



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

BOARD OF COMMISSIONERS *Regular Board Meeting Agenda*

Tuesday, January 6, 2026

9:00 AM

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

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.TODDCOUNTYMN.GOV](https://www.toddcountymn.gov)

Public Comment Period: 8:45 a.m.

<i>Agenda Item #</i>		<i>Agenda Time:</i>
1	Call to Order and Roll Call	9:00
2	Pledge of Allegiance	9:01
3	Amendments to the Agenda	9:02
4	Board Organization	9:03
4.1	Establish Board Chairperson	
4.2	Establish Board Vice-Chairperson	
5	Potential Consent Items	9:03
5.1	Meeting Minutes - December 30th, 2025	
5.2	Gambling Permit - Midwest Outdoors Unlimited Prairie Partners Chapter 03/07/2026	
5.3	Hire Carter Lenk PT Correctional Officer Start date: TBD	
5.4	Retirement - Administrative Assistant II Debra Durheim 02/27/2026	
6	County Auditor-Treasurer	9:05
6.1	Auditor Warrants - December 2025	
6.2	2026 Official Newspaper Designation	
6.3	2026 Extra Publication Newspaper Designation	
6.4	2026 Todd County Board of Commissioners Board Protocol	
6.5	2026 Board Meeting Dates Schedule	
6.6	2026 Committee Assignments	
6.7	2026 Designation of Depositories, Investments, & Electronic Fund Transfers	
6.8	Extension Committee Appointment	
7	Health & Human Services	9:25
7.1	Opioid Settlement Funding Request - Wellness in the Woods	
7.2	Opioid Settlement Funding Request - Todd County Sheriff's Office	
8	Administration	9:30
8.1	2026 Non-Union and Appointed Officials Salaries	

Standing Reports

County Auditor-Treasurer Report

County Attorney Report

County Coordinator's Report

County Commissioners' Report

Recess



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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	20260106-01
Agenda Topic Title for Publication:		Establish Board Chairperson
Date of Meeting: January 6 th , 2026		Agenda Time Requested: 5 minutes <input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: County Board of Commissioners		
Person Presenting Topic at Meeting: County Board of Commissioners		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
It is customary for the Todd County Board of Commissioners to serve as Chairperson of the Board in rotation.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To appoint Commissioner _____ as the Chairperson of the Todd County Board of Commissioners for 2026 proceedings.		

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



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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	20260106-02
Agenda Topic Title for Publication:		Establish Board Vice-Chairperson
Date of Meeting: January 6 th , 2026		Agenda Time Requested: 5 minutes <input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: County Board of Commissioners		
Person Presenting Topic at Meeting: County Board of Commissioners		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
It is customary for the Todd County Board of Commissioners to serve as Vice-Chairperson of the Board in rotation.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To appoint Commissioner _____ as the Vice-Chairperson of the Todd County Board of Commissioners for 2026 proceedings.		

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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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	20260106-03
Agenda Topic Title for Publication:	Meeting Minutes Approval - December 30th, 2025	
Date of Meeting: January 6 th , 2026	Agenda Time Requested:	<input checked="" 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: December 30 th , 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 December 30 th , 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
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 Katehis, 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;



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



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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 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	20260106-04
Agenda Topic Title for Publication:		Gambling Permit - Midwest Outdoors Unlimited Prairie Partners Chapter
Date of Meeting: January 6 th , 2026	Agenda Time Requested:	<input checked="" 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 type="checkbox"/>		
Application has been filed in the Auditor-Treasurer's Office		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve a gambling permit for the Midwest Outdoors Unlimited Prairie Partners Chapter to hold a raffle event at the Hub Supper Club in Burnhamville Township at the address of 30905 County 13 Burtrum, MN on March 7 th , 2026.		
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 type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input 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} 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



GAMBLING PERMIT – MIDWEST OUTDOORS UNLIMITED – PRAIRIE PARTNERS

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Midwest Outdoors Unlimited – Prairie Partners through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Midwest Outdoors Unlimited – Prairie Partners to hold a raffle event at The Hub Supper Club in Burnhamville Township at the address 30905 County 13, Burtrum, MN on March 7th, 2026.



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	20260106-05
Agenda Topic Title for Publication:		Hire Carter Lenk PT Correctional Officer
Date of Meeting: 01/06/2026		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"/>		
Hire Carter Lenk for the PT Correctional Officer position. An interview process was completed and Carter Lenk was selected as the best candidate for the PT Correctional Officer position.		
Options:		
1- Hire Carter Lenk PT Correctional Officer 2- Do not hire Carter Lenk PT Correctional Officer		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Hire Carter Lenk PT Correctional Officer start date TBD at a rate of \$25.46 per hour Grade 6/F step A		
Additional Information:		Budgeted:
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	20260106-06
Agenda Topic Title for Publication:		Retirement - Administrative Assistant II Debra Durham
Date of Meeting: 1/6/2026	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 (consent item)		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
After 36+ years of dedicated service to Todd County, Debra Durham is retiring from her position as an Administrative Assistant II, effective February 27 th , 2026.		
Options:		
1. Approve the retirement of Administrative Assistant II Debra Durham, effective February 27 th , 2026.		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the retirement of Administrative Assistant II Debra Durham, effective February 27th, 2026.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s): 11- Social Services	<input 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 : (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	20260106-07
Agenda Topic Title for Publication:	Auditor Warrants - December 2025	
Date of Meeting: January 6 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 December 2025 Auditor Warrants number (ACH) 905613 through 905695 in the amount of \$1,327,375.91 (Manual) 1158 through 1166 in the amount of \$78,271.79 and (Regular) 245548 through 245737 in the amount of \$1,115,629.21 for a total of \$2,521,276.91.		

