



*Minutes of the Meeting of the Todd County Board of Commissioners held on
January 20th, 2026*

Call to Order

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 20th day of January, 2026 at 9:00 AM. The meeting was called to order by Chairperson Byers. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Approval of Agenda

On motion by Noska and second by Denny, the following motion was introduced and adopted by majority vote with Becker against: To adopt the agenda as presented with addition of item 4.8 Hire Human Resources Manager – Lisa Guzek and removal of item 9.1 Generalist to Deputy County Recorder transition.

Consent Agenda

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

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

To approve the promotion of Patricia Fischer to fill an open Eligibility Worker position. Grade F/6, Step G, \$31.15. Start date: TBD

To approve the hire of Fernando Ramirez to fill an open Eligibility Worker position. Grade F/6, Step A, \$26.36. Start date: TBD

**GAMBLING PERMIT – MIDWEST OUTDOORS UNLIMITED PRAIRIE PARTNERS
CHAPTER**

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Midwest Outdoors Unlimited Prairie Partners Chapter 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 Chapter to hold a raffle event at Shattuck's Hub Supper Club in Burnhamville Township at the address 30905 County 13 Burtrum, MN on March 15th, 2026.

To approve an Off Sale and On Sale 3.2 Malt Liquor License for BDKMN Inc dba Head of the Lakes Resort at the address of 15080 Gardenia Drive, Osakis, MN in Leslie Township effective January 5th, 2026 through March 31st, 2026.

To approve a Setup License for BDKMN Inc dba Head of the Lakes Resort at the address of 15080 Gardenia Drive, Osakis, MN in Leslie Township effective January 5th, 2026 through March 31st, 2026.

To approve an On Sale Wine License for BDKMN Inc dba Head of the Lakes Resort at the address of 15080 Gardenia Drive, Osakis, MN in Leslie Township effective January 5th, 2026 through March 31st, 2026.

To hire Lisa Guzek to fill the open Human Resources Manager Position, Grade 13/M, Step B, \$46.45/hour, Start Date TBD

Auditor-Treasurer

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 404306 through 404329 in the amount of \$10,449.38 and (Regular) 59512 through 59544 in the amount of \$45,786.99 for a total of \$56,236.37.



On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 807178 through 807249 and (Regular) 713736 through 713812 for a total of \$115,437.32.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601900 through 601913 and (Regular) 518774 through 518798 for a total amount of \$76,070.43.

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

**TRANSFER OF FUNDS FROM GENERAL FUND TO
TODD COUNTY DEVELOPMENT CORPORATION FUND**

WHEREAS, the 2026 Budget for Todd County’s support to the Todd County Development Corporation has been approved at \$104,000.00, and;

WHEREAS, a letter was received from the Todd County Development Corporation requesting for the allocation of funds from the County General Fund to be provided.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the transfer of funds in the amount of \$104,000.00 from Fund 01-General Revenue to Fund 74-Todd County Development Corporation.

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

**TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE TODD WADENA
COMMUNITY CORRECTIONS FUND FOR THE 2026 ALLOCATION**

WHEREAS, the 2026 Budget for Todd County’s support to Todd Wadena Community Corrections has been approved at \$664,333.00; and

WHEREAS, a letter was received from the Todd Wadena Community Corrections requesting for the allocation of funds from the General Fund to be provided;

NOW, THEREFORE BE IT RESOLVED, that The Todd County Board of Commissioners hereby approve the transfer of funds in the amount of \$664,333.00 from Fund 01-General Revenue to Fund 75-Todd Wadena Community Corrections.

Public Works

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

**ESTABLISHING SPONSORSHIP OF A TRANSPORTATION ALTERNATIVES GRANT
APPLICATION FOR STAPLES NORTHERN PACIFIC RAILWAY DEPOT 2nd FLOOR
ACCESS IMPROVEMENTS**



WHEREAS, the Federal Highway Administration (FHWA) and the Minnesota Department of Transportation (MnDOT) administer the Transportation Alternatives Program to fund eligible transportation projects that improve accessibility, safety and multimodal connectivity, and;

WHEREAS, the Staples Historical Society is the owner and operator of the Staples Northern Pacific Railway Depot, an active intercity passenger rail station served by Amtrak, and is submitting a Transportation Alternatives Grant application for the project entitled Staples Northern Pacific Railway Depot Second-Floor Access Improvements, and;

WHEREAS, the proposed project includes ADA-compliant and life-safety improvements that support continued public use of the Depot as a transportation facility, including stair refurbishment, construction of a new northwest stair and installation of a passenger elevator, and;

WHEREAS, under MnDOT Transportation Alternatives program requirements, an eligible local unit of government must serve as the sponsoring agency for federal transportation funding, and;

WHEREAS, Todd County is an eligible sponsoring agency and has experience administering federally funded transportation projects in compliance with MnDOT and FHWA requirements, and;

WHEREAS, Todd County has reviewed the scope of the proposed project and determined that it is eligible, appropriate, and consistent with transportation and accessibility goals within the County.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby agree to serve as the sponsoring agency for the Transportation Alternatives Grant application submitted by the Staples Historical Society for the Staples Northern Pacific Railway Depot Second-Floor Access Improvements project, and;

BE IT FURTHER RESOLVED, that Todd County agrees to enter into the necessary agreements with MnDOT and the Staples Historical Society to administer Federal Transportation Alternatives Funds, provide project oversight and ensure compliance with all applicable state and federal requirements, and;

BE IT FURTHER RESOLVED, that Todd County's sponsorship is limited to project administration and fiscal oversight, while ownership, operation, and long-term maintenance of the Depot and all project improvements shall remain the responsibility of the Staples Historical Society, as documented in its adopted maintenance resolution.

