Schultz for the FT Correctional Officer position | | |
| 2- Don not hire Andrew Schultz for the FT Correctional Officer position | | |
| Recommendation: | | |
| The Todd County Board of Commissioners approves the following by Motion: Hire Andrew Schultz full time Correctional Officer pay rate Grade 6/F Step C \$26.92 per hour start date 11/05/2025. | | |

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

| | | |
|---|--|--|
| Type of Action Requested (Check one): | | Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i> |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-07 |
| Agenda Topic Title for Publication: | | Hire Administrative Assistant I - Dominik Estrella Becerra |
| Date of Meeting: 11/4/2025 | Agenda Time Requested: 5 min | <input checked="" type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: Health & Human Services | | |
| Person Presenting Topic at Meeting: Jackie Och | | |
| Background: Supporting Documentation enclosed <input type="checkbox"/> | | |
| An open Administrative Assistant I position exists within the Financial Services Unit. Interviews were conducted and it is recommended to hire applicant Dominik Estrella Becerra to fill the open position. Start date: TBD | | |
| Options: | | |
| 1. To approve the hire of Dominik Estrella Becerra to fill the open Administrative Assistant I position. Grade C/3, Step B, \$20.78. Start date: TBD | | |
| 2. Not approve. | | |
| Recommendation: | | |
| The Todd County Board of Commissioners approves the following by Motion: To approve the hire of Dominik Estrella Becerra to fill the open Administrative Assistant I position. Grade C/3, Step B, \$20.78. Start date: TBD | | |

| | | |
|--|--|---|
| Additional Information: | Budgeted: | Comments |
| Financial Implications: \$ 20.78/hr Grade C/3, Step B Funding Source(s): 11-Social Services | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A |

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

| | | |
|--|--|--|
| Type of Action Requested <i>(Check one):</i> | | Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i> |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-08 |
| Agenda Topic Title for Publication: | Hire Resource Navigator/Interpreter - Juan Vasquez Garcia | |
| Date of Meeting: 11/4/2025 | Agenda Time Requested: 5 min | <input checked="" type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: Health & Human Services | | |
| Person Presenting Topic at Meeting: Jackie Och | | |
| Background: <i>Supporting Documentation enclosed</i> <input type="checkbox"/> | | |
| An open Resource Navigator/Interpreter position exists within the Community Health Unit. Interviews were conducted and it is recommended to hire applicant Juan Vasquez Garcia to fill the open position. Start date: TBD | | |
| Options: | | |
| 1. To approve the hire of Juan Vasquez Garcia to fill the open Resource Navigator/Interpreter position. Grade 5/E, Step A, \$23.58. Start date: TBD 2. Not approve. | | |
| Recommendation: | | |
| The Todd County Board of Commissioners approves the following by Motion: To approve the hire of Juan Vasquez Garcia to fill the open Resource Navigator/Interpreter position. Grade 5/E, Step A, \$23.58. Start date: TBD | | |

| | | |
|--|--|---|
| Additional Information: | Budgeted: | Comments |
| Financial Implications: \$ 23.58/hr Grade 5/E, Step A Funding Source(s): 11-Social Services | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A |

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA
COUNTY OF TODD

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

| | | |
|--|--|---|
| Type of Action Requested (Check one): | | Board Action Tracking Number : (Issued by Auditor/Treasurer Office) |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-09 |
| Agenda Topic Title for Publication: | | Auditor Warrants - October 2025 |
| Date of Meeting: November 4 th , 2025 | Agenda Time Requested: 2 minutes | <input type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: Auditor-Treasurer | | |
| Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer | | |
| Background: Supporting Documentation enclosed <input checked="" type="checkbox"/> | | |
| 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 October 2025 Auditor Warrants number (ACH) 905406 through 905512 in the amount of \$7,785,599.85 (Manual) 1133 through 1147 in the amount of \$710,776.95 and (Regular) 245227 through 245388 in the amount of \$2,050,247.61 for a total of \$10,546,624.41. | | |

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

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal

**Auditor Warrants for Publication
October 2025**

| Vendor Name | Amount |
|--|---------------|
| BRAATEN AGGREGATE INC | \$ 3,420.00 |
| CARD SERVICES COBORNS | \$ 3,370.95 |
| CENTRAL APPLICATORS INC | \$ 2,206.01 |
| DOUGLAS SWCD | \$ 73,098.43 |
| FLOCK SAFETY | \$ 12,000.00 |
| GREAT RIVER REGIONAL LIBRARY | \$ 86,976.25 |
| HEALTH PARTNERS DENTAL | \$ 8,830.77 |
| HY-TEC CONSTRUCTION | \$ 297,288.21 |
| LONG PRAIRIE SANITATION INC | \$ 6,270.43 |
| MORRISON COUNTY PLANNING AND ZONING | \$ 2,106.62 |
| PATNODE/VIRGINIA | \$ 13,430.00 |
| PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH | \$ 93,473.61 |
| STEP | \$ 11,847.73 |
| THIELEN/MARK AND LOU ANN | \$ 12,750.00 |
| TODD CO AUD-TREAS | \$ 9,509.50 |
| TRUENORTH STEEL INC | \$ 55,980.40 |
| VEOLIA ENVIRONMENTAL SERVICES LLC | \$ 2,736.38 |
| VERIZON | \$ 6,853.53 |
| WIDSETH SMITH NOLTING INC | \$ 5,642.00 |
| 34 PAYMENTS LESS THAN 2000 | \$ 21,204.83 |
| ANOKA CO GOVERNMENT CENTER | \$ 8,375.00 |
| BIG SWAN LAKE IMPROVEMENT ASSOCIATION | \$ 233,334.00 |
| CENTRA CARE | \$ 12,714.58 |
| COUNTIES PROVIDING TECHNOLOGY | \$ 9,051.00 |
| FARM-RITE EQUIPMENT, INC | \$ 4,835.36 |
| FLEET SERVICES/WEX BANK | \$ 8,283.43 |
| GALLAGHER BENEFIT SERVICES INC | \$ 2,000.00 |
| LANDWEHR CONSTRUCTION INC | \$ 489,618.49 |
| MINNESOTA POWER | \$ 7,511.88 |
| MN DEPT OF FINANCE | \$ 8,393.00 |
| MORRISON COUNTY | \$ 22,307.90 |
| MORRISON SWCD | \$ 3,097.57 |
| OBERG FENCE CO INC | \$ 35,196.00 |
| PETERS LAW OFFICE, P.A. | \$ 4,525.00 |
| REGENTS OF THE UNIV OF MN | \$ 52,751.44 |
| SIR LINES-A-LOT, LLC | \$ 9,660.74 |
| TODD CO PLANNING & ZONING | \$ 2,461.25 |
| VARNER/JOE | \$ 35,783.50 |
| VERTEX UNMANNED SOLUTIONS, LLC | \$ 2,305.99 |
| WATERGUARDS LLC | \$ 38,237.25 |
| WEST CENTRAL REG JUVENILE CTR | \$ 16,304.00 |
| 45 PAYMENTS LESS THAN 2000 | \$ 20,789.71 |
| CIPALA/GREGORY | \$ 4,959.00 |
| EBSO INC | \$ 318,001.00 |
| GOLDEN SHOVEL AGENCY | \$ 6,654.00 |
| JULIG/JAMES | \$ 13,304.20 |
| KANATI LAND MANAGEMENT | \$ 2,312.50 |
| MAYER/JEFFREY AND CAROL | \$ 3,718.86 |
| MINNESOTA POWER | \$ 9,643.37 |
| OFFICE OF MNIT SERVICES | \$ 6,693.25 |
| PHILIP'S REPAIRABLES & COLLISION CENTER | \$ 28,382.47 |
| WEST CENTRAL REG JUVENILE CTR | \$ 14,054.00 |
| WILLIAMSON/THOMAS | \$ 15,000.00 |
| ZANDER/JASON AND HEATHER | \$ 17,329.00 |
| ZASTROW/MARK | \$ 7,420.00 |
| 38 PAYMENTS LESS THAN 2000 | \$ 17,401.18 |
| ARNZEN CONSTRUCTION INC | \$ 5,585.33 |
| CENTERPOINT ENERGY | \$ 6,896.16 |
| G S EQUIPMENT INC | \$ 6,000.00 |
| LIBERTY TIRE SERVICES LLC | \$ 5,247.75 |
| NORTHERN STAR COOP | \$ 2,734.02 |
| STAPLES ADVANTAGE | \$ 2,761.20 |
| TOWMASTER | \$ 162,151.00 |
| 31 PAYMENTS LESS THAN 2000 | \$ 11,384.47 |
| BIG SWAN LAKE IMPROVEMENT DIST. | \$ 4,758.95 |
| CITY OF BERTHA | \$ 107,451.60 |
| CITY OF BROWERVILLE | \$ 144,086.18 |
| CITY OF BURTRUM | \$ 8,046.49 |
| CITY OF CLARISSA | \$ 79,278.72 |
| CITY OF EAGLE BEND | \$ 140,995.98 |
| CITY OF GREY EAGLE | \$ 66,207.94 |

