



*Minutes of the Meeting of the Todd County Board of Commissioners held on
December 30th, 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 30th 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 Denny, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for December 16th, 2025 as presented.

To approve the hire of Maria Vazquez Botello to fill the open Administrative Assistant II - Bilingual position. Grade D/4, Step A at \$21.83/hr. Start date: TBD

Approve the resignation of Eligibility Worker Nicholas Katchis, effective January 2nd, 2026.

Auditor-Treasurer

On motion by Denny and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 404270 through 404305 in the amount of \$81,745.80 and (Regular) 59467 through 59511 in the amount of \$80,547.37 for a total of \$162,293.17.

On motion by Becker and second by Denny, the following motion as introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 807145 through 807177 and (Regular) 713701 through 713735 for a total of \$149,065.97.

On motion by Noska and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601892 through 601899 and (Regular) 518756 through 518773 for a total amount of \$132,723.64.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the attached vehicle purchase from Nyhus Chevrolet, Staples, MN for the County Motor Pool of a 2026 Chevrolet Equinox in the amount of \$35,191.08.

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

COMMIT FUND BALANCE FOR BUILDING & GROUNDS IMPROVEMENT FUND

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



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

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

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

COMMIT FUND BALANCE FOR INFORMATION TECHNOLOGY FUND

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

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

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

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

COMMIT FUND BALANCE FOR FUTURE RETIREES' SEVERANCE FUND

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

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

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

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



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

TRANSFER OF FUNDS – COUNTY DITCH 18 - PARTIAL REPAYMENT

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

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

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

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

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

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the final amount of ARPA funds previously authorized via BA#20241217-19 for the Office 365 Project at \$75,157.01 and allow the remaining funds of \$12,511.89 to be reassigned according to the terms of BA#20241217-20.

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

TRANSFER OF FUNDS - FINAL ARPA PROJECT FUNDING

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the transfer of funds in the amount of \$79,773.97 from Fund 19-ARP/SLFRF to Fund 01-General Fund (Recorder's Tech) in the amount of \$22,211.89 and to Fund 51-Solid Waste in the amount



of \$57,562.08 to realign eligible ARP-SLFRF expenses to the County Departments where the support of the project expense occurred.

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

TRANSFER OF FUNDS – SOLID WASTE LOAN REPAYMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Todd County Ag Society

Members of the Todd County Ag Society board provided an update to the County Board of the 2025 activities and discussion was held regarding proposals for improvement projects at the Todd County Fairgrounds location.

County Sheriff

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: Acknowledge the donations to the K9 fund received in 2025 for a total of \$2,095.00.

Planning & Zoning

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

Final Plat Approval – “Sexton BBL Legacy” Subdivision

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

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

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

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

And

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

And

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

WHEREAS, On November 18, 2025, the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the Sexton BBL Legacy preliminary plat with no conditions.

WHEREAS, the Planning & Zoning Department has completed the necessary final plat review and find that all items required for final plat approval have been completed.

Administration

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous vote: Renew the Hands of Hope Resource Center lease agreement as presented, for January 1, 2026 through December 31, 2026.

On motion by Noska and second by Denny, 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 Employment Legal have had the opportunity to review the policy additions set forth in Section 7.07, Minnesota Paid Leave, of the Personnel Policy, with an effective date of January 1, 2026, and find the implementation to be in the best interest of the sound administration of the County, and;

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

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

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

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported on year end balancing processes in progress, absentee voting opened on 12/26/25 for the Osakis School District special election and filing for numerous township office's in Todd County opens today and closes on January 13th, 2026.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Becker attended meetings including Transfer Station Ribbon Cutting, Facilities, and TWCC.

Commissioner Denny has attended meetings including committees and the Transfer Station Grand Opening.

Commissioner Noska has attended meetings including Cannabis Tour and TWCC.

Commissioner Byers attended meetings including the Transfer Station Ribbon Cutting, Facilities and SWCD.

Commissioner Neumann attended meetings including the SRWD, Transfer Station Ribbon Cutting, JD2, and HR Interviews.

Adjourn

On motion by Denny and second by Neumann, the meeting was adjourned for the month of December and year of 2025.

COMMISSIONER WARRANTS

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

HEALTH & HUMAN SERVICES WARRANTS



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VENDOR NAME	AMOUNT
FREEDOM MORTGAGE CORPORATION	\$ 4,454.90
11 PAYMENTS LESS THAN 2000	\$ 8,845.56
DHS - SWIFT	\$ 80,183.35
SOURCEWELL	\$ 39,756.11
54 PAYMENTS LESS THAN 2000	\$ 15,926.05
Total:	\$ 149,165.97

VENDOR NAME	AMOUNT
DHS - MOOSE LAKE RTC - 462	\$ 5,596.75
DHS - MSOP - MN SEX OFFENDER PROG - 462	\$ 9,699.00
GREATER MN FAMILY SRVS INC	\$ 3,817.90
HEARTLAND GIRLS RANCH	\$ 23,356.45
NORTH HOMES CHILDREN & FAMILY SRVS	\$ 28,597.50
NORTHWOOD CHILDRENS SERVICES	\$ 9,769.48
PRAIRIE LAKES YOUTH PROGRAMS	\$ 13,627.19
VILLAGE RANCH INC	\$ 23,556.30
WEST CENTRAL REG JUVENILE CTR	\$ 7,798.00
17 PAYMENTS LESS THAN 2000	\$ 6,905.07
Total:	\$ 132,723.64

On a motion by Denny and second by Neumann, the preceding minutes of the County Board meeting held December 30th, 2025 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on January 6th, 2026.

Witness my hand and seal:

/s/ on file

Bob Byers, County Board Chairperson

/s/ on file

Denise Gaida, Todd County Auditor-Treasurer