



Tuesday, January 20, 2026

BOARD OF COMMISSIONERS
Regular Board Meeting Agenda

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.TODDCOUNTYMIN.GOV](https://www.toddcountymin.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	Potential Consent Items	9:03
4.1	Meeting Minutes - January 6th, 2026	
4.2	Hire Eligibility Worker - Patricia Fischer Start date: TBD	
4.3	Hire Eligibility Worker - Fernando Ramirez Start date: TBD	
4.4	Gambling Permit - Midwest Outdoors Unlimited Prairie Partners Chapter 03/15/2026	
4.5	BDKMN Inc DBA Head of the Lakes Resort - 3.2 Malt Liquor License	
4.6	BDKMN Inc DBA Head of the Lakes Resort - Setup License	
4.7	BDKMN Inc DBA Head of the Lakes Resort - Wine License	
5	County Auditor-Treasurer	9:05
5.1	Commissioner Warrants	
5.2	Health & Human Services Commissioner Warrants	
5.3	Health & Human Services SSIS Warrants	
5.4	Todd County Development Corporation - 2026 Allocation	
5.5	Todd Wadena Community Corrections - 2026 Allocation	
6	Public Works & Staples Historical Society	9:10
6.1	Sponsorship of 2030 Transportation Alternatives Grant Application for the Staples Amtrak Depot	
7	Todd County Attorney	9:15
7.1	2026 Agreements for Prosecution Services	
8	Todd County Extension Office	9:20
8.1	Extension Office Reports	
9	Todd County Recorder	9:40
9.1	Generalist to Deputy County Recorder transition	
10	Planning & Zoning	9:45
10.1	January Planning Commission Information	
10.2	Taylor Request for CUP Amendment	
10.3	First Creek Addition Preliminary Plat	
11	Administration	9:50
11.1	Establish Minimum Salaries for Elected Officials for Next Term	
11.2	2026 Pay Equity Compliance	

Standing Reports

- County Auditor-Treasurer Report
- County Attorney Report
- County Coordinator's Report
- County Commissioners' Report

Adjourn Commissioners may be in the Commissioner's Board Room prior to the board meeting proceedings. 1 of 157
The County Board will open the meeting at the posted time and reserves the right to alter the agenda schedule for business needs.



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 :
<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
Agenda Topic Title for Publication:		Meeting Minutes Approval - January 6th, 2026
Date of Meeting: January 20 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: January 6 th , 2026		
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 January 6 th , 2026 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 checked="" 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

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*Minutes of the Meeting of the Todd County Board of Commissioners held on
January 6th, 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 6th 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 Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented with addition of item 5.5 Resignation – Social Worker Sara Bipes and item 8.2 Adoption of Memorandum of Agreements – Paid Family Medical Leave (PFML).

Board Organization

Motion was made by Neumann and seconded by Becker, to appoint Commissioner Denny as Chairperson of the Todd County Board of Commissioners for 2026 proceedings. After discussion, both the motion and second were rescinded.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To appoint Commissioner Byers as the Chairperson of the Todd County Board of Commissioners for 2026 proceedings.

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: To appoint Commissioner Denny as the Vice-Chairperson of the Todd County Board of Commissioners for 2026 proceedings.

Consent Agenda

On motion by Denny 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 December 30th, 2025 as presented.

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.

Hire Carter Lenk PT Correctional Officer start date TBD at a rate of \$25.46 per hour Grade 6/F step A.

Approve the retirement of Administrative Assistant II Debra Durheim, effective February 27th, 2026.

Approve the resignation of Social Worker Sara Bipes, effective January 16th, 2026.



Auditor-Treasurer

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

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

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 Long Prairie Leader, with a bid of \$20.00 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.

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

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 Long Prairie Leader with a bid of \$14.00 per column inch to be the Extra Publication Newspaper for the year 2026.

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

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

(Copy of full resolution language available in the Auditor-Treasurer's Office for public inspection.)



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On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: 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 3rd, 2026 meeting be moved to November 2nd, 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.

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

**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.

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

DESIGNATION OF DEPOSITORYES, 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



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- 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.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: To adopt the recommendations for reappointment Ted Gray for another term on the County Extension Committee.

Health & Human Services

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Opioid Settlement funding request from Wellness in the Woods.

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the Opioid Settlement funding request from the Todd County Sheriff's Office.

Administration

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

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.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve and adopt two Memorandum of Agreements (MOA's) related to Paid Family and Medical Leave with Todd County and Law Enforcement Labor Services Inc. (LELS) - Deputies and Todd County and Teamsters - Sheriff's Supervisory.



County Auditor-Treasurer's Report

The County Auditor-Treasurer reported on year end balancing processes in progress, continue work with CLA for audit and working on setup of multiple upcoming school special elections this spring.

County Commissioner's Report

The County Coordinator reported that the first official payroll has been processed through Paycom with special thanks to the Admin staff and employees for making this happen. Our State Representative and State Senator have been invited to attend the next board meeting.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Becker attended meetings including the Todd Trails Association. Thanks was also extended to the 2025 Commissioner leadership.

Commissioner Denny has attended meetings including Personnel. Thanks was also extended to all the Todd County leadership team in 2025.

Commissioner Noska had no scheduled meetings since the last session. Thanks was extended to all for their work in 2025.

Commissioner Byers attended meetings including Personnel and HR interviews. Thanks was given to all for their work in 2025.

Commissioner Neumann attended meetings including the extended thanks to 2025 leadership. Concerns have been raised regarding the Todd Trails Association.

Recess

On motion by Becker and second by Neumann, the meeting was recessed until January 20th, 2026.