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
December 2025**

Vendor Name	Amount
NORTHERN STAR COOP	\$ 2,594.57
TODD CO AGRICULTURAL SOC.	\$ 3,247.74
15 PAYMENTS LESS THAN 2000	\$ 11,007.11
ALLEN/MICHAEL	\$ 16,950.00
CARD SERVICES COBORNS	\$ 3,262.95
CARGILL SALT DIVISION	\$ 27,776.29
CENTRA CARE	\$ 12,714.58
CENTRAL MINNESOTA LEGAL SERVICES	\$ 2,400.00
CLIFTON LARSONALLEN, LLP	\$ 2,730.00
DIVERSIFIED FOUNDATIONS, LLC	\$ 33,499.34
FLEET SERVICES/WEX BANK	\$ 6,487.59
ITEN FUNERAL HOME	\$ 2,400.00
LIBERTY TIRE SERVICES LLC	\$ 3,219.45
LONG PRAIRIE SANITATION INC	\$ 6,383.55
METRO SALES INC	\$ 3,510.30
MIDWEST MACHINERY CO	\$ 57,518.00
MN DEPT OF FINANCE	\$ 6,304.00
PETERS LAW OFFICE, P.A.	\$ 4,325.00
POPE DOUGLAS SOLID WASTE MANAGEMENT	\$ 67,086.41
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH STEP	\$ 93,473.65
UNITED SPRAY FOAM LLC	\$ 9,514.48
VO/YOUNG	\$ 4,500.00
VOYANT COMMUNICATIONS, LLC	\$ 24,000.00
WIDSETH SMITH NOLTING INC	\$ 3,300.11
ZIEGLER INC	\$ 7,286.75
56 PAYMENTS LESS THAN 2000	\$ 7,238.34
ACOM SYSTEMS	\$ 20,211.14
CARDINAL INVESTIGATIONS	\$ 4,600.00
CDW GOVERNMENT INC	\$ 2,518.75
CITY OF STAPLES	\$ 17,718.96
COUNTIES PROVIDING TECHNOLOGY	\$ 189,853.75
EBSO INC	\$ 7,240.00
FARM-RITE EQUIPMENT, INC	\$ 321,561.00
GALLAGHER BENEFIT SERVICES INC	\$ 48,497.00
HEALTH PARTNERS DENTAL	\$ 2,000.00
LOVELACE/MIKE	\$ 9,031.50
MINNESOTA POWER	\$ 27,420.29
MORRISON COUNTY	\$ 19,654.60
PEMBERTON SORLIE RUFER & KERSHNER	\$ 11,208.60
PHILIP'S REPAIRABLES & COLLISION CENTER	\$ 2,521.00
REGENTS OF THE UNIV OF MN	\$ 17,339.16
TAPCO	\$ 43,750.00
TODD CO AUD-TREAS	\$ 4,379.50
TOWN OF BIRCHDALE	\$ 8,778.00
TRITECH SOFTWARE SYSTEMS	\$ 25,124.78
USPS-POC	\$ 40,496.08
VERIZON	\$ 10,204.43
WEST CENTRAL REG JUVENILE CTR	\$ 5,823.61
WEST CENTRAL TECH SERVICE AREA	\$ 14,054.00
WHEELS ENTERPRISE INC	\$ 6,803.93
WIDSETH SMITH NOLTING INC	\$ 7,224.92
61 PAYMENTS LESS THAN 2000	\$ 2,487.20
ARC ELECTRIC SERVICE	\$ 30,583.00
CENTERPOINT ENERGY	\$ 4,104.06
COBORNS INCORPORATED	\$ 5,633.29
MARK SAND & GRAVEL CO	\$ 2,046.00
MINNESOTA MANAGEMENT AND BUDGET	\$ 205,133.65
PICTOMETRY INTERNATIONAL CORP	\$ 101,793.75
STOECKEL JAHNER INC	\$ 43,100.00
SWENSON AGGREGATE & CONSTRUCTION	\$ 14,380.00
WEST CENTRAL REG JUVENILE CTR	\$ 14,679.05
34 PAYMENTS LESS THAN 2000	\$ 14,054.00
AMAZON CAPITAL SERVICES	\$ 8,512.50
CARGILL SALT DIVISION	\$ 6,019.06
COMMISSIONER OF TRANSPORTATION	\$ 21,843.64
DEERE & COMPANY	\$ 6,758.66
LONG PRAIRIE LEADER	\$ 133,178.38
LONG PRAIRIE OIL COMPANY	\$ 2,331.00
MARK SAND & GRAVEL CO	\$ 19,060.16
NYHUS CHEVROLET INC	\$ 190,773.29
	\$ 35,191.08

***Auditor Warrants for Publication
December 2025***

Vendor Name	Amount
OTTER TAIL COUNTY TREASURER	\$ 31,488.54
STAPLES ADVANTAGE	\$ 3,019.68
TODD SOIL & WATER CONS DIST	\$ 158,680.24
TODD TRAILS ASSOCIATION	\$ 53,191.35
VERIZON	\$ 6,643.03
ZIEGLER INC	\$ 17,137.24
34 PAYMENTS LESS THAN 2000	\$ 20,438.06
MN DEPT OF REVENUE	\$ 2,288.00
MN DEPT OF REVENUE	\$ 56,996.80
US BANK - CC	\$ 13,312.31
7 PAYMENTS LESS THAN 2000	\$ 5,674.68
TOTAL:	\$ 2,521,276.91



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 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	20260106-08
Agenda Topic Title for Publication:		2026 Official Newspaper Designation
Date of Meeting: January 6 th , 2026	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: Supporting Documentation enclosed <input type="checkbox"/>		
Minnesota Statute Chapter 375.12 requires that annual letting of bids for publication be held for the publication of the official proceedings of the official Todd County Board meetings and notices.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the resolution designating the Official Newspaper for 2026 as the _____ with the bid of \$_____ per column inch.		

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



A RESOLUTION DESIGNATING AN OFFICIAL NEWSPAPER FOR 2026

WHEREAS, Minnesota Statutes Chapter 375.12 requires the annual letting of bids for publication of official proceedings of the County Board and similar statutes require the publication of delinquent tax lists, County Financial Statements, and local transportation project bid advertisements, and;

WHEREAS, pursuant to advertisement bids were opened to be designated for those parties interested in being named as the official newspaper for Todd County on January 6, 2026.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners accept the bid from the _____, with a bid of \$_____ per column inch to be the Official Newspaper for the year 2026 and;

BE IT FURTHER RESOLVED, that the Todd County website (www.co.todd.mn.us) be also designated as an official publication for all statutory requirements.



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 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	20260106-09
Agenda Topic Title for Publication:		2026 Extra Publication Newspaper Designation
Date of Meeting: January 6, 2026		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: Supporting Documentation enclosed <input type="checkbox"/>		
Minnesota Statute Chapter 375.12 requires that annual letting of bids be held for publication of the extra proceedings of the Todd County Board meetings and notices.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the resolution designating the Extra Publication Newspaper for 2026 as the _____ with the bid of \$ _____ per column inch.		

