



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

**Public Comment**

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

**Call to Order**

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 2<sup>nd</sup> day of December, 2025 at 9:00 AM. The meeting was called to order by Chairperson Byers. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

**Approval of Agenda**

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

**Consent Agenda**

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

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

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

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

**GAMBLING PERMIT – NWTF STRUTTIN BLACKBEARDS**

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

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

**GAMBLING PERMIT – STAPLES SPORTSMENS CLUB**

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

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

**Auditor-Treasurer**

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



On motion by Neumann and second by Noska, the following motion as introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 807067 through 807083 and (Regular) 713612 through 713632 for a total of \$18,285.92.

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

**Ditch/Ag Inspector**

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

**Hold Harmless Agreement for Ditch Maintenance – County Ditch 33**

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

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

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

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

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

**Public Works**

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

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

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



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

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**WHEREAS**, Minnesota Townships can apply for funding support for transportation infrastructure projects on Township Roads as part of the Minnesota Department of Transportation's Local Road Improvement Program which has approximately \$47,000,000 in bond funds (with a cap of \$1,500,000 per project) available for constructing or reconstructing local roads in Fiscal Years 2026-2028, and;

**WHEREAS**, Local Road Improvement Program Funds can be used for reasonable elements associated with roadway construction activity and that all other costs associated with project development and delivery need to be funded by Local Township Funds, and;

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

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

**WHEREAS**, Birchdale Township understands that it will be responsible for all costs not covered by LRIP including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP grant selection amount, and;

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

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

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

## A Bituminous Improvement Project

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners does hereby support the Birchdale Township in their Local Road Improvement Program Application and that Todd County agrees to act as the project sponsor for the project should the township be selected for LRIP funds, and that such sponsorship shall include the following responsibilities:

- #1 - Serve as the fiscal agent on behalf of the Birchdale Township
- #2 - Request a state aid project number for the project
- #3 - Ensure the project meets milestones and dates for scheduled completion
- #4 - Assist the Township in execution of any grant agreement
- #5 - Assist in the development, review and approval of the construction plan
- #6 - Ensure that required environmental documents and permits are received, and requirements are followed
- #7 - Submit plan, engineers estimate, and proposal to the District State Aid Engineer
- #8 - Advertise/let/award the project in accordance with state aid procedures
- #9 - Submit the State Aid Pay Requests and project grant progress reports to the District State Aid Engineer
- #10 - Communicate progress and updates with the District State Aid Engineer
- #11 - Ensure that the project receives adequate supervision and inspection to ensure that project is completed in conformance with approved plans and specifications



- #12 - Assist with project close out and final contract documents
- #13 - Retain project documents in accordance with document retention schedule

**County Attorney**

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

**Planning & Zoning**

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

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

**A RESOLUTION REGARDING THE ADMINISTRATION  
OF THE MINNESOTA WETLAND CONSERVATION ACT**

**RESOLUTION TO ADOPT**

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

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

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

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

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

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

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

**Health & Human Services**

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



**County Auditor-Treasurer's Report**

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

**County Coordinator's Report**

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

**County Commissioner's Report**

The Commissioners reported on meetings and events attended.

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

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

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

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

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

**Recess**

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

**COMMISSIONER WARRANTS**

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

**HEALTH & HUMAN SERVICES WARRANTS**

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



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

On a motion by Denny and second by Becker, the preceding minutes of the County Board meeting held December 2<sup>nd</sup>, 2025 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on December 16<sup>th</sup>, 2025.

Witness my hand and seal:

Bob Byers  
Bob Byers, County Board Chairperson

Denise Gaida  
Denise Gaida, Todd County Auditor-Treasurer