AUDITOR WARRANTS

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



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PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH	\$ 93,473.65
STEP	\$ 9,514.48
UNITED SPRAY FOAM LLC	\$ 4,500.00
VO/YOUNG	\$ 24,000.00
VOYANT COMMUNICATIONS, LLC	\$ 3,300.11
WIDSETH SMITH NOLTING INC	\$ 7,286.75
ZIEGLER INC	\$ 7,238.34
56 PAYMENTS LESS THAN 2000	\$ 20,211.14
ACOM SYSTEMS	\$ 4,600.00
CARDINAL INVESTIGATIONS	\$ 2,518.75
CDW GOVERNMENT INC	\$ 17,718.96
CITY OF STAPLES	\$ 189,853.75
COUNTIES PROVIDING TECHNOLOGY	\$ 7,240.00
EBSO INC	\$ 321,561.00
FARM-RITE EQUIPMENT, INC	\$ 48,497.00
GALLAGHER BENEFIT SERVICES INC	\$ 2,000.00
HEALTH PARTNERS DENTAL	\$ 9,031.50
LOVELACE/MIKE	\$ 27,420.29
MINNESOTA POWER	\$ 19,654.60
MORRISON COUNTY	\$ 11,208.60
PEMBERTON SORLIE RUFER & KERSHNER	\$ 2,521.00
PHILIP'S REPAIRABLES & COLLISION CENTER	\$ 17,339.16
REGENTS OF THE UNIV OF MN	\$ 43,750.00
TAPCO	\$ 4,379.50
TODD CO AUD-TREAS	\$ 8,778.00
TOWN OF BIRCHDALE	\$ 25,124.78
TRITECH SOFTWARE SYSTEMS	\$ 40,496.08
USPS-POC	\$ 10,204.43
VERIZON	\$ 5,823.61
WEST CENTRAL REG JUVENILE CTR	\$ 14,054.00
WEST CENTRAL TECH SERVICE AREA	\$ 6,803.93
WHEELS ENTERPRISE INC	\$ 7,224.92
WIDSETH SMITH NOLTING INC	\$ 2,487.20
61 PAYMENTS LESS THAN 2000	\$ 30,583.00
ARC ELECTRIC SERVICE	\$ 4,104.06
CENTERPOINT ENERGY	\$ 5,633.29
COBORNS INCORPORATED	\$ 2,046.00
MARK SAND & GRAVEL CO	\$ 205,133.65
MINNESOTA MANAGEMENT AND BUDGET	\$ 101,793.75
PICTOMETRY INTERNATIONAL CORP	\$ 43,100.00
STOECKEL JAHNER INC	\$ 14,380.00
SWENSON AGGREGATE & CONSTRUCTION	\$ 14,679.05
WEST CENTRAL REG JUVENILE CTR	\$ 14,054.00
34 PAYMENTS LESS THAN 2000	\$ 8,512.50
AMAZON CAPITAL SERVICES	\$ 6,019.06
CARGILL SALT DIVISION	\$ 21,843.64
COMMISSIONER OF TRANSPORTATION	\$ 6,758.66



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DEERE & COMPANY	\$ 133,178.38
LONG PRAIRIE LEADER	\$ 2,331.00
LONG PRAIRIE OIL COMPANY	\$ 19,060.16
MARK SAND & GRAVEL CO	\$ 190,773.29
NYHUS CHEVROLET INC	\$ 35,191.08
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
<hr/>	
TOTAL:	\$ 2,521,276.91



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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number :	
<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	
Agenda Topic Title for Publication:		Hire Eligibility Worker - Patricia Fischer	
Date of Meeting: 1/20/2026		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			
Background: Supporting Documentation enclosed <input type="checkbox"/>			
An open Eligibility Worker position exists within the Financial Services Unit. Interviews were conducted and it is recommended to promote internal candidate Patricia Fischer to fill the open position. Start date: TBD			
Options:			
1. To approve the promotion of Patricia Fischer to fill the open Eligibility Worker position. Grade F/6, Step G, \$31.15. Start date: TBD			
2. Not approve.			
Recommendation:			
The Todd County Board of Commissioners approves the following by Motion:			
To approve the promotion of Patricia Fischer to fill an open Eligibility Worker position. Grade F/6, Step G, \$31.15. Start date: TBD			

Additional Information:		Budgeted:	Comments
Financial Implications: \$ 31.15/hr Grade F/6, Step G Funding Source(s): 11-Social Services		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



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Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number :	
<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	
Agenda Topic Title for Publication:		Hire Eligibility Worker - Fernando Ramirez	
Date of Meeting: 1/20/2026		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			
Background: Supporting Documentation enclosed <input type="checkbox"/>			
An open Eligibility Worker position exists within the Financial Services Unit. Interviews were conducted and it is recommended to hire candidate Fernando Ramirez to fill the open position. Start date: TBD			
Options:			
1. To approve the hire of Fernando Ramirez to fill an open Eligibility Worker position. Grade F/6, Step A, \$26.36.			
Start date: TBD			
2. Not approve.			
Recommendation:			
The Todd County Board of Commissioners approves the following by Motion:			
To approve the hire of Fernando Ramirez to fill an open Eligibility Worker position. Grade F/6, Step A, \$26.36. Start date: TBD			

Additional Information:		Budgeted:	Comments
Financial Implications: \$ 26.36/hr Grade F/6, Step A		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source(s): 11-Social Services			
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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Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number :	
<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	
		(Issued by Auditor/Treasurer Office) 20260120-04	
Agenda Topic Title for Publication:		Gambling Permit - Midwest Outdoors Unlimited Prairie Partners Chapter	
Date of Meeting: January 20, 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: <i>Supporting Documentation enclosed</i> <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 Shattuck's Hub Supper Club in Burnhamville Township at the address of 30905 County 13 Burtrum, MN on March 15th, 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 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 •

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.



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 :	
<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	
		(Issued by Auditor/Treasurer Office) 20260120-05	
Agenda Topic Title for Publication:		BDKMN Inc DBA Head of the Lakes Resort - 3.2 Malt Liquor License	
Date of Meeting: January 20, 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: <i>Supporting Documentation enclosed</i> <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 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 5 th , 2026 through March 31 st , 2026.			

Additional Information:	Budgeted:	Comments
Financial Implications: \$	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source(s):		
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}		
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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 :	
<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	
Agenda Topic Title for Publication:		BDKMN Inc DBA Head of the Lakes Resort - Setup License	
Date of Meeting: January 20, 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 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 5 th , 2026 through March 31 st , 2026.			

Additional Information:	Budgeted:	Comments
Financial Implications: \$	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source(s):		
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 CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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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 :	
<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	
Agenda Topic Title for Publication:		BDKMN Inc DBA Head of the Lakes Resort - Wine License	
Date of Meeting: January 20, 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 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 5 th , 2026 through March 31 st , 2026.			