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



A RESOLUTION DESIGNATING AN EXTRA PUBLICATION NEWSPAPER FOR 2026

WHEREAS, Minnesota Statutes Chapter 375.12 requires the annual letting of bids for publication of official proceedings of the County Board and similar statutes require the publication of delinquent tax lists, County Financial Statements, and local transportation project bid advertisements, and;

WHEREAS, pursuant to advertisement bids were opened to be designated for those parties interested in being named as the extra publication newspaper for Todd County on January 6, 2026.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners accept the bid from the _____ with a bid of \$_____ per column inch to be the Extra Publication Newspaper for the year 2026.



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 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	20260106-10
Agenda Topic Title for Publication:		2026 Todd County Board of Commissioners Board Protocol
Date of Meeting: January 6 th , 2026		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: Supporting Documentation enclosed <input type="checkbox"/>		
The Todd County Board of Commissioners wish to create a transparent process for the order of the County Board meetings and notices. The Todd County Board of Commissioners met in worksession on December 16, 2025 to consider/propose updates to the Todd County Board Protocol document for 2026.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To adopt the attached resolution to establish the 2026 Todd County Board of Commissioners Board Protocol.		

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

**A RESOLUTION ESTABLISHING THE
2026 TODD COUNTY BOARD OF COMMISSIONERS BOARD PROTOCOL**

WHEREAS, the Todd County Board of Commissioners has chosen to adopt Board Protocol to guide conduct and procedure of operations and meetings.

NOW, THEREFORE BE IT RESOLVED, that the following Board Protocol is adopted:

1. Board Rules to be Passed as a Resolution

Immediately following the appointment of a County Board Chairperson and Vice-Chairperson each year as practical, the County Board Chairperson shall direct that a resolution be passed for the Protocol of the County Board; Board Protocol shall not be passed for a period longer than one year.

2. Designation of the Board Chairperson and Vice-Chairperson

The County Board shall annually elect a Board Chairperson and Vice-Chairperson. In addition to having responsibilities as outlined below, the Board Chairperson, the Vice-Chairperson, the County Attorney, the County Coordinator, and the Human Resources Manager, shall also make-up the Personnel Committee of the County. The Personnel Committee shall have primary (but not sole) responsibility to advise the County Human Resource Manager as to personnel actions.

3. Regular Meetings

The Board shall hold regular meetings on the first and third Tuesday of each month. Regular meetings on the first and third Tuesday shall commence at 9:00 am in the County Board Room at the Historic Court House, Long Prairie, MN. On a majority vote of the County Board, a meeting time, date or venue may be changed.

The 2026 Public Hearing on the 2027 budget shall be held in the County Board Room, date to be set at a later time.

4. Special Meetings

The Chairperson or three members of the Board may call special meetings.

Such meetings shall be called with a three (3) day advance notice, if circumstances allow, to all available Board members and members of the news media. Notwithstanding any other requirements, notice shall be published near the County Board Room door and the bulletin board on the main floor of the Historic Courthouse. Both notices shall specify: (1) the specific item or items to be considered at the special meeting, and (2) the date, time, and place of the meeting. Special meetings of the County shall be held in the County Board Room, unless the Board has determined that other facilities are to be used. All special meetings of the Board shall be limited to the specific item or items set forth in the notice.

5. Presiding Officer, Roll Call

The Board Chairperson, or in the Board Chairperson's absence, the Vice Chairperson of the Board shall take the Chair at the time appointed for the meeting and call the Board to order. The Board Chairperson or Vice Chairperson calling the meeting to order shall be the Presiding Officer for the balance of the meeting.

6. Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business. The Board Chairperson shall be a member of the Board, and shall have the right to vote on all matters coming before it, but shall have no veto power.

7. Minutes

The Auditor-Treasurer shall prepare written copies of the minutes of the preceding meeting of the Board of Commissioners and distribute them to its members no later than the start of its current session. One or more copies of the minutes shall be available in the Office of the Auditor-Treasurer for examination by members of the public. Upon the appearance of a quorum at a Commissioners Board Meeting, the Board Chairperson shall inquire of the Board whether they wish to approve, disapprove, or amend the minutes of the previous meeting of the Board of Commissioners as prepared by the Auditor-Treasurer. Any mistake or omission in the minutes may then be corrected by the Board.

8. Order of Business

a) Public Comment

The County Board shall designate the 15 minutes preceding each regular meeting of the County Board Meeting as a public comment period. Members of the public wishing to address the County Board may do so at this time. The Auditor-Treasurer shall provide a method for members of the public to sign up to speak. The Board Chairperson is responsible for limiting the amount of time for each member of the public wishing to speak. In the event there are more members of the public wishing to speak than 15 minute allows for, the County Board Chairperson may open the meeting and amend the agenda to include extended public comment. Public Comments may also be submitted in written format to the Auditor-Treasurer in-person, by mail, by fax or by electronic mail delivery. Any written public comments received greater than thirty minutes prior to the board meeting may be included on the current board meeting public comment opportunity.

The public comment period is not an appropriate venue to address specific personnel issues. If a member of the public wishes to address a specific personnel issue, the Board Chairperson shall direct the speaker to address the issue with Administration following the meeting.

b) Order and Decorum

The Board Chairperson or Vice-Chairperson shall preserve order and decorum. The Auditor-Treasurer shall act as parliamentarian and the Board Chairperson shall decide questions of order, subject to an appeal to the County Board.

Every Board member, member of the public or member of the press shall respectfully address the Chairperson by the appellation of "Mr. Chairman" or "Madame Chair", and shall not speak further until recognized by the Chairperson. Once a member of the audience has been recognized by the chair as requesting to address the Board of Commissioners, the Chairperson shall require the individual to identify themselves by stating their name and address.

Every Board member, or member of the public or member of the press shall conduct themselves with professionalism and exhibit respectful communication with one another during the meeting. This includes giving full attention to the meeting, turn to vibrate or turn off electronic communication devices and limiting side conversations during the meeting.

c) Agenda

The Auditor-Treasurer shall prepare a written agenda in advance of all board meetings and shall place Call to Order as Item No. 1; and thereafter other items of business in the order of presentation which the Auditor-Treasurer deems best or as directed by the Board Chairperson.