Auditor Warrants for Publication
October 2025

| Vendor Name | Amount |
|--------------------------------|-------------------------|
| CITY OF HEWITT | \$ 32,815.58 |
| CITY OF LONG PRAIRIE | \$ 708,669.23 |
| CITY OF OSAKIS | \$ 105,213.15 |
| CITY OF STAPLES | \$ 430,225.93 |
| CITY OF WEST UNION | \$ 3,618.57 |
| REGION V DEVELOPMT COMMISSION | \$ 11,263.36 |
| SAUK RIVER WATER SHED DISTRICT | \$ 51,898.63 |
| SCHOOL DISTRICT 213 | \$ 358,376.79 |
| SCHOOL DISTRICT 2170 | \$ 703,069.15 |
| SCHOOL DISTRICT 2753 | \$ 1,071,104.00 |
| SCHOOL DISTRICT 486 | \$ 245,622.49 |
| SCHOOL DISTRICT 740 | \$ 63,355.98 |
| SCHOOL DISTRICT 743 | \$ 679,334.77 |
| SCHOOL DISTRICT 786 | \$ 239,003.46 |
| SCHOOL DISTRICT 787 | \$ 622,935.82 |
| SCHOOL DISTRICT 818 | \$ 19,392.72 |
| TOWN OF BARTLETT | \$ 23,090.68 |
| TOWN OF BERTHA | \$ 31,151.45 |
| TOWN OF BIRCHDALE | \$ 172,883.53 |
| TOWN OF BRUCE | \$ 76,030.06 |
| TOWN OF BURLEENE | \$ 21,432.22 |
| TOWN OF BURNHAMVILLE | \$ 67,665.93 |
| TOWN OF EAGLE VALLEY | \$ 33,760.26 |
| TOWN OF FAWN LAKE | \$ 67,001.61 |
| TOWN OF GERMANIA | \$ 22,778.93 |
| TOWN OF GORDON | \$ 80,173.21 |
| TOWN OF GREY EAGLE | \$ 93,486.62 |
| TOWN OF HARTFORD | \$ 62,165.75 |
| TOWN OF IONA | \$ 22,863.77 |
| TOWN OF KANDOTA | \$ 46,628.88 |
| TOWN OF LESLIE | \$ 68,358.32 |
| TOWN OF LITTLE ELK | \$ 22,887.71 |
| TOWN OF LITTLE SAUK | \$ 52,316.94 |
| TOWN OF LONG PRAIRIE | \$ 62,588.55 |
| TOWN OF MORAN | \$ 31,112.26 |
| TOWN OF REYNOLDS | \$ 22,216.03 |
| TOWN OF ROUND PRAIRIE | \$ 63,856.85 |
| TOWN OF STAPLES | \$ 85,143.41 |
| TOWN OF STOWE PRAIRIE | \$ 40,614.54 |
| TOWN OF TURTLE CREEK | \$ 25,877.77 |
| TOWN OF VILLARD | \$ 99,258.19 |
| TOWN OF WARD | \$ 44,775.03 |
| TOWN OF WEST UNION | \$ 22,979.72 |
| TOWN OF WYKEHAM | \$ 43,255.32 |
| 8 PAYMENTS LESS THAN 2000 | \$ 5,879.17 |
| 2 PAYMENTS LESS THAN 2000 | \$ 2,723.76 |
| MN DEPT OF REVENUE | \$ 99,944.28 |
| US BANK-CC | \$ 9,364.79 |
| MN DEPT OF REVENUE | \$ 2,734.00 |
| MN DEPT OF REVENUE | \$ 593,792.20 |
| 12 PAYMENTS LESS THAN 2000 | \$ 4,941.68 |
| TOTAL: | \$ 10,546,624.41 |



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

| | | |
|---|--|---|
| Type of Action Requested (Check one): | | Board Action Tracking Number : (Issued by Auditor/Treasurer Office) |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-10 |
| Agenda Topic Title for Publication: | | Approve Commissioner Warrants |
| Date of Meeting: November 4th, 2025 | Agenda Time Requested: 2 minutes | <input type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: Auditor-Treasurer | | |
| Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer | | |
| Background: Supporting Documentation enclosed <input checked="" type="checkbox"/> | | |
| Printout has been sent to the Commissioners and Warrants for Publication are attached. | | |
| Options: | | |
| Recommendation: | | |
| The Todd County Board of Commissioners approves the following by Motion: To approve the Commissioner Warrants number (ACH) 404156 through 404184 in the amount of \$13,830.17 and (Regular) 59319 through 59360 in the amount of \$40,085.54 for a total of \$53,915.71. | | |

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

Auditor/Treasurer Archival Purposes Only:

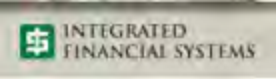
| | | |
|--|----------------------------------|----------------------------------|
| Action Taken: | Voting in Favor | Voting Against |
| Motion: | <input type="checkbox"/> Byers | <input type="checkbox"/> Byers |
| Second: | <input type="checkbox"/> Denny | <input type="checkbox"/> Denny |
| <input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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal

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



Cutoff 2000
Report Sequence: 1 - Vendor Name



WARRANTS FOR PUBLICATION
Warrants Approved On 11/04/2025 For Payment 11/07/2025

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------------------|---------------|
| COMMISSIONER OF TRANSPORTATION | 8,448.33 |
| LAKES AREA BLASTING | 2,610.00 |
| LITTLE FALLS MACHINE INC | 2,757.75 |
| LONG PRAIRIE LEADER | 3,138.00 |
| STANTEC CONSULTING SERVICES INC | 3,032.28 |
| TRISTAR POWER SOLUTIONS | 2,076.50 |
| WADENA ASPHALT CO | 2,544.00 |
| ZIEGLER INC | 2,592.00 |
| 63 Payments less than 2000 | 26,716.85 |
| Final Total: | 53,915.71 |



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

| | | |
|---|--|---|
| Type of Action Requested (Check one): | | Board Action Tracking Number : (Issued by Auditor/Treasurer Office) |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-11 |
| Agenda Topic Title for Publication: | | Health & Human Services Commissioner Warrants |
| Date of Meeting: November 4 th , 2025 | | Agenda Time Requested: 2 minutes <input type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: Auditor-Treasurer | | |
| Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer | | |
| Background: Supporting Documentation enclosed <input checked="" type="checkbox"/> | | |
| Printouts have been sent for Commissioners to review and Warrants for Publication are attached. | | |
| Options: | | |
| Recommendation: | | |
| The Todd County Board of Commissioners approves the following by Motion: To approve the Health & Human Services Commissioner Warrants number (ACH) 806992 through 807015 and (Regular) 713533 through 713569 for a total of \$34,044.00. | | |

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal

Warrants for Publication

Approval Date

11/4/2025

Payment Date

11/7/2025

Vendor name or #

Amount

DHS - SWIFT

\$ 8,030.19

Vendor# 11481

\$ 2,146.30

49 Payments less than 2000

\$ 19,631.88

Final Total

\$29,808.37

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



Cutoff 2000
Report Sequence: 1 - Vendor Name



WARRANTS FOR PUBLICATION
Warrants Approved On 11/04/2025 For Payment 11/07/2025

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------------|---------------|
| J9B8CF_ %* ') &! F9BH | 2,000.00 |
| 9 Payments less than 2000 | 2,235.63 |
| Final Total: | 4,235.63 |



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

| | | |
|--|--|---|
| Type of Action Requested (Check one): | | Board Action Tracking Number : (Issued by Auditor/Treasurer Office) |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-12 |
| Agenda Topic Title for Publication: | | Health & Human Services SSIS Warrants |
| Date of Meeting: November 4 th , 2025 | Agenda Time Requested: 2 minutes | <input type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: Auditor-Treasurer | | |
| Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer | | |
| Background: Supporting Documentation enclosed <input checked="" type="checkbox"/> | | |
| Printouts have been sent for Commissioners to review and Warrants for Publication are attached. | | |
| Options: | | |
| Recommendation: | | |
| The Todd County Board of Commissioners approves the following by Motion: To approve the Health & Human Services SSIS Warrants number (ACH) 601843 through 601849 and (Regular) 518674 through 518689 for a total amount of \$42,536.41. | | |

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal

Warrants for Publication

Payment Date:

11/7/2025

Approval Date:

11/4/2025

| <u>Vendor name or #</u> | <u>Amount</u> |
|---|----------------------|
| DHS - MSOP - MN SEX OFFENDER PROG - 462 | 6360.00 |
| GREATER MN FAMILY SRVS INC | 4262.45 |
| MERIDIAN SERVICES INC | 2162.94 |
| NORTHERN PINES MENTAL HLTH CTR INC | 14001.38 |
| WEST CENTRAL REG JUVENILE CTR | 10198.00 |
| | <hr/> |
| | \$5,551.64 |
| | <hr/> |
| Final Total | \$42,536.41 |

18 Pymts less than \$2000



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

| | | |
|---|-------------------------------------|--|
| Type of Action Requested (Check one): | | Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i> |
| <input checked="" type="checkbox"/> Action/Motion | <input type="checkbox"/> Report | 20251104-13 |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Resolution | |
| <input type="checkbox"/> Information Item | <input type="checkbox"/> Other | |

| | |
|--|--|
| Agenda Topic Title for Publication: | Audit Services for Years Ended 2025, 2026, & 2027 |
|--|--|

| | | |
|-----------------------------------|----------------------------------|---|
| Date of Meeting: November 4, 2025 | Agenda Time Requested: 5 minutes | <input type="checkbox"/> Consent Agenda |
|-----------------------------------|----------------------------------|---|

| |
|--|
| Organization / Department Requesting Action: Auditor-Treasurer |
|--|

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

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

MN Statutes requires counties to have an annual financial audit and further permits counties to choose to have the audit performed by the State Auditor or may choose to have the audit performed by a CPA firm. Since YE2003, Todd County has opted to contract with CliftonLarsonAllen LLP to provide auditing services. CliftonLarsonAllen LLP has submitted their proposal to continue to provide audit services to Todd County for the years ended December 31, 2025, 2026 and 2027 for consideration of adoption.

Options:

1. To approve the attached engagement letter with CliftonLarsonAllen LLP.

2. Do not approve the attached engagement letter with CliftonLarsonAllen LLP.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
To approve the attached engagement letter with CliftonLarsonAllen LLP to provide auditing services to Todd County as specified for the years ended December 31, 2025, 2026 and 2027.

| | | |
|---|---|---|
| Additional Information: | Budgeted: | Comments |
| Financial Implications: \$ FY25 \$92,400 FY26 \$96,600 FY27 \$100,800 Funding Source(s): 01-046 Audit Svcs | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Attorney Legal Review: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Finance Committee Review: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA }
COUNTY OF TODD }
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Seal



October 7, 2025

Statement of Work - Audit Services

This agreement constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated October 11, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Todd County ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the years ended December 31, 2025, December 31, 2026, and December 31, 2027.