Additional Information:	Budgeted:	Comments
Financial Implications: \$	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source(s):		
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 CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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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 :	
<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	
Agenda Topic Title for Publication:		Approve Commissioner Warrants	
Date of Meeting: January 20 th , 2026		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: <i>Supporting Documentation enclosed</i> <input checked="" type="checkbox"/> Printout has been sent to the Commissioners and Warrants for Publication are attached.			
Options:			
Recommendation: The Todd County Board of Commissioners approves the following by Motion: To approve the Commissioner Warrants number (ACH) 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.			

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

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COUNTY OF TODD}

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Seal

RACHEL

1/16/26 3:30PM

**** Todd County ****

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

**** Todd County ****

WARRANTS FOR PUBLICATION

Warrants Approved On 1/20/2026 For Payment 1/23/2026



Page 2

<u>Vendor Name</u>	<u>Amount</u>
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
Final Total:	56,236.37



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 :	
<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	
		(Issued by Auditor/Treasurer Office) 20260120-09	
Agenda Topic Title for Publication:		Health & Human Services Commissioner Warrants	
Date of Meeting: January 20 th , 2026		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: <i>Supporting Documentation enclosed</i> <input checked="" type="checkbox"/> Printouts have been sent for Commissioners to review and Warrants for Publication are attached.			
Options:			
Recommendation: The Todd County Board of Commissioners approves the following by Motion: To approve the Health & Human Services Commissioner Warrants number (ACH) 807178 through 807249 and (Regular) 713736 through 713812 for a total of \$115,437.32.			

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

ADRIANA

1/14/26 10:09AM

**** Todd County ****

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

**** Todd County ****

WARRANTS FOR PUBLICATION

Warrants Approved On 1/20/2026 For Payment 1/23/2026



Page 2

<u>Vendor Name</u>	<u>Amount</u>
MCCC, MI33	10,993.33
METRO SALES INC	2,729.52
11 Payments less than 2000	4,902.25
Final Total:	18,625.10

Warrants for Publication

Approval Date

1/20/2026

Payment Date

1/23/2026

Vendor name or #

Amount

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

Final Total

\$96,812.22



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 :	
<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	
Agenda Topic Title for Publication:		Health & Human Services SSIS Warrants	
Date of Meeting: January 20 th , 2026		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: <i>Supporting Documentation enclosed</i> <input checked="" type="checkbox"/> Printouts have been sent for Commissioners to review and Warrants for Publication are attached.			
Options:			
Recommendation: The Todd County Board of Commissioners approves the following by Motion: To approve the Health & Human Services SSIS Warrants number (ACH) 601900 through 601913 and (Regular) 518774 through 518798 for a total amount of \$76,070.43.			

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 checked="" 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}

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Seal

Warrants for Publication

Payment Date:

1/23/2026

Approval Date:

1/20/2026

Vendor name or

Amount

HEARTLAND GIRLS RANCH	33417.69
J & J HOLMES INC	7340.88
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL GUARDIANSHIP OPTIONS	2430.85
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL # 15442	3597.86
STEP	2365.92
# 16359	4496.96
	2242.54

\$20,177.73 32 Pymts less than \$2000

Final Total

\$76,070.43



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 :
<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

(Issued by Auditor/Treasurer Office)

20260120-11

Agenda Topic Title for Publication:	Todd County Development Corporation - 2026 Allocation	
Date of Meeting: January 20 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"/>
--

The 2026 Budget for the support of the Todd County Development Corporation has been approved at \$104,000 and a letter of request has been received to transfer the funds.

Options:

- 1. Approve the transfer of funds**
- 2. Do not approve the transfer of funds**

Recommendation:

The Todd County Board of Commissioners approves the following by Motion: To approve the attached resolution to transfer funds from the General Fund to the Todd County Development Corporation Fund.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 104,000		
Funding Source(s): 01-General Revenue	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Attorney Legal Review: Yes No N/A Facilities Committee Review: Yes No N/A Finance Committee Review: Yes No N/A

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



**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.

TODD COUNTY DEVELOPMENT CORPORATION



Building Communities Together

January 5, 2026

Denise Gaida, Auditor/Treasurer
Todd County
215 1st Avenue South, Suite 201
Long Prairie, MN 56347

Dear Denise:

Todd County Development Corporation is writing to request the 2026 Todd County allocation funds of One Hundred Four Thousand Dollars (\$104,000.00) to be transferred in January 2026. Please add this allocation to the current balance of Todd County Development Corporation.

The Todd County Development Corporation Board of Directors, committees and I appreciate the financial and in-kind technical support provided by Todd County. This investment helps us to carry out our mission to sustain and promote diverse economic development through education, training and technical assistance that improves the lives of our citizens, communities and businesses.

Sincerely,



Leah

Leah Wolkow – Executive Director
Todd County Development Corporation
347 Central Avenue – PO Box 247
Long Prairie, MN 56347
leah.wolkow@co.todd.mn.us
Office: (320) 732-2128
Website: www.toddcountydevelopment.org



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 :
<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

(Issued by Auditor/Treasurer Office)

20260120-12

Agenda Topic Title for Publication:	Todd Wadena Community Corrections - 2026 Allocation	
Date of Meeting: January 20 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: <i>Supporting Documentation enclosed</i> <input checked="" type="checkbox"/>
The 2026 Todd County Budget for the support of Todd Wadena Community Corrections has been approved at \$664,333.00 and a letter of request has been received to transfer the allocated funds.

Options:
1. Approve the funds transfer
2. Do not approve the funds transfer

Recommendation:
The Todd County Board of Commissioners approves the following by Motion:

The Todd County Board of Commissioners approves the following by Motion: To approve the attached resolution for the Transfer of Funds from the General Fund to the Todd Wadena Community Corrections Fund for the 2026 Allocation.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 664,333		
Funding Source(s): 01-General Revenue	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Attorney Legal Review: Yes No N/A Facilities Committee Review: Yes No N/A Finance Committee Review: Yes No N/A

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 •

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.

COMMUNITY CORRECTIONS

State of Minnesota
Todd and Wadena Counties

M E M O

January 6, 2026

TO: Denise Gaida
Todd County Auditor/Treasurer
Todd County Courthouse
Long Prairie, MN 56347

FROM: Dacia Carr, Supervisor
Megan Kruse, Administrative Assistant

Dacia Carr *Megan Kruse*

SUBJ: 2026 Community Corrections Subsidy

Todd County's level of participation in the Community Corrections system for 2026 is \$664,333. We are asking that you make whatever arrangements necessary to facilitate either:

- 1) A one-time transfer of the full \$664,333 to Todd-Wadena Community Corrections fund.
- 2) A two part transfer of \$332,166.50 in January 2026, and \$332,166.50 in July 2026, to Todd-Wadena Community Corrections fund.