County staff or organizations wishing to place an item of business upon the agenda shall advise the Auditor-Treasurer of the particular item of business not later than 3:00 pm on the Wednesday immediately preceding the Regular Tuesday Board meetings. Alternate submission deadlines will be communicated by the Auditor-Treasurer for any Special Board Meetings in order to comply with public notification statute regulations. The Auditor-Treasurer shall release the proposed agenda and information packet, including posting on the Todd County Website, at minimum 3 days prior to the meeting, typically on the Friday, immediately preceding the Board Meeting. The Board Chairperson may choose to require the Auditor-Treasurer to send the agenda to the Board Chairperson for approval prior to public release.

County departments or organizations requesting that an item be placed on the agenda shall furnish sufficient details so as to enable the Auditor-Treasurer to enter the item on the board meeting agenda in a summary adequate to alert the public as to the nature of the matter to be discussed. If the Auditor-Treasurer is unable to prepare a summary from the information received, the Auditor-Treasurer may refuse to place the matter on the agenda.

The County Board, by majority vote, may amend the proposed agenda. After approval of the proposed agenda within a meeting, no amendments will be made except upon a 4/5th vote of the County Board.

d) Consent Agenda

The consent agenda is provided for items considered to be general business items. Items which may be placed on the consent agenda are as follows

- Minutes
- Resolutions authorizing permits or licenses
- Board Action Forms to approve the hiring of employees
- Board Action Forms recognizing the departures of employees

Any one Board Member may ask that an item be removed from the consent agenda and placed on the regular agenda. Board members who intend to remove an item from the consent agenda shall attempt to inform the Auditor-Treasurer before the County Board meeting. Items removed from the consent agenda may be placed where it is most reasonable on the regular agenda.

9. Discussion and Debate

The County Board shall be guided by, but not restricted to Robert's Rules of Order in all cases where they are applicable, and not inconsistent with State Statute or the Standing Rules of the Board.

- Items on the agenda may be debated prior to the submission of an ordinary motion.
- The Chairperson or Presiding Officer shall restate any motion if requested to do so by a member of the Board of Commissioners. The withdrawal of either the motion or the second to a motion shall terminate debate on the motion.
- When a question is under debate, no motion shall be received other than the following privileged motions: a) to lay on the table; b) to divide the question; c) to postpone indefinitely; d) to postpone to a certain day; e) to refer; f) to adjourn. The privileged motion shall have precedence in the order in which they are arranged. All privileged motions require a second before debate. A Board member may make a negative motion to defeat a resolution or

ordinance. This "objection to the consideration" of the matter is considered a privileged motion and requires a second, and must pass by a simple majority. If no motion is made on an item, the matter automatically dies or does not pass.

- d) When a motion is made to table a discussion, item, or topic, a later date shall be set to resume what was tabled and a vote is not required. If a motion is made to table the same discussion, item, or topic again, Robert's Rules of Order will be followed for this procedure. This motion can't interrupt a speaker who has the floor, it must be seconded, it can be debated, it is not amendable, and requires a majority vote.

10. Voting

When a question is put by the Chairperson, every member present shall vote; unless the Board, for special reason, shall excuse a member prior to the calling of the roll or a legal conflict of interest prohibits a member voting. Any member, who being present when his or her name is called fails to vote upon any then pending proposition, unless previously excused by the Board, shall be counted as having voted in the positive. In all cases, the call of the roll shall be alphabetically by the family surname of each Board member except that the Chairperson or Presiding Officer shall vote last.

11. Calling Vote

The ayes and nays shall be called upon the passage of ordinances and the consent agenda. Unless a member requests, other items will be by voice vote. When a vote is called for and a Board member is silent, the Board member will be recorded as voting in the affirmative on the question. A member may demand a roll call vote at any time prior to the assumption of other business.

12. Ordinances

Requests for consideration of an ordinance or ordinance amendment shall be submitted in writing to the County Board. Every proposed ordinance shall be considered at two public hearings referred to as first reading and second reading. The County Board will conduct the first reading at a public hearing for all ordinance subject matters or except as specified herein.

Requests related to Todd County's Land Use Ordinances shall be deferred to the Planning Commission per Section 5.06 of the Todd County Land Use Ordinance for the purpose of conducting the required public hearings and adopting a singular recommendation for submittal to the County Board for final adoption.

All proposed ordinances or amendment thereto shall be posted on the Todd County website for viewing.

Written notice of time, place and purpose of the public hearings shall be published in the official County newspaper designated by the Board and posted on the County website at least ten (10) days prior to the hearing date. Amendments may be offered at either first or second reading public hearings when the ordinance is under consideration, however the ordinance shall not be acted upon until the next regular meeting. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the second reading of the ordinance shall constitute final adoption of all ordinances. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass and action thereupon shall be postponed to the next regular session.

13. Clerk to the County Board

It shall be the duty of the Auditor-Treasurer to keep the journal of the proceedings of the County Board of Commissioners and perform such duties as may be required by the Board of Commissioners. The Auditor-Treasurer

shall not allow the official journal of the County to be taken from the custody of the Auditor-Treasurer without the knowledge and consent of the County Board of Commissioners. Audio taping or video taping of the board meetings may occur for County Department reference only, but approved minutes shall be the official record of board meetings. All county board meetings will be streamed live via link provided on the County Website for public access.

14. Board Committees

Committees of the Board shall be created by a 3/5 vote of the County Board. Committees may be created on an ongoing or defined time period.

15. Suspension or Amendment of Rules

No rule of the Board shall be suspended, altered, or rescinded except upon the affirmation vote of four members of the Board, unless notice of such change shall have been given at a previous meeting in which case only a majority shall be required.

16. Publication of Minutes

The regular Board of Commissioners Meeting minute summary shall be published in the official county newspaper and on the County Website so as to provide the public with timely and accurate notice of the regular County Commissioners Board Meeting actions.

17. Agenda is Public

Any member of the public or the news media requesting copies of any regular or special meeting agenda shall be provided the same pursuant to M.S. 13D.

18. Work Sessions of the Board

The County Board may hold Work Sessions which are not considered “regular meetings” of the County Board. Work sessions may be scheduled upon request of the County Board Chairperson or three members of the County Board in the County Board room.