Todd County Attorney

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: Approve the 2026 Prosecution Service contracts with the Cities of Burtrum, Grey Eagle, West Union, Browerville, Clarissa, Eagle Bend and Hewitt.

Todd County Extension Office

Tony Hansen and Brenda Miller provided updates from the University of Minnesota Extension regarding their work and current programming opportunities in Todd County.

Planning & Zoning

The January 2026 Planning Commission minutes and staff reports were provided for board review and discussion.

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and grant the amendment as requested for CUP #C-20080512696 on parcel 03-0008202 to amend condition #5 to increase the capacity of the site from 14 to 22 people.

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous vote: To adopt the findings of the Planning Commission and approve the preliminary plat of First Creek Addition on parcel 03-0019400 with the following conditions.

1. New accesses from the township road shall be approved by the local township prior to installation.
2. Property owners must obtain appropriate permitting as necessary from other governmental agencies including but not limited to the Sauk River Watershed District.
3. Applicant must abide by all other applicable federal, state, and local standards.

Administration

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

A RESOLUTION ESTABLISHING MINIMUM SALARY FOR ELECTED COUNTY OFFICERS

WHEREAS, the County Board of Commissioners is required to set the minimum salary for elected county officers for the next term following pursuant to the following state statutes:

County Attorney	MN State Statutes 388.18
County Auditor/Treasurer	MN State Statutes 384.151
County Recorder	MN State Statutes 386.015
County Sheriff	MN State Statutes 387.20
County Commissioner	MN State Statutes 375.055

WHEREAS, each of these elective positions are scheduled for general election on November 3, 2026 with terms of office beginning January 4, 2027.

NOW, THEREFORE BE IT RESOLVED, the minimum salaries are hereby established as follows:

County Attorney	\$100,000.00
County Auditor/Treasurer	\$75,000.00
County Recorder	\$60,000.00
County Sheriff	\$95,000.00
County Commissioner	\$36,312.00

BE IT FURTHER RESOLVED, that the Todd County Board reserves the right, as set out in the above cited statutes, to set the salary for any or all of the above offices for 2026 at whatever it deems appropriate so long as it is at or above the minimums.

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the 2026 Pay Equity Compliance Report

County Auditor-Treasurer's Report

The County Auditor-Treasurer informed of all of the upcoming elections including the Osakis School District, March Township, Little Fall School District and Staples Motley School District events.



County Commissioner’s Report

The County Coordinator reported attending personnel, paycom, interviews, wellness and department head meetings.

County Commissioner’s Report

The Commissioners reported on meetings and events attended.
 Commissioner Becker attended meetings including the Rainbow Rider and West Central Regional Juvenile Center.
 Commissioner Denny has attended meetings including Ag Society, Personnel and Department Head.
 Commissioner Noska has attended meetings including TCDC and TWCC.
 Commissioner Byers attended meetings including SWCD, TCDC, HR Interviews, Personnel, Park Board and Department Head.
 Commissioner Neumann attended meetings including the Solid Waste, Rainbow Rider, HR Interviews and Park Board.

Adjourn

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

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
ASSOC OF MN COUNTIES	\$ 2,013.00
MACQUEEN	\$ 2,717.32
SHI CORP	\$ 13,174.86
SUMMIT COMPANIES	\$ 4,680.00
TRAFERA LLC	\$ 11,100.00
52 PAYMENTS LESS THAN 2000	\$ 22,551.19
Total:	\$ 56,236.37

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
MCCC, MI33	\$ 10,993.33
METRO SALES INC	\$ 2,729.52
11 PAYMENTS LESS THAN 2000	\$ 4,902.25
ASSOC OF MN COUNTIES	\$ 5,345.00
CENTRAL MN COUNCIL ON AGING	\$ 2,610.00
CHILDREN YOUTH & FAMILIES DEPT	\$ 2,602.46
FRESHWATER EDUCATION DISTRICT 6004	\$ 16,955.00
VENDOR #4106	\$ 2,474.50
VENDOR #17094	\$ 5,614.80
RURAL MN CEP INC	\$ 8,944.00
TODD COUNTY SHERIFF'S OFFICE	\$ 2,553.13
128 PAYMENTS LESS THAN 2000	\$ 49,713.33
Total:	\$ 115,437.32

VENDOR NAME	AMOUNT
HEARTLAND GIRLS RANCH	\$ 33,417.69



J & J HOLMES INC	\$	7,340.88
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$	2,430.85
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$	3,597.86
# 15442	\$	2,365.92
STEP	\$	4,496.96
# 16359	\$	2,242.54
32 PAYMENTS LESS THAN 2000	\$	20,177.73
Total:	\$	76,070.43

On a motion by Denny and second by Neumann, the preceding minutes of the County Board meeting held January 20th, 2026 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on February 3rd, 2026.

Witness my hand and seal:

/s/ on file
 Bob Byers, County Board Chairperson

/s/ on file
 Denise Gaida, Todd County Auditor-Treasurer