Thank you for your assistance with regard to this matter. Please feel free to contact Dacia Carr, Supervisor, or Megan Kruse, Administrative Assistant, if you have any questions. Thank you again.

cc: Jolene Sabrowsky
File

<input checked="" type="checkbox"/> LONG PRAIRIE OFFICE – 221 First Ave. S, Suite 200, Long Prairie, MN 56347	(320-732-6165)
<input type="checkbox"/> WADENA OFFICE – 415 S. Jefferson, Courthouse – Lower Level, Wadena, MN 56482	(218-631-7618)
<input type="checkbox"/> STAPLES OFFICE – 200 First Street NE, Staples, MN 56479	(218-894-6300)



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 :	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Report <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information Item <input type="checkbox"/> Other		(Issued by Auditor/Treasurer Office) 20260120-13	
Agenda Topic Title for Publication:		Sponsorship of 2030 Transportation Alternatives Grant Application for the Staples Amtrak Depot	
Date of Meeting: 1/20/2026		Agenda Time Requested: 5 Minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Public Works and Staples Historical Society			
Person Presenting Topic at Meeting: Loren Fellbaum (Public Works) and Erich Heppner (Staples Historical Society)			
Background: <i>Supporting Documentation enclosed</i> <input checked="" type="checkbox"/>			
Todd County is being asked to serve as the eligible sponsoring agency for the Staples Historical Society's 2030 Transportation Alternatives grant application to improve ADA access and safety at the active Staples Amtrak Depot.			
Options:			
#1 Approve the attached resolution.			
#2 Do not approve the attached resolution.			
Recommendation:			
The Todd County Board of Commissioners approves the following by Motion: Approve the attached Resolution Establishing Sponsorship of a Transportation Alternatives Grant Application for Staples Northern Pacific Railway Depot 2 nd Floor Access Improvements.			

Additional Information:		Budgeted:	Comments
Financial Implications: \$ 0.00		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The Staples Historical Society will cover all non-grant-eligible expenses using its dedicated Elevator and Rehabilitation Fund, which currently holds \$51,000, along with additional unrestricted operating reserves.
Funding Source(s): Staples Historical Society Funds and Federal Transportation Grant Funds			
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 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



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.



Project Overview

The Staples Historical Society is requesting Todd County's sponsorship of a Minnesota Department of Transportation (MnDOT) Transportation Alternatives (TA) grant application to complete long-needed accessibility and safety improvements at the Staples Northern Pacific Railway Depot, an active Amtrak passenger rail station serving Central Minnesota.

The Depot is listed on the National Register of Historic Places and is the only railroad depot in Todd County to hold this designation. It continues to serve Amtrak's Empire Builder route, connecting Todd County to Minneapolis-St. Paul, Chicago, and the Pacific Northwest. For more than a century, this building has functioned as a transportation gateway for the County, linking residents, businesses, students, and visitors to the regional and national economy.

The proposed project focuses strictly on transportation-critical improvements that allow the Depot to safely and equitably serve today's rail passengers. These improvements will protect a nationally significant Todd County landmark while modernizing it for continued use as a working passenger rail station.

What the Project Will Do

The project will complete three transportation-essential upgrades:

- Refurbish the existing stairs to meet current safety and building code standards
- Construct a new northwest stair to provide compliant emergency egress
- Install a passenger elevator in an existing shaft to provide full ADA access

These improvements will allow the Depot's second floor to be safely used by the public, enabling museum functions to move upstairs and freeing approximately 1,500 square feet on the ground floor for transportation-supportive uses such as expanded passenger waiting, wayfinding, and circulation.

Why Todd County's Sponsorship Is Needed

Under federal Transportation Alternatives rules, projects must be sponsored by an eligible local unit of government. Todd County qualifies and has experience sponsoring MnDOT-funded transportation projects.

Todd County's role would be to:

- Serve as the official project sponsor
- Administer federal funds

- Ensure compliance with MnDOT and FHWA rules

Todd County would not own the building, operate the facility, or contribute local dollars.

Project Budget

Eligible Construction Costs		
Refurbish existing second-floor stair (finishes, lighting, handrails, guards, life-safety)		\$13,500
Construct new northwest stair (structure, enclosure, electrical/HVAC, finishes, code-compliant egress)		\$30,025
Install ADA-compliant passenger elevator (existing shaft, equipment, cab, controls, fire alarm, testing)		\$130,000
Construction contingency (20%)		\$34,705
Total Eligible		\$208,230

Ineligible Costs		
Architectural & engineering design (final design, construction documents, ADA & historic coordination)		\$22,000
Permits, plan review, inspections		\$3,500
Total Ineligible		\$25,500

Total Project Cost

Category	Amount
Transportation Alternatives Grant (80% of eligible)	\$166,584
Staples Historical Society Match (20% of eligible)	\$41,646
Staples Historical Society Ineligible Costs	\$25,500
Total Project Funding	\$233,730

Why Todd County Has No Financial Risk

The Staples Historical Society will provide:

- The full 20% local match (\$41,646)
- All ineligible costs (\$25,500)
- All long-term maintenance

The Society maintains a dedicated Elevator & Rehabilitation Fund with \$51,000 and also holds unrestricted reserves sufficient to cover all non-grant expenses. The Society will sign a 20-year

maintenance resolution accepting full responsibility for the facility.

Todd County is not being asked to:

- Provide cash
- Cover cost overruns
- Maintain the building
- Own the Depot

Todd County's role is administrative and oversight-based only.

Why This Is a Strong County Partnership

This project:

- Improves ADA access and safety at an active Amtrak station
- Strengthens regional transportation and downtown vitality
- Preserves a National Register historic transportation facility
- Leverages \$166,584 in federal transportation funds for Todd County without exposing the County to financial liability

The Staples Historical Society brings ownership, fundraising, and long-term stewardship. Todd County provides the federal eligibility framework required by MnDOT. Together, this partnership delivers a high-impact transportation improvement at zero cost risk to the County.