A County Board Work Session is not a regular meeting and therefore no votes may be taken and no binding decisions may be made. Work sessions are to be used for information and discussion purposes only.

In the event that a work session is scheduled, notice will be sent to the members of the news media and posted on the County’s webpage.

19. County Board Quorum Notification

The County Board may need to attend gatherings such as committee meetings and conferences which are not part of a regularly scheduled county board meeting. When the presence of a quorum of the County Board is anticipated, public notification will be posted on the county bulletin board and the county website calendar with, at minimum, a three (3) day advance notice, per Minnesota State Statute. The Clerk to the Board will provide email notification of all posted notifications to the County Board as timely as possible.

20. Public Requests for Meeting Notifications

Any individual may provide a request to the Clerk to receive notification of meetings pursuant to M.S. 13D.04. These requests will be fulfilled for and within the calendar year received. All requests will expire on December 31st



annually. Not more than 60 days before the expiration date of a request for notice, the public body shall send notice of the refiling requirement to each person who filed during the preceding year.



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	20260106-11

Agenda Topic Title for Publication:	2026 Board Meeting Dates Schedule	
Date of Meeting: January 6 th , 2026	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: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
It is customary for the County Board of Commissioners to set the County Board meeting schedule at the 1st board meeting of each year and adjust accordingly for known scheduling conflicts.		

Options:

Recommendation:
The Todd County Board of Commissioners approves the following by Motion: To approve to continue to hold the Todd County Board of Commissioner's Meetings on the first and third Tuesday of every month at 9:00 a.m. in the Todd County Historic Courthouse and Worksession designated by the Board Chairperson or three members of the County Board as deemed necessary. The County Board also approves that the November 3 rd , 2026 meeting be moved to November 2 nd , 2026 due to the Statewide General Election event. The County Board also approves that the year-end board meeting be scheduled for December 29th, 2026.

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

2026

Board Submission Schedule

Please submit information directly to: clerk@co.todd.mn.us

Commissioner Meeting Date	Board Submission Deadline by 3:00 p.m.
January 6, 2026	December 29, 2025
January 20, 2026	January 14, 2026
February 3, 2026	January 28, 2026
February 17, 2026	February 11, 2026
March 3, 2026	February 25, 2026
March 17, 2026	March 11, 2026
April 7, 2026	March 31, 2026
April 21, 2026	April 15, 2026
May 5, 2026	April 29, 2026
May 19, 2026	May 13, 2026
June 2, 2026	May 27, 2026
June 16, 2026	June 10, 2026
July 7, 2026	July 1, 2026
July 21, 2026	July 15, 2026
August 4, 2026	July 29, 2026
August 18, 2026	August 12, 2026
September 1, 2026	August 26, 2026
September 15, 2026	September 9, 2026
October 6, 2026	September 30, 2026
October 20, 2026	October 14, 2026
November 2, 2026	October 27, 2026
November 17, 2026	November 10, 2026
December 1, 2026	November 23, 2026
December 15, 2026	December 9, 2026
December 29, 2026	December 21, 2026



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	20260106-12
Agenda Topic Title for Publication:		2026 Committee Assignments
Date of Meeting: January 6 th , 2026	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: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
It is customary that the Board of Commissioners establish/re-affirm the Committees to which they are a member of each calendar year.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the attached resolution adopting the Commissioner's Committee Assignments for 2026.		
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



**A RESOLUTION ESTABLISHING
THE COMMISSIONER'S COMMITTEE ASSIGNMENTS FOR 2026**

WHEREAS, The County Commissioners have wide ranging and diverse responsibilities, and;

WHEREAS, it is necessary for Commissioners to be assigned to Committees for the purposes of advocating for the County, and to effectively complete the work of the County.

NOW, THEREFORE BE IT RESOLVED, that the attached Committee Roster (Attachment 1) is hereby adopted as the County Commissioners' Committee Assignments for 2026 and will remain on file in the Auditor-Treasurer's Office.

2026 Todd County Commissioner Committee Assignments

General Organization						Meeting Timetable
Board Chairperson	TBD					
Board Vice Chairperson	TBD					
County Board Board Meetings	1st and 3rd Tuesday 9:00 a.m., In the Commissioner's Board Room					
County Board Work Sessions	Scheduled as needed					
2026 - All Commissioner Committee Assignments	District 1	District 2	District 3	District 4	District 5	
3 Co. Morrison, Todd, Wadena Community Health Board	B. Becker	T. Denny	B. Byers	L. Noska	R. Neumann	As needed
AMC Delegates	B. Becker	T. Denny	B. Byers	L. Noska	R. Neumann	Conferences, District Meetings
County Road Inspection Committee	B. Becker	T. Denny	B. Byers	L. Noska	R. Neumann	One Spring, One Fall
Finance Committee *Typically Chair/Vice-Chair (rotate others as needed)		T. Denny	B. Byers			As needed
Gov't Building Task Force Committee	B. Becker	T. Denny	B. Byers	L. Noska	R. Neumann	As needed
MCIT Committee						
MN Rural Counties Caucus	B. Becker-Alt	T. Denny-Alt	B. Byers	L. Noska-Alt.	R. Neumann-Alt	1st Monday/month 10:00 AM
Negotiations Committee *Typically Chair/Vice-Chair		T. Denny	B. Byers			As needed
Solid Waste Joint Inspection Committee (bi-yearly)	B. Becker	T. Denny	B. Byers	L. Noska	R. Neumann	One Spring, One Fall
Strategic and Efficient Government Committees	District 1	District 2	District 3	District 4	District 5	
Leadership Team Committee *Typically Chair/Vice-Chair		T. Denny	B. Byers			2nd Wednesday/month 9:00 AM
Personnel Committee (County Attorney and Coordinator) *Typically Chair/Vice-Chair		T. Denny	B. Byers			2nd Monday & 4th Tuesday/month 9:00 AM
Policies Committee	B. Becker		B. Byers-Alt		R. Neumann	1st Wednesday/month 9:00 AM
Insurance Committee	B. Becker				R. Neumann	As needed
Joint Ditch 5 & 8 Committee	B. Becker	T. Denny	B. Byers			As needed
Safety/OSHA Committee/Facilities	B.Becker		B. Byers			4th Friday, every other month 10:00 AM
Todd County Appeals Board	B. Becker			L. Noska		As needed
Wellness Committee				L. Noska		As needed; Mondays @ 2pm
Counties Providing Technology		T. Denny-Alt			R. Neumann	4th Monday/month 10:00 AM
Compliance Fund Committee				L. Noska		As needed via email
Community Growth Committees	District 1	District 2	District 3	District 4	District 5	
Co. Parks & Trails Committee	B. Becker-Alt		B. Byers		R. Neumann	2nd Wednesday/month 7:00 PM
Airport Commission - Long Prairie			B. Byers		R. Neumann	3rd Wednesday/month 3:00 PM
Airport Commission - Staples	B. Becker	T. Denny				As needed
Region 5 Development Committee	B. Becker	T. Denny-Alt				4th Thursday/month 6:00 PM
Todd County Development Corp Liaison		B. Byers		L. Noska		2nd Monday/month, Brow. CC 3:00 PM
JD 2 Committee		T. Denny			R. Neumann	As needed
Livestock Advisory Committee	B. Becker		B. Byers			As needed
Todd County HRA		T. Denny-Alt	B. Byers	L. Noska		Last Wed/month, Sunrose Courts, Brow. 4:00 PM
Transit Advisory Committee/Rainbow Rider Joint Powers/Ambassador	B. Becker		B. Byers-Alt		R. Neumann	2nd Thursday/month 5:00 PM
Transit Advisory Committee/Friendly Rider Joint Powers	B. Becker	T. Denny				2nd Wednesday/month
Regional Transportation Coordinating Council (RTCC)	B. Becker				R. Neumann-Alt	As needed