Douglas P. Host is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the the governmental activities, business-type activities, each major fund and the aggregate remaining fund information, which collectively comprise the basic financial statements of Todd County, and the related notes to the financial statements as of and for the years ended December 31, 2025, December 31, 2026, and December 31, 2027.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.
- Preparation of schedule of expenditures of federal awards.
- Assistance with the data collection form

- Assistance with the State Auditor financial reporting form
- Assistance with the implementation of new accounting standards, as applicable

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the

Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or compliance are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

It is our understanding that our auditors' report will be included in your annual report which is comprised of the annual financial statements and that your annual report will be issued September 30, 2026. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of the entity and its environment, including the system of internal control, relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risks of material misstatement as part of our audit planning:

- Improper revenue recognition
- Lack of segregation of duties
- Management override of internal controls

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require

auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB

Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control,

including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that

contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' reports thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of CLA and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulatory bodies pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of CLA's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to those regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by a regulator. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could

impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our professional fee is \$92,400.00 (\$88,000 for the regular audit procedures and \$4,400 for the technology and client support fee) for the December 31, 2025 audit.

The professional fee for the December 31, 2026 is \$96,600 (\$92,000 for the regular audit procedures and \$4,600 for the technology and support fee.

The professional fee for the December 31, 2026 is \$100,800 (\$96,000 for the regular audit procedures and \$4,800 for the technology and support fee.

Implementation of new standards and accounting assistance, if applicable, will be billed at our standard hourly rates less a 20% discount plus the 5% technology and support fee. The audit fees above assume 2 federal programs will be required to be tested as major programs for each year. If more than 2 programs are required to be tested for audit purposes in a given year, the additional procedures will be billed at our standard hourly rates less a 20% discount plus the 5% technology and support fee. This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. Our invoices, including applicable state and local taxes, will be rendered as work progresses and are payable on presentation.

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of Todd County.

CLA

CliftonLarsonAllen LLP

Douglas P. Host

Douglas P. Host, Principal

SIGNED 10/28/2025, 10:46:34 AM CDT

Client

Todd County

SIGN: _____

Denise Gaida, Auditor-Treasurer

DATE: _____

Todd County

SIGN: _____

Bob Byers, Board Chair

DATE: _____



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

| | | |
|---|---|---|
| Type of Action Requested (Check one): | | Board Action Tracking Number : (Issued by Auditor/Treasurer Office) |
| <input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-14 |
| Agenda Topic Title for Publication: | | Final Payment Authorization - 2025 Gravel Surfacing Contract |
| Date of Meeting: 11/04/2025 | Agenda Time Requested: 5 minutes | <input type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: Public Works | | |
| Person Presenting Topic at Meeting: Loren Fellbaum, County Engineer | | |
| Background: Supporting Documentation enclosed <input checked="" type="checkbox"/> | | |
| See attached resolution for background information. | | |
| Options: | | |
| #1 Approve attached resolution. | | |
| #2 Do not approve attached resolution. | | |
| Recommendation: | | |
| The Todd County Board of Commissioners approves the following by Motion: Approve the attached resolution for Final Payment Authorization - 2025 Gravel Surfacing Contract. | | |

| | | |
|--|--|---|
| Additional Information: | Budgeted: | Comments |
| Financial Implications: \$ 14,679.05 Funding Source(s): Local Options Sales Tax | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A |

Auditor/Treasurer Archival Purposes Only:

| | | |
|--|----------------------------------|----------------------------------|
| Action Taken: | Voting in Favor | Voting Against |
| Motion: | <input type="checkbox"/> Byers | <input type="checkbox"/> Byers |
| Second: | <input type="checkbox"/> Denny | <input type="checkbox"/> Denny |
| <input type="checkbox"/> Passed <input type="checkbox"/> Rollcall Vote | <input type="checkbox"/> Noska | <input type="checkbox"/> Noska |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Becker | <input type="checkbox"/> Becker |
| <input type="checkbox"/> Other: | Notes: | |
| Official Certification | | |
| STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal: | | |
| | | Seal |



FINAL PAYMENT AUTHORIZATION – 2025 GRAVEL SURFACING CONTRACT

WHEREAS, the contract with Swenson Aggregate & Construction, LLC for a 2025 Gravel Surfacing Contract known as CP 25:71, CP 25:85, and CP 25:86 located on County Road 71, County Road 85 and County Road 86 in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2025 with the value of the total work certified being \$293,580.95, and;

WHEREAS, partial payments amounting to \$278,901.90 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$14,679.05 still remains to be paid to Swenson Aggregate & Construction, LLC.

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 authorizes final payment as specified.

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

Contract Number: 202502
Final Pay Request Number: 2

| Project Number | Project Description |
|----------------|--|
| CP 25:71 | 2025 Todd County Gravel Surfacing Contract |
| CP 25:85 | 2025 Todd County Gravel Surfacing Contract |
| CP 25:86 | 2025 Todd County Gravel Surfacing Contract |

| | |
|--|--|
| Contractor: Swenson Aggregate & Construction, LLC 1725 34th Street SW Pine River, MN 56474 | Vendor Number: N/A Up To Date: 09/30/2025 |
|--|--|

Contract Amount

| | | | |
|-------------------|--------------|------------|--------------|
| Original Contract | \$290,587.00 | Original | \$290,587.00 |
| Contract Changes | \$0.00 | Additional | N/A |
| Revised Contract | \$290,587.00 | Total | \$290,587.00 |

Funds Encumbered

Work Certified To Date

| | |
|------------------|--------------|
| Base Bid Items | \$293,580.95 |
| Contract Changes | \$0.00 |
| Material On Hand | \$0.00 |
| Total | \$293,580.95 |

| Project | Work Certified This Request | Work Certified To Date | Less Amount Retained | Less Previous Payments | Amount Paid This Request | Total Amount Paid To Date |
|----------|-----------------------------|------------------------|----------------------|------------------------|--------------------------|---------------------------|
| CP 25:71 | \$0.00 | \$51,422.91 | \$0.00 | \$48,851.76 | \$2,571.15 | \$51,422.91 |
| CP 25:85 | \$0.00 | \$100,939.41 | \$0.00 | \$95,892.44 | \$5,046.97 | \$100,939.41 |
| CP 25:86 | \$0.00 | \$141,218.63 | \$0.00 | \$134,157.70 | \$7,060.93 | \$141,218.63 |

| 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 | \$293,580.95 | \$0.00 | \$278,901.90 | \$14,679.05 | \$293,580.95 |
| Percent: Retained: 0% | | | Percent Complete: 101.03 % | | |
| Amount Paid this Final Pay Request: \$14,679.05 | | | | | |

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

Page 2 of 6

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:

Swenson Aggregate & Construction, LLC
Contractor

Date:_____

Project No. : CP 25:71, CP 25:85, & CP 25:86
Final Pay Request No. : 2
Contract No.: 202502

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 _____ County/City/Project 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 \$293,580.95 and agrees to the amount of \$14,679.05 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Swenson Aggregate & Construction, LLC By _____

And _____ And _____ State of ,

On This _____ Day _____, _____, Before me appeared _____ To me known to

(Individual Acknowledgment)

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

(Corporate Acknowledgment)

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

each did say that they are respectively the _____ and _____ of the

_____ 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

_____ and said _____ and _____

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

Notarial My Commission as Notary Public in _____ County

Seal Expires _____ Signature _____

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

Page 4 of 6

Todd County, MN
44 Riverside Dr, Long Prairie, MN 56347
Contract No: 202502
Final Pay Request No. 2

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

Contract Number: 202502
Contractor: Swenson Aggregate & Construction, LLC
Date Certified: 9/30/2025
Payment Number: 2

Whereas; Contract No. 202502 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Todd County, MN and authorize final payment as specified herein.