Greater Minnesota Transportation Alternatives Solicitation

(HISTORIC GROUPING)

2025/26 Full Application

Funding in year 2030

APPLICANT: Staples Historical Society

**PROJECT: Staples Northern Pacific Railway Depot Rehabilitation and Public Access
Improvements Project**

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Notes: The solicitation for Transportation Alternatives funding for the seven-county Twin Cities metropolitan area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties) is conducted by the Metropolitan Council and the Transportation Advisory Board. For more information about the metro area solicitation, visit the [Met Council website](#).

Overview

For the 2025/26 application cycle, MnDOT is conducting a solicitation for Transportation Alternatives (TA) projects. Important eligibility requirements to be aware of are noted below.

- The TA funding available through this solicitation is for project construction in fiscal year 2030. TA funding requires a 20 percent local match. Only projects located outside of the seven-county metropolitan area are eligible for TA funding. Maximum funding awards are set by each Area Transportation Partnership.

See the TA Solicitation Guidebook for more information about the program and additional eligibility requirements.

2025/26 Solicitation Timeline

- **Friday, November 14, 2025** – If applicable, early notification with roadway authorities to discuss project elements using or impacting another agency's right of way to obtain letter of support.
- **Monday, December 1, 2025** – Official start of full application period.
- **Friday, January 9, 2026** – Deadline for applicants to submit full TA applications. Include all applicable letters of support from roadway authorities if elements of the proposed project are located on or potentially impact another jurisdiction's right of way.
- **April 2026** – Deadline for ATPs to select TA projects.

Related Documents/Resources

- **TA Solicitation Guidebook** – includes information related to the overall solicitation process and eligibility requirements for TA funding.

Other Requirements

- **Notification to District by November 14, 2025, if project is located on or potentially impacts another roadway authorities Right of Way.**
- **Letter of Support REQUIRED from MnDOT District Engineer for any improvement within Trunk Highway Right of Way. (Due with Full Application.)**
- **Letter(s) of Support REQUIRED from other Local Road Authority for any improvement that is located or potentially impacting that jurisdiction's Right of Way. (Due with Full Application.)**

Transportation Alternatives Full Application

General Information

Notes:

- Applications are reviewed and scored by the Central MN Area Transportation Partnership (ATP-3) Transportation Alternatives (TA) Committee. The 14 TA Committee Members are from a cross-section of the 12 counties located in ATP-3, consisting of state, regional planning organizations, tribal nation, local civil engineers, trails, parks, school districts representation and MnDOT. [NOTE: TA Committee members may not be familiar with project details and the local community. Applicants are encouraged to be specific and descriptive in their answers to aid the TA Committee in scoring your application.](#)
- If the overall project contains ineligible elements, please mention the entire project in the brief project description but concentrate the application and budget on the elements that are eligible for the funding you are seeking.
- Sponsoring Agencies, if sponsoring for another project applicant, are advised to have dialog with the project applicant to ascertain the level of commitment by the applicant to follow through on delivery of the project, including the potential use of eminent domain.

Project Information

Name of project: Staples Northern Pacific Railway Depot Rehabilitation and Public Access Improvements Project

Project is located in which county(ies): Todd

Brief project description (100 words or less): With the addition of ADA-compliant vertical access to the second floor, the Staples Depot's existing first-floor museum will be relocated upstairs, allowing approximately 1,500 square feet of ground-level space to be repurposed for direct transportation support functions. This reconfiguration will significantly enhance the Depot's effectiveness as an active Amtrak station by expanding accessible passenger waiting areas, improving pedestrian circulation, and accommodating modern multimodal travel needs.

Project applicant: Staples Historical Society

Previous Application:

- **Has this project been previously submitted to the ATP-3 for TA funds and not awarded?** No Yes
If so, what year(s)? [Click here to enter text.](#)
- **Explain if the comments provided to you from ATP-3 have been addressed and describe any other activities that have taken place to advance the project:** N/A

Contact Information

Contact person (from applicant agency/organization): Erich Heppner

Mailing address: P.O. Box 44

City: Staples **State:** MN **Zip:** 56479

Phone: (952) 807-3279 **Fax:** (218) 855-8220 **Email:** eheppner19@gmail.com

Sponsoring agency (if different than applicant): [Click here to enter text.](#)

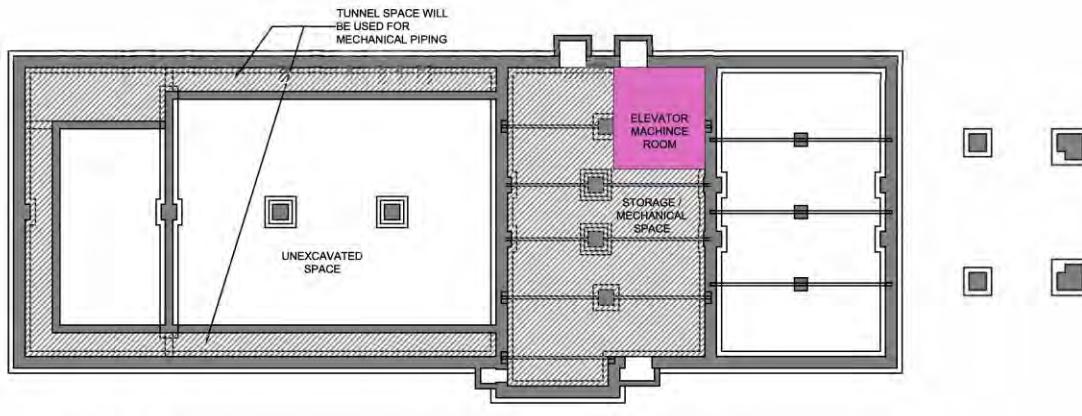
Contact person (from sponsoring agency, if different than applicant): [Click here to enter text.](#)

Maps

- Insert Overview Map (Larger scale). Show project location/proximity within community.