2026 Todd County Commissioner Committee Assignments

Environmental Resources Committees	<i>District 1</i>	<i>District 2</i>	<i>District 3</i>	<i>District 4</i>	<i>District 5</i>	
Planning Commission and Variance Liaison		T. Denny	B. Byers-Alt			1st Thursday/month 6:00 PM
Soil & Water Liaison <i>*Typically Chair/Vice-Chair (others are alternates)</i>		T. Denny	B. Byers			2nd Thursday/month 8:30 AM
Solid Waste Joint Powers Board (PLMSWA)		T. Denny			R. Neumann-Alt	4th Wednesday/month 10:00 AM
Recycling Committee (Solid Waste Committee)		T. Denny			R. Neumann	2nd Thursday/month 10:00 AM
SRWD IWIP Committee			B. Byers-Alt		R. Neumann	Quarterly or as needed
Long Prairie Watershed Plan	B. Becker		B. Byers			Quarterly or as needed
Mississippi - Brainerd Watershed Plan		T. Denny-Alt	B. Byers			Quarterly or as needed
Crow Wing Watershed Plan	B. Becker	T. Denny-Alt				4th Wednesday/month 9:00 AM
Red Eye Watershed Plan		T. Denny				
Water Plan Committee (Todd County) - Sauk River Watershed			B. Byers		R. Neumann	3rd Tuesday/month 6:00 PM
County Noxious Weed Appeal Committee		T. Denny			R. Neumann	As needed
Community Engagement Committees	<i>District 1</i>	<i>District 2</i>	<i>District 3</i>	<i>District 4</i>	<i>District 5</i>	
AIS				L. Noska	R. Neumann	As needed
Fair Board Committee		T. Denny		L. Noska		2nd Thursday/month 7:30 PM
Great River Regional Library	B. Becker - Alt	T. Denny				3rd Tuesday/month 5:00 PM
Extension Committee	B. Becker - Alt		B. Byers		R. Neumann - Alt split	1st Tues, Feb/April/June/Dec 6:00 PM
Todd Co. Expo Bldg Review Committee	B. Becker		B. Byers			As needed
Todd Co. Facilities Committee	B. Becker		B. Byers			4th Friday/month 9:00 AM
Growth and Contribution Committees	<i>District 1</i>	<i>District 2</i>	<i>District 3</i>	<i>District 4</i>	<i>District 5</i>	
Central MN Council on Aging				L. Noska-Alt	R. Neumann	1st Thursday Quarterly 10:00 AM
Tri-Cap Committee			B. Byers	L. Noska		4th Thursday/month, Little Falls 5:30 PM
Community Safety Committees	<i>District 1</i>	<i>District 2</i>	<i>District 3</i>	<i>District 4</i>	<i>District 5</i>	
Hands of Hope Todd-Morrison		T. Denny				3rd Wednesday/month 5:00 PM
Todd-Wadena Community Corrections Exec. Committee	B. Becker			L. Noska		2nd Monday/month 5:00 PM
West Central Juvenile Det. Center	B. Becker			L. Noska-Alt		
Comm. Health Service for Co.Public Health Advisory	B. Becker				R. Neumann	As needed
Opioid Settlement Advisory Council			B. Byers		R. Neumann-Alt	As needed
EMS County 14 Board	B. Becker		B. Byers			5th Friday in months with a 5th Friday 10:00 AM
EMS Task Committee	B. Becker		B. Byers			As needed
E-911 Committee			B. Byers		R. Neumann	As needed
Law Enforcement Liaison		T. Denny			R. Neumann	As needed
Law Library Committee				L. Noska		Quarterly, 2nd Wednesday
Environmental Health Bd of Appeals				L. Noska	R. Neumann	As needed
Central MN Emergency Services Council	B. Becker					
Region V+ Adult Mental Health Comprehensive Re-Entry Team			B. Byers	L. Noska		As needed
Todd-Wadena Community Corrections Advisory Board	B. Becker			L. Noska		Meet 3x/year, Spring/Summer/Fall
Central MN Emergency Services Board		T. Denny			R. Neumann-Alt	As needed

2026 Todd County Commissioner Committee Assignments

Misc. Assignments						
Todd County Official Newspaper	TBD					
Todd County Official Newspaper - Extra Publications	TBD					
Todd County Affirmative Action Plan Officer	Jane Gustafson, Assistant County Attorney					
AMC Committee - Individual Category Committee Member *	<i>*Dept Head as Alternate</i>					
Public Safety	B. Becker					
General Government					R. Neumann	
Environmental & Natural Resources		T. Denny				
Public Health Board			B. Byers			
Transportation & Infrastructure				L. Noska		
County Coordinator Committee Assignments						
All Todd County Commissioner Meetings & Worksessions						
Compliance Committee						
E-911 Committee						
Facilities Committee						
Finance Committee						
Insurance Committee						
Leadership Team Committee						
Negotiations Committee						
Personnel Committee						
Policies Committee						
Safety Committee						
Solid Waste Committee						
Wellness Committee						



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 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	20260106-13
Agenda Topic Title for Publication:		Designation of Depositories, Investments & Electronic Funds Transfers
Date of Meeting: January 6 th , 2026	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: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
Per Minnesota State Statute & Auditing Standards, the designation of depositories, investments and electronic funds transfers shall be approved by the governing body annually.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the attached resolution for the Designation of Depositories, Investments & Electronic Funds Transfers.		