State of

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

Dated this _____ day of _____, 20____

At _____,

Signed By _____

Todd County, MN

(SEAL)

| Contract Payment Summary | | | | |
|--------------------------|------------|----------------------------|-----------------------------|-------------------------|
| Payment Number | Up To Date | Work Certified Per Request | Amount Retained Per Request | Amount Paid Per Request |
| 1 | 2025-09-05 | \$293,580.95 | \$14,679.05 | \$278,901.90 |
| 2 | 2025-09-30 | \$0.00 | (\$14,679.05) | \$14,679.05 |

| Contract Funding Category Summary | | | | | | |
|-----------------------------------|-------------------------|------------------------|----------------------|------------------------|--------------------------|---------------------------|
| Funding Category Name | Funding Category Number | Work Certified to Date | Less Amount Retained | Less Previous Payments | Amount Paid this Request | Total Amount Paid to Date |
| Local Option Sales Tax | 8 | \$293,580.95 | \$0.00 | \$278,901.90 | \$14,679.05 | \$293,580.95 |

| Contract Funding Source Summary | | | | | |
|---------------------------------|---------------------|--------------------------|-------------------------|--------------------------|-------------------------|
| Accounting Number | Funding Source Name | Amount Paid this Request | Revised Contract Amount | Funds Encumbered to Date | Paid Contractor to Date |
| 8 | Local (Sales Tax) | \$14,679.05 | \$290,587.00 | \$290,587.00 | \$293,580.95 |

| Project Payment Summary | | | | | |
|-------------------------|----------------|------------|----------------------------|-----------------------------|-------------------------|
| Project | Payment Number | Up To Date | Work Certified Per Request | Amount Retained Per Request | Amount Paid Per Request |
| CP 25:71 | 1 | 2025-09-05 | \$51,422.91 | \$2,571.15 | \$48,851.76 |
| CP 25:71 | 2 | 2025-09-30 | \$0.00 | (\$2,571.15) | \$2,571.15 |
| CP 25:85 | 1 | 2025-09-05 | \$100,939.41 | \$5,046.97 | \$95,892.44 |
| CP 25:85 | 2 | 2025-09-30 | \$0.00 | (\$5,046.97) | \$5,046.97 |
| CP 25:86 | 1 | 2025-09-05 | \$141,218.63 | \$7,060.93 | \$134,157.70 |
| CP 25:86 | 2 | 2025-09-30 | \$0.00 | (\$7,060.93) | \$7,060.93 |

| Project Funding Category Summary | | | | | | |
|----------------------------------|------------------------|------------------------|----------------------|------------------------|--------------------------|---------------------------|
| Project | Funding Category Name | Work Certified to Date | Less Amount Retained | Less Previous Payments | Amount Paid this Request | Total Amount Paid to Date |
| CP 25:71 | Local Option Sales Tax | \$51,422.91 | \$0.00 | \$48,851.76 | \$2,571.15 | \$51,422.91 |
| CP 25:85 | Local Option Sales Tax | \$100,939.41 | \$0.00 | \$95,892.44 | \$5,046.97 | \$100,939.41 |
| CP 25:86 | Local Option Sales Tax | \$141,218.63 | \$0.00 | \$134,157.70 | \$7,060.93 | \$141,218.63 |

| Project Funding Source Summary | | | | | |
|--------------------------------|---------------------|--------------------------|-------------------------|--------------------------|-------------------------|
| Project | Funding Source Name | Amount Paid this Request | Revised Contract Amount | Funds Encumbered to Date | Paid Contractor to Date |
| CP 25:71 | 8 | \$2,571.15 | \$51,058.00 | \$51,058.00 | \$51,422.91 |
| CP 25:85 | 8 | \$5,046.97 | \$98,670.00 | \$98,670.00 | \$100,939.41 |
| CP 25:86 | 8 | \$7,060.93 | \$140,859.00 | \$140,859.00 | \$141,218.63 |

| Contract Item Status | | | | | | | | | | |
|----------------------|------|----------|---------------------------------|-------|------------|-------------------|-----------------------|---------------------|------------------|----------------|
| Project | Line | Item | Description | Units | Unit Price | Contract Quantity | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
| CP 25:71 | 1 | 2118.509 | AGGREGATE SURFACING CLASS 1 MOD | TON | \$10.42 | 4900 | 0 | \$0.00 | 4935.02 | \$51,422.91 |
| CP 25:85 | 1 | 2118.509 | AGGREGATE SURFACING CLASS 1 MOD | TON | \$12.65 | 7800 | 0 | \$0.00 | 7979.4 | \$100,939.41 |
| CP 25:86 | 1 | 2118.509 | AGGREGATE SURFACING CLASS 1 MOD | TON | \$12.69 | 11100 | 0 | \$0.00 | 11128.34 | \$141,218.63 |
| Base Bid Totals: | | | | | | | | \$0.00 | | \$293,580.95 |

| Project Category Totals | | | |
|-------------------------|----------|---------------------|----------------|
| Project | Category | Amount This Request | Amount To Date |
| CP 25:71 | CR 71 | \$0.00 | \$51,422.91 |
| CP 25:85 | CR 85 | \$0.00 | \$100,939.41 |
| CP 25:86 | CR 86 | \$0.00 | \$141,218.63 |

| | |
|----------------|--------------|
| Contract Total | \$293,580.95 |
|----------------|--------------|



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

| | | |
|--|--|---|
| Type of Action Requested (Check one): | | Board Action Tracking Number : (Issued by Auditor/Treasurer Office) |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-15 |
| Agenda Topic Title for Publication: | Annual Server Purchase | |
| Date of Meeting: 11/4/25 | Agenda Time Requested: 5 min | <input type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: MIS | | |
| Person Presenting Topic at Meeting: Lisa Parteka | | |
| Background: Supporting Documentation enclosed <input checked="" type="checkbox"/> | | |
| As part of our server rotation schedule, a host server is scheduled for replacement this year. Three quotes were obtained and funding sources have been secured. Contributing funding sources are Compliance, Recorder Tech, Corrections, Social Services and MIS. The total cost of the server is \$17,321.00 | | |
| Options: | | |
| 1. To approve purchase of server through CDWG in the amount of \$17,321.00 utilizing funding sources listed. | | |
| 2. Do not approve purchase of server | | |
| Recommendation: | | |
| The Todd County Board of Commissioners approves the following by Motion: Approve purchase of server through CDWG in the amount of \$17,321.00. | | |

| | | |
|---|--|---|
| Additional Information: | Budgeted: | Comments |
| Financial Implications: \$ \$17,321.00 Funding Source(s): Compliance \$3,418.69 Corrections \$1,786.45 MIS \$8,531.99 Recorder \$479.54 SS \$3,104.32 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A |