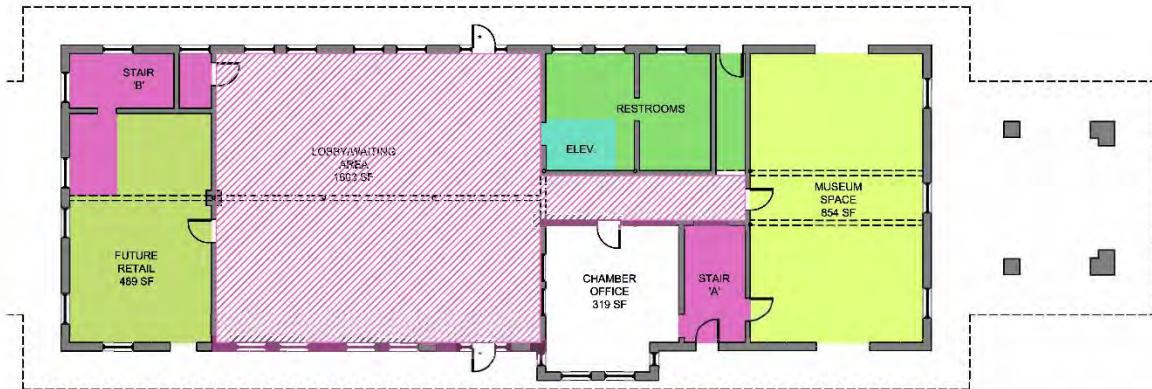
- Insert Detail Map (Smaller scale {Beginning/End}). Include and label generators up to two miles.



Basement Floor Plan
Not to Scale

 <p>COLLABORATIVE DesignGroup, Inc. 100 Portland Avenue South, Suite 100 Minneapolis, Minnesota 55401 (612) 322-3854 FAX (612) 322-3856 www.collaborativedesigngroup.com</p>	BASEMENT - Block Diagram STAPLES DEPOT REHABILITATION	SCALE		1/16" = 1'-0" DR. BY AMW CK. BY JLH JOB NO. 12061.00

© COLLABORATIVE DESIGN GROUP, INC.

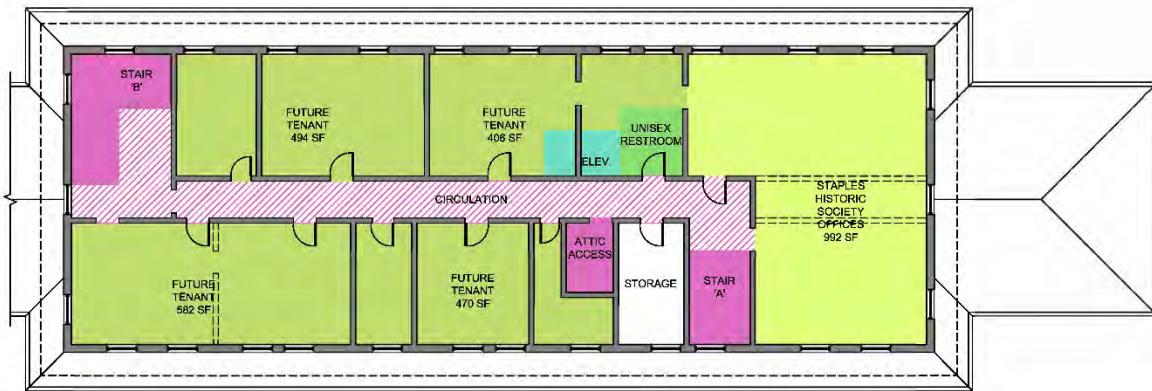


First Floor Plan
Not to Scale

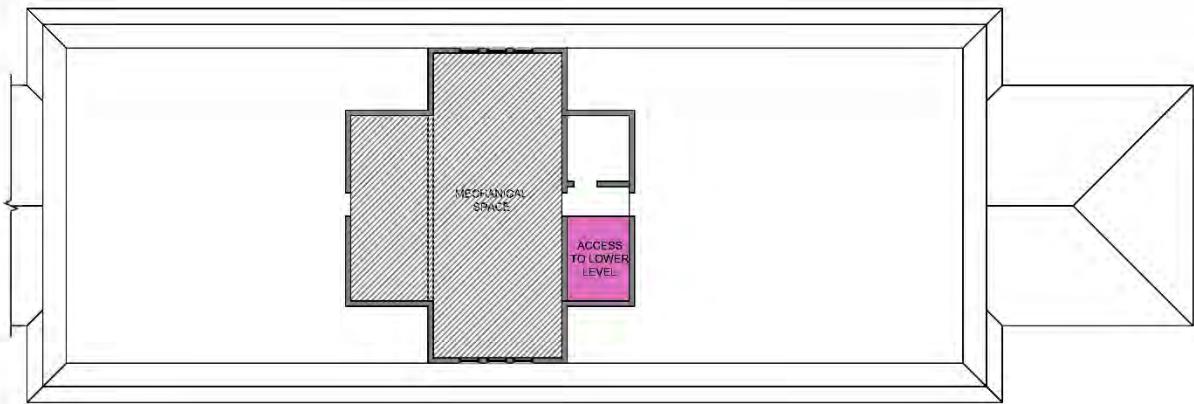
- Doors left unlocked 24 hours for 7 days a week.
- Doors locked after 5:00 pm daily.

 <p>COLLABORATIVE DesignGroup, Inc. 100 Portland Avenue South, Suite 100 Minneapolis, Minnesota 55401 (612) 338-2228 www.collaborativedesigngroup.com</p>	First Floor - Block Diagram Staples Depot Rehabilitation	SCALE		DR. BY AMW	CK. BY JLH	JOB NO. 12061.00
		$1/16'' = 1'-0''$				

© COLLABORATIVE DESIGN GROUP, INC.



 COLLABORATIVE DesignGroup, Inc. 100 Portland Avenue South, Suite 100 Minneapolis, Minnesota 55408 p: 612.332.3664 f: 612.332.3670 www.collaborativedesigngroup.com	Second Floor - Block Diagram	SCALE $1/16" = 1'-0"$ DR. BY AMW CK. BY JLH JOB NO. 12061.00 <small>© COLLABORATIVE DESIGN GROUP, INC.</small>
	STAPLES DEPOT REHABILITATION	



Attic Floor Plan
Not to Scale

 <p>COLLABORATIVE DesignGroup, Inc. 100 Portland Avenue South, Suite 100 Minneapolis, Minnesota 55401 (612) 338-5844 / 1-800-324-8484 www.collaborativedesigngroup.com</p>	<p>ATTIC - Block Diagram</p>	<p>SCALE 1/16" = 1'-0"</p>	<p>DR. BY AMW</p>	<p>CK. BY JLH</p>	<p>JOB NO. 12061.00</p>
	<p>STAPLES DEPOT REHABILITATION</p>				

© COLLABORATIVE DESIGN GROUP, INC.