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

DESIGNATION OF DEPOSITORIES, INVESTMENTS & ELECTRONIC FUNDS TRANSFERS

WHEREAS, Minnesota Statute § 118A.02, subdivision 1 (a) states “The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.” and;

WHEREAS, in accordance with Minnesota Statute § 118A.01 through § 118A.08, the County Board of Commissioners has the official role to authorize the County Auditor/Treasurer to select depositories & make investments of funds under Minnesota Statute § 118A.01 to 118A.08 or other applicable law for and on behalf of the County of Todd and;

WHEREAS, in accordance to Minnesota Statute § 385.07, the County Board of Commissioners has the official role to authorize the County Auditor/Treasurer the use electronic funds transfers where deemed appropriate, expeditious and in the best interest of the County of Todd.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners authorize the Todd County Auditor/Treasurer to select depositories & make investments in accordance to Minnesota Statute § 118A.01 through § 118A.08 where the following financial institutions are currently in place:

- American Heritage National Bank
- CETERA Investments managed through American Heritage National Bank
- Minnesota National Bank
- Gold Sweep Investments managed through Minnesota National Bank
- Moreton Capital Markets, LLC
- US Bank
- MAGIC Fund
- Unity Bank

BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners authorize the Todd County Auditor/Treasurer the use of electronic funds transfers where deemed appropriate, expeditious and in the best interest of Todd County.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

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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	20260106-14
Agenda Topic Title for Publication:		Extension Committee Appointments
Date of Meeting: 1/6/2026		Agenda Time Requested: 5 minutes <input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: University of Minnesota Extension		
Person Presenting Topic at Meeting: Tony Hansen		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
Todd County Extension Committee serves as an advisory body for the U of M Extension in Todd County. Committee members serve three year terms that are renewable. We request the following appointments to be made for the County Extension Committee: Ted Gray be reappointed to a three year term 2026-2028 as District 3 Representative		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To adopt the recommendations for reappointment Ted Gray for another term on the County Extension Committee.		
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 : (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	20260106-15
Agenda Topic Title for Publication:		Opioid Settlement Funding Request- Wellness in the Woods
Date of Meeting: 1/6/2026	Agenda Time Requested: 5 min	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och/Katherine Mackedanz		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
The Todd County Opioid Settlement Advisory Committee at their December 17th meeting approved the funding request from Wellness in the Woods. The request would continue the peer support program within the Todd County Jail, providing twice weekly sessions to assist inmates with recovery and re-entry.		
Options:		
1. To approve the funding request from Wellness in the Woods.		
2. To not approve the funding request.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Opioid Settlement funding request from Wellness in the Woods		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 25,200.00 Funding Source(s): Opioid Settlement	<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 •

HEALTH AND HUMAN SERVICES

Courthouse Annex
212 Second Ave South
Long Prairie, MN 56347
Phone: 320-732-4500
Fax: 320-732-4540

Branch Office
200 1st Street NE #1
Staples, MN 56479
Phone: 218-894-6300
Fax: 218-894-2878

Opioid Settlement Funding Request Form

Project Name:	
Agency Requesting:	
Main Project Contact:	
Memorandum of Agreement Justification¹:	
Amount Requested:	
Project Timeline:	

Project's Target Population (mark all that apply):

- ☐ American Indian
- ☐ Asian
- ☐ Black or African American
- ☐ Children & Youth
- ☐ Hispanic

- ☐ Homeless/Unhoused
- ☐ Individuals with Disabilities
- ☐ Justice Involved
- ☐ LGBTQ
- ☐ Low-income individuals
- ☐ Native Hawaiian

- ☐ Other Pacific Islander
- ☐ Pregnant Individuals
- ☐ Recent Immigrants
- ☐ White
- ☐ Other: _____

Project Description:

Describe the project's major activities, goals and anticipated outcomes and how it will assist in the abatement of the opioid epidemic.

Budget Description:

Describe how the funds will be used to reach the anticipated outcomes.

Requestor Signature:

Action Taken:

Opioid Advisory Council

County Board

Date Review:

Date of BAF:

Approved:

Approved:

Denied:

Denied:

Other:

Other:

¹ All projects must fall within the list of approved uses in Exhibit A of the Minnesota Opioids State-Subdivision Memorandum of Agreement, https://www.ag.state.mn.us/opioids/docs/MN_MoA.pdf



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	20260106-16
Agenda Topic Title for Publication:		Opioid Settlement Funding Request- Todd County Sheriff's Office
Date of Meeting: 1/6/2026	Agenda Time Requested: 5 min	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och/Katherine Mackedanz		
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>		
The Todd County Opioid Settlement Advisory Committee at their December 17th meeting approved the funding request from the Todd County Sheriff's Office to purchase a medication drop box, sharps collection box, and naloxone distribution site to be housed at the Sheriff's office lobby.		
Options:		
1. To approve the funding request for the Todd County Sheriff's Office.		
2. To not approve the funding request.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Opioid Settlement funding request from the Todd County Sheriff's Office.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ 4,570.57 Funding Source(s): Opioid Settlement	<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 •

HEALTH AND HUMAN SERVICES

Courthouse Annex
212 Second Ave South
Long Prairie, MN 56347
Phone: 320-732-4500
Fax: 320-732-4540

Branch Office
200 1st Street NE #1
Staples, MN 56479
Phone: 218-894-6300
Fax: 218-894-2878

Opioid Settlement Funding Request Form

Project Name:	Medication drop and distribution site
Agency Requesting:	Todd County Sheriff's Office
Main Project Contact:	Sheriff Allen
Memorandum of Agreement Justification¹:	
Amount Requested:	\$4,570.57
Project Timeline:	January 2026

Project's Target Population (mark all that apply):

☒ American Indian

☐ Asian

☒ Black or African American

☒ Children & Youth

☒ Hispanic

☒ Homeless/Unhoused

☒ Individuals with
Disabilities

☒ Justice Involved

☐ LGBTQ

☒ Low-income individuals

☐ Native Hawaiian

☐ Other Pacific Islander

☒ Pregnant Individuals

☒ Recent Immigrants

☒ White

All populations in Todd County

☒ Other:

Project Description:

Describe the project's major activities; goals and anticipated outcomes and how it will assist in the abatement of the opioid epidemic.