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



Now Micro
1420 Perron Rd E, STE 300
Mendota Heights, Minnesota 55120
United States
www.nowmicro.com
(P) 651-633-9072
(F) 651-393-2133

Quote (Open)

| | |
|--|--------------------------------------|
| Date Sep 22, 2025 09:29 AM CDT | Expiration Date 10/22/2025 |
| Modified Date Sep 22, 2025 09:30 AM CDT | |
| Quote # QT10025193 - rev 1 of 1 | |
| Description 2025 Server | |
| SalesRep Rains, Ben (P) 651-744-9946 | |
| Customer Contact Parteka, Lisa (P) 3207320977 lisa.parteka@co.todd.mn.us | |

Customer

Todd County (TODD001)
Parteka, Lisa
212 2ND Ave S
Long Prairie, MN 56347-1608
United States
(P) 3207320977

Bill To

Todd County
Payable, Accounts
212 2ND Ave S
Long Prairie, MN 56347-1608
United States
(P) 3207320977
lisa.parteka@co.todd.mn.us
MAIN


Ship To

Todd County
Parteka, Lisa
212 2ND Ave S
Long Prairie, MN 56347-1608
United States
(P) 3207320977
lisa.parteka@co.todd.mn.us

| | | |
|------------------------------|----------------------------|----------------------------------|
| Customer PO: | Terms: Undefined | Ship Via: FedEx Ground |
| Special Instructions: | Carrier Account #: | |

| # | Image | Description | Part # | Qty | Unit Price | Total |
|---|-------|--|--------------------|-----|-------------|-------------|
| 1 | | PowerEdge R760 - Intel Xeon Silver 4510, (x12) 32GB, (x8) 960GB SATA, No OS, 4 Year ProSupport Warranty Note: Trusted Platform Module 2.0 V3 2.5" Chassis with up to 16 SAS/SATA Drives, Smart Flow, Front PERC 11, 1 CPU Intel Xeon Silver 4510 2.4G, 12C/24T, 16GT/s, 30M Cache, Turbo, HT (150W) DDR5-4400 No Additional Processor No HBM Heatsink for 1 CPU configuration (CPU less than or equal to 165W) Performance Optimized 5600MT/s RDIMMs Unconfigured RAID PERC H755 SAS Front Front PERC Mechanical Parts, rear load Performance BIOS Settings UEFI BIOS Boot Mode with GPT Partition High Performance Fan x6 Dual, Hot Plug, Power Supply (1+1) Redundant 1400W 2U Riser Config 9, 3x8 FH Slots (Gen5), 1x16 LP Slot (Gen4) Motherboard supports ONLY CPUs below 250W (cannot upgrade to CPUs 250W and above), MLK iDRAC9, Express 16G Intel X710-T4L Quad Port 10GbE Base-T, OCP 3.0 Version 2 Broadcom 5720 Dual Port 1GbE LOM No Cables Required Dell Luggage Tag PowerEdge 2U Standard Bezel Assembly BOSS Blank Quick Sync 2 (At-the-box mgmt) iDRAC, Legacy Password iDRAC Service Module (ISM), NOT Installed iDRAC Group Manager, Disabled No Operating System No Media Required ReadyRails Static Rails for 2/4-post Racks Fan Foam, HDD 2U No Systems Documentation, No OpenManage DVD Kit PowerEdge R760 Shipping PowerEdge R760 Shipping Material PE R760 No CCC or CE Marking ProSupport 7x24 Technical Support and Assistance 4 Years ProSupport Next Business Day On-Site Service After Problem Diagnosis 4 Years | Dell-3000178802460 | 1 | \$17,690.00 | \$17,690.00 |

Dell Hardware Limited Warranty Plus On-Site Service
 Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800- 945-3355
 Basic Deployment PowerEdge R Series 1u2u
 32GB RDIMM, 5600MT/s, Dual Rank
 960GB SSD SATA Read Intensive 6Gbps 512 2.5in Hot-plug AG Drive, 1 DWPD
 Power Cord - C13, 3M, 125V, 15A (North America, Guam, North Marianas, Philippines, Samoa, Vietnam)
 Broadcom 5719 Quad Port 1GbE BASE-T Adapter, PCIe Low Profile, V2, FIRMWARE RESTRICTIONS APPLY

| | | | | | |
|---|--|-------------|---|----------|----------|
| 2 |  Broadcom HBA 9400-8e | 05-50013-01 | 1 | \$528.00 | \$528.00 |
| | Storage controller - 8 Channel - SATA 6Gb/s / SAS 12Gb/s / PCIe - low profile - RAID JBOD - PCIe 3.1 x8 | | | | |

| | |
|------------------|--------------------|
| Subtotal: | \$18,218.00 |
| Tax (.0000%): | \$0.00 |
| Shipping: | \$0.00 |
| Misc: | \$0.00 |
| Total: | \$18,218.00 |

Thank you for the opportunity to provide a quote for goods and services.

Prices provided under MN State Contract # 160321, Dell/NASPO Contract MNWNC-97222, MHEC, and Dell Enterprise equipment via Dell Contract C-871 (236465) with Now Micro as a reseller. Contracts provide for computers, servers, software, professional and non-professional services.

Prices reflect a 3% cash discount unless noted, and are not applicable to credit card, p-card or extended terms without written consent. If you wish to pay with credit card, please reply to your sales associate for an updated quote prior to submission. Now Micro does not accept American Express as a form of payment, and reserves the right to extend quoted prices on Net Terms accounts. Supply subject to availability, and pricing subject to change without notice. Now Micro will continue to do our best to notify customers of any known volatility that would prevent quotes from being valid for our standard period of 30 days.

Once purchased, equipment may only be returned to Now Micro with prior consent and only for defects covered by the manufacturer's warranty. See complete Now Micro purchase agreement for additional details. Purchase orders may be submitted electronically to orders@nowmicro.com, or by fax to (651)393-2133. Questions regarding your order? Please reach us at insidesales@nowmicro.com