Project Budget

Table A – Eligible Items¹

Eligible work/construction item	Estimated quantity	Estimated Unit cost (2030)	Total cost (2030)
Refurbishment of existing second-floor stair to meet current code, safety, and public access requirements (finishes, lighting, handrails, guards, and life-safety upgrades)	Lump Sum	\$13,500	\$13,500
Construction of new northwest second-floor access stairway supporting safe vertical circulation, including demolition, structural framing, enclosure, electrical/HVAC coordination, finishes, and code-compliant egress.	Lump Sum	\$30,025	\$30,025
Installation of ADA-compliant passenger elevator (existing shaft), serving ground and second floor, including elevator equipment, cab, controls, electrical integration, fire alarm coordination, testing, and commissioning	Lump Sum	\$130,000	\$130,000
Construction contingency (20%) Allowance for unforeseen conditions typical of historic transportation facilities, including concealed structural conditions, material stabilization, and ADA/code-related adjustments necessary to safely deliver the approved construction scope.	Lump Sum	\$34,705	\$34,705
TOTAL TABLE A:			\$208,230.00

Table B – Ineligible Items²

Ineligible work/construction item	Estimated quantity	Estimated Unit cost (2030)	Total cost (2030)
Architectural and engineering design services (final design, construction documents, ADA coordination, historic coordination)	Lump Sum	\$22,000	\$22,000
Permits, plan review fees, and inspections	Lump Sum	\$3,500	\$3,500
TOTAL TABLE B:			\$25,500.00

² Includes Right of Way or Land Acquisition (e.g., appraisal fees, legal fees), Administrative Costs (e.g., preliminary and construction engineering and contingencies).

Total Project Budget

1. Total cost (**Total Table A + Total Table B**): \$233,730.00
2. Total eligible costs – recommended range \$100,000 to \$800,000 (**Total Table A**): \$208,230.00
3. Applicant's contribution toward eligible TA costs – minimum 20% match required: \$41,646.00
4. Total amount requested in TA funds (**#2 minus #3**): \$166,584.00

ATP Project Evaluation

Eligibility

Federal legislation requires that the project be an “eligible activity.” The project must fall within one of the eligible activities listed below. (Check all appropriate categories.)

- On-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation.
- Transportation projects to achieve Americans with Disabilities Act of 1990 compliance.
- Safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors.
- Construction of turnouts, overlooks, and viewing areas.
- Inventory, control, or removal of outdoor advertising.
- Historic preservation and rehabilitation of historic transportation facilities.
- Vegetation management to improve roadway safety, prevent against invasive species and to provide erosion control.
- Archaeological activities.
- Environmental mitigation related to storm water management and habitat connectivity.
- Reduce vehicle-caused wildlife mortality or restore/maintain habitat connectivity.
- Safe Routes to School (SRTS) project.

Project Information Overview

- Describe why this project is important to your community and quality of life (elaborate in Criteria #1) and how it will improve existing conditions (elaborate in Criteria #2) (**Limit to 300 words**):

The Staples Northern Pacific Railway Depot is an essential transportation asset because it functions as an active intercity passenger rail station while serving as a primary gateway to downtown Staples. As a stop on Amtrak’s Empire Builder route, the Depot provides critical mobility for residents, visitors, students, and older adults in a rural region with limited transportation alternatives. Maintaining safe, accessible access to this facility directly supports community connectivity, economic activity, and quality of life.

Existing conditions limit the Depot's effectiveness as a transportation facility. The absence of ADA-compliant vertical access and outdated stair configurations create safety and accessibility deficiencies that restrict public use of the second floor and constrain passenger circulation on the ground level. These barriers disproportionately affect individuals with disabilities, older adults, and passengers traveling with luggage or bicycles. In addition, ground-floor space that could support passenger waiting and circulation is currently limited due to functional constraints.

This project directly addresses these deficiencies by refurbishing the existing stair, constructing a new code-compliant northwest stair, and installing an ADA-compliant passenger elevator. These improvements will enhance safety, improve emergency egress, and provide equitable access to all publicly used areas of the Depot. By relocating museum functions to the second floor, approximately 1,500 square feet of ground-level space will be repurposed for transportation-supportive uses such as expanded passenger waiting, improved wayfinding, and safer pedestrian circulation.

The project improves an existing transportation facility, corrects documented accessibility and safety deficiencies, and strengthens non-motorized access to intercity rail. In doing so, it aligns directly with Transportation Alternatives' goals related to accessibility, safety, and preservation of historic transportation infrastructure.

- Describe the historical significance of the proposed project and its relationship to the past or current transportation system ([elaborate in Criteria #3](#)) (**Limit to 200 words**):

The Staples Northern Pacific Railway Depot is a historically significant transportation facility listed on the National Register of Historic Places. Constructed in 1909, the Depot served as a major passenger and freight rail hub for Central Minnesota and played a central role in the community's development as a regional transportation and commerce center. Its design, scale, and location reflect its original purpose as a high-volume passenger station serving long-distance rail travelers.

Importantly, the Depot continues to function today as an active transportation facility. It remains a staffed stop on Amtrak's Empire Builder route, providing intercity passenger rail service that connects Staples to destinations across Minnesota, the Upper Midwest, and the Pacific Northwest. This ongoing transportation role establishes a direct and continuous relationship between the historic resource and the current transportation system.

The proposed project preserves and enhances this relationship by improving safe, accessible public use of the Depot while retaining its historic character. By addressing vertical access and circulation deficiencies, the project ensures that the Depot remains a viable, inclusive transportation facility rather than a static historic site. These improvements protect the building's historic integrity while supporting its continued function as an active passenger rail station, consistent with Transportation Alternatives eligibility for historic transportation facilities.