Law Enforcement is well aware of the need for a collection site for prescription medications and a used needle site within the county that is private. Often times LE encounters medications and needles that have been involved in our opioid issues within the county but have not been able to direct the population to a one stop location for disposal or to receive emergency Narcan 24 hours a day.

Budget Description:

Describe how the funds will be used to reach the anticipated outcomes.

With this site located in the Sheriff's Office lobby citizens can drop off medications and sharps and also have Narcan available as needed. This request includes a 28 gallon medication collection kiosk bundle, a 28 gallon sharps collection kiosk bundle and a 6 dose Narcan distribution cabinet all in one convenient centrally located location.

Requestor Signature:

Action Taken:

Opioid Advisory Council

County Board

Date Review: 12/17/2025

Date of BAF:

Approved: Motion by Kim D, Second by Stephanie Och, Motion carried

Approved:

Denied:

Denied:

Other:

Other:

¹ All projects must fall within the list of approved uses in Exhibit A of the Minnesota Opioids State-Subdivision Memorandum of Agreement, https://www.ag.state.mn.us/opioids/docs/MN_MoA.pdf



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 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	20260106-17
Agenda Topic Title for Publication:		2026 Non-Union and Appointed Officials Salaries
Date of Meeting: January 6, 2026	Agenda Time Requested: 5 Minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Administration		
Person Presenting Topic at Meeting: Jackie Bauer		
Background: Supporting Documentation enclosed <input type="checkbox"/>		
The Todd County Board of Commissioners desire to set salaries for appointed officials and regular full-time employees not covered by a collective bargaining agreement.		
Options:		
1. Approve the attached Resolution setting the 2026 Non-Union and Appointed Officials Salaries		
2. Do not approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the Resolution setting the 2026 Non-Union and Appointed Officials Salaries		

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 type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input 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}

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



2026 Non-Union Employees and Appointed Officials Salaries

WHEREAS, the Todd County Board of Commissioners are responsible for setting the compensation of county employees and appointed officials, and;

WHEREAS, the Todd County Board of Commissioners desire to follow the same pattern bargained with unions for the non-union regular full-time employees and appointed officials, and;

WHEREAS, a 3.5% general wage increase will take effect on the first day of the first full pay period in January 2026, pay date February 4, 2026, for regular full-time employees. Step increase will be granted starting the first day of the first full pay period worked in July, pay date August 5, 2026, for eligible staff.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners authorize the that a 3.5% general wage increase will take effect on the first day of the first full pay period in January 2026, pay date February 4, 2026, for regular full-time employees. Step increase will be granted starting the first day of the first full pay period worked in July, pay date August 5, 2026, for eligible staff.

	COLA	3.50%		Step	2.82%		Grade	8.00%		2026	
Pay Grade	A	B	C	D	E	F	G	H	I	J	K
1/A	\$17.94	\$18.45	\$18.97	\$19.50	\$20.05	\$20.62	\$21.20	\$21.80	\$22.41	\$23.04	\$23.69
2/B	\$19.38	\$19.92	\$20.48	\$21.06	\$21.65	\$22.27	\$22.89	\$23.54	\$24.20	\$24.89	\$25.59
3/C	\$20.93	\$21.52	\$22.12	\$22.75	\$23.39	\$24.05	\$24.72	\$25.42	\$26.14	\$26.88	\$27.63
4/D	\$22.60	\$23.24	\$23.89	\$24.57	\$25.26	\$25.97	\$26.70	\$27.46	\$28.23	\$29.03	\$29.84
5/E	\$24.41	\$25.10	\$25.80	\$26.53	\$27.28	\$28.05	\$28.84	\$29.65	\$30.49	\$31.35	\$32.23
6/F	\$26.36	\$27.10	\$27.87	\$28.65	\$29.46	\$30.29	\$31.15	\$32.02	\$32.93	\$33.86	\$34.81
7/G	\$28.47	\$29.27	\$30.10	\$30.95	\$31.82	\$32.72	\$33.64	\$34.59	\$35.56	\$36.56	\$37.60
8/H	\$30.75	\$31.61	\$32.50	\$33.42	\$34.36	\$35.33	\$36.33	\$37.35	\$38.41	\$39.49	\$40.60
9/I	\$33.21	\$34.14	\$35.10	\$36.09	\$37.11	\$38.16	\$39.24	\$40.34	\$41.48	\$42.65	\$43.85
10/J	\$35.86	\$36.87	\$37.91	\$38.98	\$40.08	\$41.21	\$42.37	\$43.57	\$44.80	\$46.06	\$47.36
11/K	\$38.73	\$39.82	\$40.95	\$42.10	\$43.29	\$44.51	\$45.76	\$47.05	\$48.38	\$49.75	\$51.15
12/L	\$41.83	\$43.01	\$44.22	\$45.47	\$46.75	\$48.07	\$49.43	\$50.82	\$52.25	\$53.73	\$55.24
13/M	\$45.18	\$46.45	\$47.76	\$49.11	\$50.49	\$51.92	\$53.38	\$54.88	\$56.43	\$58.02	\$59.66
14/N	\$48.79	\$50.17	\$51.58	\$53.04	\$54.53	\$56.07	\$57.65	\$59.28	\$60.95	\$62.67	\$64.43
15/O	\$52.69	\$54.18	\$55.71	\$57.28	\$58.89	\$60.55	\$62.26	\$64.02	\$65.82	\$67.68	\$69.59
16/P	\$56.91	\$58.51	\$60.16	\$61.86	\$63.60	\$65.40	\$67.24	\$69.14	\$71.09	\$73.09	\$75.15
17/Q	\$61.46	\$63.19	\$64.98	\$66.81	\$68.69	\$70.63	\$72.62	\$74.67	\$76.78	\$78.94	\$81.17