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

LISA PARTEKA,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|-----------------|------------|-------------|
| PQDW938 | 10/2/2025 | DELL PROPOSAL | 9495982 | \$17,321.00 |

| QUOTE DETAILS | | | | |
|---|-----|---------|-------------|-------------|
| ITEM | QTY | CDW# | UNIT PRICE | EXT. PRICE |
| DELL CTO PERC H965E RAID CONTROLLER Mfg. Part#: 3000194708255 Contract: Minnesota AEPA-025F S&L Gov & Hi-Ed (025-F) | 1 | 8526505 | \$1,384.00 | \$1,384.00 |
| DELL CTO PE R760 4510 384GB PS Mfg. Part#: 3000194705205 Contract: Minnesota AEPA-025F S&L Gov & Hi-Ed (025-F) | 1 | 8526512 | \$15,373.00 | \$15,373.00 |
| DELL CTO HBA355E ADAPTER LOW Mfg. Part#: 3000195100694 Contract: Minnesota Services Cooperative (022-G) | 1 | 8539914 | \$564.00 | \$564.00 |

| | |
|-------------|-------------|
| SUBTOTAL | \$17,321.00 |
| SHIPPING | \$0.00 |
| SALES TAX | \$0.00 |
| GRAND TOTAL | \$17,321.00 |

| PURCHASER BILLING INFO | DELIVER TO |
|--|--|
| Billing Address: TODD COUNTY MIS DEPARTMENT ACCOUNTS PAYABL 212 2ND AVE S LONG PRAIRIE, MN 56347-1608 Phone: (320) 732-4470 Payment Terms: Net 30 Days-Govt State/Local | Shipping Address: TODD COUNTY MIS DEPARTMENT LISA PARTEKA 212 2ND AVE S LONG PRAIRIE, MN 56347-1608 Phone: (320) 732-4470 Shipping Method: DROP SHIP-GROUND |
| | Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515 |



Sales Contact Info

Tony Vega | (877) 529-3006 | tony.vega@cdwg.com

Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager.

© 2025 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



Pricing Proposal
Quotation #: 26691185
Created On: 9/29/2025
Valid Until: 10/29/2025

MN-County of Todd Department of Management Information

Lisa Parteka
212 2nd Ave South
Long Prairie, MN 56347
United States
Phone: 3207324470
Fax:
Email: lisa.parteka@co.todd.mn.us

Anthony Giannattasio
Phone:
Fax:
Email: Anthony_Giannattasio@shi.com

All Prices are in US Dollar (USD)

| Product | Qty | Your Price | Total |
|--|-----|-------------|-------------|
| 1 PowerEdge R760 Dell - Part#: 3000194752775.1 Contract Name: OMNIA Partners IT Solutions, Products & Services Contract #: 2024056-02 | 1 | \$18,903.79 | \$18,903.79 |
| Subtotal | | | \$18,903.79 |
| Total | | | \$18,903.79 |

Additional Comments

Dell has a no-returns policy on all hardware products. If an item is DOA, missing, wrong, or visibly damaged in transit, SHI must be notified within 20 days.

Due to the potential impact of any current or future tariffs, the price and availability of hardware items on this quote may be subject to change.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

SHI SPIN: #143012572

SHI-GS SPIN (For Texas customers ONLY): #143028315

For E-rate SPI orders, applicant shall be responsible for payment of any outstanding or ineligible costs if USAC rejects reimbursement claim in whole or in part.

Maximize your technology's lifecycle with SHI's services to recover, redeploy, remarket, and recycle your devices. For more information, contact AssetRecoveryServices@SHI.com

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

| | | |
|---|--|--|
| Type of Action Requested (Check one): | | Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i> |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-16 |

| | |
|--|--------------------------------|
| Agenda Topic Title for Publication: | Purchase New Tape Drive |
|--|--------------------------------|

| | | |
|--------------------------|------------------------------|---|
| Date of Meeting: 11/4/25 | Agenda Time Requested: 5 min | <input type="checkbox"/> Consent Agenda |
|--------------------------|------------------------------|---|

| |
|--|
| Organization / Department Requesting Action: MIS |
|--|

| |
|--|
| Person Presenting Topic at Meeting: Lisa Parteka |
|--|

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

MIS is responsible for backing up Todd County data and servers. Over time, our data volume has grown due to additional virtual servers, bigger files and videos, increased database sizes and system logging. Our total backups have exceeded the capacity of our current tape drive which was purchased in 2018. I would like to purchase a new Quantum LTO 9 tape drive using HAVA grant funds. Since this is backing up elections data, this will qualify using those funds.

Options:

1. To approve the purchase of a Quantum LTO 9 tape drive from Now Micro using HAVA grant funds.
2. To not approve.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
To approve the purchase of a Quantum LTO 9 tape drive from Now Micro using HAVA grant funds.

| | | |
|--|--|---|
| Additional Information: | Budgeted: | Comments |
| Financial Implications: \$ 6,300 Funding Source(s): HAVA grant | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | This is budgeted using HAVA grant funds |
| Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A |

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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

Seal



Now Micro
1420 Perron Rd E, STE 300
Mendota Heights, Minnesota 55120
United States
www.nowmicro.com
(P) 651-633-9072
(F) 651-393-2133

Quote (Open)

| | |
|--|--------------------------------------|
| Date Sep 10, 2025 02:12 PM CDT | Expiration Date 10/10/2025 |
| Modified Date Sep 10, 2025 02:26 PM CDT | |
| Quote # QT10025057 - rev 1 of 1 | |
| Description | |
| SalesRep Rains, Ben (P) 651-744-9946 | |
| Customer Contact Parteka, Lisa (P) 3207320977 lisa.parteka@co.todd.mn.us | |

Customer

Todd County (TODD001)
Parteka, Lisa
212 2ND Ave S
Long Prairie, MN 56347-1608
United States
(P) 3207320977


Bill To

Todd County
Payable, Accounts
212 2ND Ave S
Long Prairie, MN 56347-1608
United States
(P) 3207320977
lisa.parteka@co.todd.mn.us
MAIN

Ship To

Todd County
Parteka, Lisa
212 2ND Ave S
Long Prairie, MN 56347-1608
United States
(P) 3207320977
lisa.parteka@co.todd.mn.us
Ship To

| | | |
|------------------------------|----------------------------|------------------------------------|
| Customer PO: | Terms: Undefined | Ship Via: Best Way (BST) |
| Special Instructions: | Carrier Account #: | |

| # | Image | Description | Part # | Qty | Unit Price | Total |
|---|---|---|-------------|-----|------------|------------|
| 1 |  | Quantum LTO-9 HH Tape drive - LTO Ultrium (18 TB / 45 TB) - Ultrium 9 - SAS-2 - rack-mountable - 1U - 5.25" - encryption | TD-L93CN-AR | 1 | \$6,300.00 | \$6,300.00 |

Subtotal: \$6,300.00
Tax (.0000%): \$0.00
Shipping: \$0.00
Misc: \$0.00
Total: \$6,300.00

Thank you for the opportunity to provide a quote for goods and services.

Prices provided under MN State Contract # 160321, Dell/NASPO Contract MNWNC-97222, MHEC, and Dell Enterprise equipment via Dell Contract C-871 (236465) with Now Micro as a reseller. Contracts provide for computers, servers, software, professional and non-professional services.

Prices reflect a 3% cash discount unless noted, and are not applicable to credit card, p-card or extended terms without written consent. If you wish to pay with credit card, please reply to your sales associate for an updated quote prior to submission. Now Micro does not accept American Express as a form of payment, and reserves the right to extend quoted prices on Net Terms accounts. Supply subject to availability, and pricing subject to change without notice. Now Micro will continue to do our best to notify customers of any known volatility that would prevent quotes from being valid for our standard period of 30 days.

Once purchased, equipment may only be returned to Now Micro with prior consent and only for defects covered by the manufacturer's warranty. See complete Now Micro purchase agreement for additional details. Purchase orders may be submitted electronically to orders@nowmicro.com, or by fax to (651)393-2133. Questions regarding your order? Please reach us at insidesales@nowmicro.com



Pricing Proposal
Quotation #: 26617913
Created On: 9/9/2025
Valid Until: 10/9/2025

MN-County of Todd Department of Management Information

Lisa Parteka

212 2nd Ave S
Long Prairie, MN 56347
United States
Phone: 320-732-0977
Fax:
Email: lisa.parteka@co.todd.mn.us

Anthony Giannattasio

Phone:
Fax:
Email: Anthony_Giannattasio@shi.com

All Prices are in US Dollar (USD)

| Product | Qty | Your Price | Total |
|---|-----|------------|------------|
| 1 Quantum LTO-9 HH - Tape drive - LTO Ultrium (18 TB / 45 TB) - Ultrium 9 - SAS-2 - rack-mountable - 1U - 5.25" - encryption Quantum - Part#: TD-L93CN-AR Contract Name: OMNIA Partners IT Solutions, Products & Services Contract #: 2024056-02 | 1 | \$6,871.73 | \$6,871.73 |
| Subtotal | | | \$6,871.73 |
| Total | | | \$6,871.73 |

Additional Comments

Please Note: Quantum has a zero returns policy.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



Date
9/16/2025

QUOTE

Page 1 of 2
All prices and descriptions are subject to change without notice.



Date
9/16/2025

From: Shawn Larsen
Phone: 320-208-1528
Cell: 320-287-0922
Fax: 320-589-3595
E-mail: shawn.larsen@morriselectronics.net

QUOTE

Page 2 of 2
All prices and descriptions are subject to change without notice.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

| | | |
|--|--|---|
| Type of Action Requested (Check one): | | Board Action Tracking Number : (Issued by Auditor/Treasurer Office) |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-17 |
| Agenda Topic Title for Publication: | Ideal Construction Asphalt Surfacing | |
| Date of Meeting: 11-4-2025 | Agenda Time Requested: 3 min | <input type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: Solid Waste | | |
| Person Presenting Topic at Meeting: Mike Eberle | | |
| Background: Supporting Documentation enclosed <input type="checkbox"/> | | |
| Construction for the City of Bertha's remote recycle site has been completed. Ideal Construction finished asphalt surfacing of the project on September 24, 2025 in the amount of \$5,430.00. This project was funded by the Greater Mn Recycle Grant. | | |
| Options: | | |
| 1) Authorize the department to pay Ideal Construction \$5,430.00 for asphalt surfacing. 2) Do Not Authorize the payment for asphalt surfacing. | | |
| Recommendation: | | |
| The Todd County Board of Commissioners approves the following by Motion: Authorize payment to Ideal Construction for the amooount of \$5,430.00 for asphalt surfacing. | | |

| | | |
|--|--|---|
| Additional Information: | Budgeted: | Comments |
| Financial Implications: \$ 5,430.00 Funding Source(s): Fund 51 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Greater Mn Recycle Grant |
| Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A |

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

| | | |
|---|--|---|
| Type of Action Requested (Check one): | | Board Action Tracking Number : (Issued by Auditor/Treasurer Office) |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other | 20251104-18 |
| Agenda Topic Title for Publication: | | Organizational Chart Update - Recorders/Assessor's Office |
| Date of Meeting: November 4 th , 2025 | | Agenda Time Requested: 5 Minutes <input type="checkbox"/> Consent Agenda |
| Organization / Department Requesting Action: Administration | | |
| Person Presenting Topic at Meeting: Nellie Johnson/Jackie Bauer | | |
| Background: Supporting Documentation enclosed <input type="checkbox"/> | | |
| Requesting approval to update the County Recorder's and County Assessor's Organizational Charts to reflect that the Generalist position will be removed from the County Assessor's chart and will no longer be a shared position. The Generalist position will now be shown solely under the County Recorder's Office. This request was presented at the 10/21/2025 Work Session. | | |
| Options: | | |
| Approval the requested Organizational Chart Change | | |
| Do Not Approve | | |
| Recommendation: | | |
| The Todd County Board of Commissioners approves the following by Motion: | | |

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

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

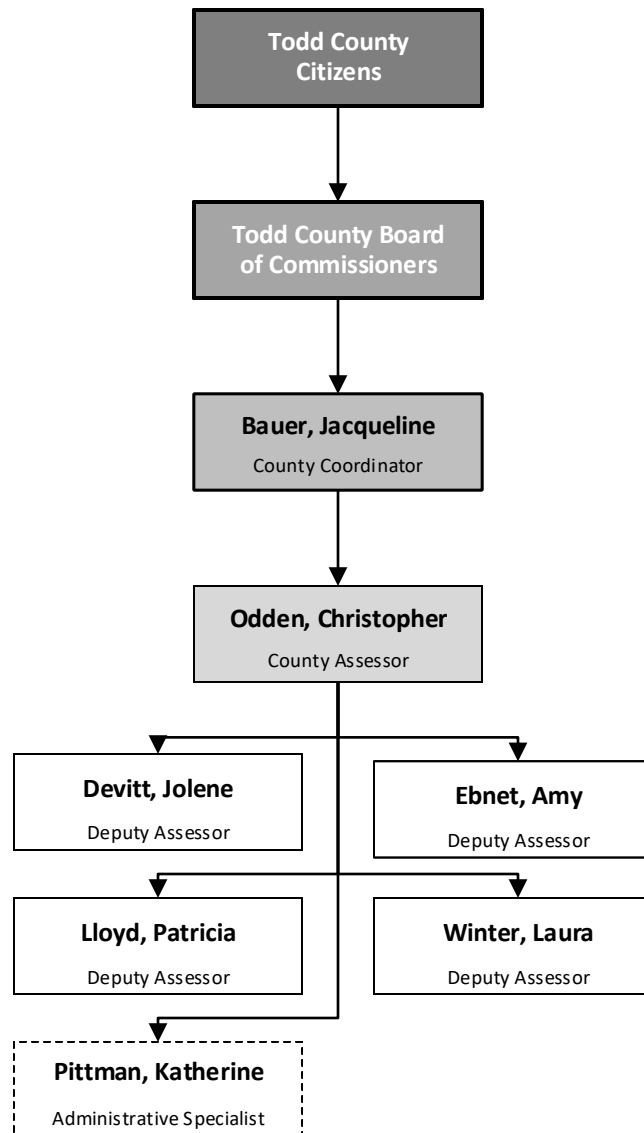
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated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

Seal



Organizational Chart

County Assessor





Organizational Chart

County Recorder