- Explain current and future ownership of the property ([elaborate in Criteria #5](#)) (**Limit to 100 words**):

The Staples Northern Pacific Railway Depot is owned by the Staples Historical Society, a Minnesota nonprofit organization, and will remain under the Society's ownership for the foreseeable future. The proposed improvements will occur entirely within the existing building footprint and do not require

acquisition of additional property or right-of-way. Todd County will serve as the sponsoring agency for the Transportation Alternatives project and will enter into the required agreements with MnDOT. Ownership and maintenance responsibilities will be clearly defined through a formal sponsorship and maintenance agreement to ensure long-term operation of the facility for its useful life

Evaluation Criteria

Criteria #1 Plan Identification: 25 possible points

Describe the level of identification of your project in one or more regional, tribal, or local plan, which has been adopted by federal, state, regional, or local agencies.

- Describe why this project is important to the community through the following means:
 - Explain how the project is either specifically identified in the plan(s) or consistent with these plans and objectives, providing direct reference to specific sections of the plan. (In your narrative response below, provide link(s) to these plan(s); alternatively, you may include up to 3 pages per plan in the appendices.)

The Staples Northern Pacific Railway Depot Second-Floor Access Improvements project is identified and supported through multiple adopted local, regional, and statewide plans that prioritize transportation access, downtown connectivity, and preservation of historic transportation facilities.

The project is consistent with the City of Staples Comprehensive Plan (2018), specifically the Transportation & Mobility Element and Downtown & Economic Development Element, which identify the Depot area as a downtown anchor and call for reinvestment in transportation infrastructure that improves pedestrian access, accessibility, and connectivity to community destinations. The Plan emphasizes maintaining and enhancing public facilities to support economic vitality and inclusive access for residents and visitors of all abilities. Improving ADA-compliant access and safety at the active Amtrak station directly advances these objectives.

Plan link: https://staples.govoffice.com/vertical/sites/%7B44315AD6-8633-4D56-A3F9-16DB9F1622FB%7D/uploads/City_of_Staples_Comprehensive_Plan_2018.pdf
(See Transportation & Mobility Element; Downtown & Economic Development Element)

The project is also consistent with regional transportation and economic priorities identified through the Region Five Development Commission, which supports reinvestment in transportation infrastructure that connects rural communities to regional systems and strengthens tourism and downtown vitality. Enhancing accessibility at an intercity passenger rail station aligns with these regional transportation objectives. Providing full ADA access supports continued use of intercity passenger rail by removing barriers that can otherwise discourage ridership in rural communities.

Regional transportation planning link: <https://talk.dot.state.mn.us/central-minnesota-long-range-transportation-plans-region-5-and-7e>

At the statewide level, the project aligns with the Minnesota Statewide Historic Preservation Plan 2022–2032, which prioritizes the continued public use and adaptive rehabilitation of historic transportation facilities that retain an active transportation function. Improving accessibility and safety ensures the Depot remains a viable, inclusive transportation asset rather than a static historic site.

Plan link: https://mn.gov/admin/assets/2022-2032%20Statewide%20Preservation%20Plan%20for%20CLGs_tcm36-513579.pdf

(See Transportation-Related Historic Resources; Adaptive Rehabilitation Strategies)

- Detail the level of public involvement in which the project was developed, adopted and/or approved.

Public involvement for the Staples Northern Pacific Railway Depot Second-Floor Access Improvements project has been conducted through an ongoing, multi-year public process associated with the Depot's rehabilitation and continued use as an active transportation facility. The Staples Historical Society has engaged the public through our annual meetings, public tours, community events, fundraising efforts, and on-site programming, which have provided opportunities for community members, visitors, and rail passengers to offer input on building access, safety, and functionality.

Feedback gathered during these engagements consistently identified the need for improved accessibility, safer circulation, and ADA-compliant access to all publicly used areas of the Depot. These comments informed the development of the current project scope, which focuses specifically on vertical access improvements that address documented barriers while improving transportation use of the facility.

The City of Staples has been engaged throughout project development due to the Depot's role as a downtown transportation asset and active Amtrak station. City staff and elected officials have provided feedback and appreciation for the emphasis on accessibility, safety, and transportation function. The City has agreed to provide a letter of support for the Transportation Alternatives application. This level of public and governmental involvement demonstrates that the project reflects community-identified needs, has local support, and is ready to advance through implementation in coordination with MnDOT requirements.

Criteria #2 Existing Conditions and Quality of Life: 25 possible points

Explain the existing deficiency of the current facility and the economic, tourism, or community benefits the proposed facility will have for the community.

- Document the project area's existing conditions and detail how the project will improve the facility/location and accessibility. Include an explanation of the structural integrity, state of repair/urgency, and/or safety conditions of the facility.

The Staples Northern Pacific Railway Depot continues to operate as an active intercity passenger rail station; however, existing conditions present significant safety and accessibility deficiencies that limit its ability to function as a modern transportation facility. The absence of ADA-compliant vertical access and the outdated configuration of the existing stairs restrict public access to the second floor and constrain safe passenger circulation on the ground level. These conditions create barriers for individuals with disabilities, older adults, and passengers traveling with luggage, bicycles, or mobility devices, and they limit the facility's ability to safely accommodate current passenger demand.

The lack of compliant vertical circulation also reduces emergency egress capacity and increases safety risks during peak use periods and special events. While prior restoration efforts have stabilized the building envelope and structural systems, vertical access and life-safety improvements remain unaddressed and represent a critical deficiency that must be corrected for the Depot to continue serving the public safely.

The proposed project responds directly to these urgent needs by refurbishing the existing stair, constructing a new code-compliant northwest stair, and installing an ADA-compliant passenger elevator. These improvements will immediately enhance safety, provide redundant and code-compliant egress, and ensure equitable access to all publicly used areas of the Depot. Relocating museum functions to the second floor will also free approximately 1,500 square feet of ground-level space for transportation-supportive uses, improving passenger waiting, wayfinding, and circulation.

Addressing these safety and accessibility deficiencies now is essential to maintaining the Depot's continued operation as a safe and functional passenger rail facility while supporting downtown vitality and regional mobility. Without these improvements, the Depot's ability to safely serve passengers as an intercity rail station will remain constrained, particularly for riders with disabilities, limited mobility, or luggage

- Explain the role this proposed project will have on the community and the local economy (i.e., tourism, recreation).

The proposed project will play an important role in supporting economic development and community vitality by strengthening the Staples Northern Pacific Railway Depot's function as an accessible, efficient transportation gateway. As an active Amtrak station, the Depot directly connects Staples to regional and national markets, bringing visitors, workers, students, and residents into the community. Improving safety, accessibility, and circulation at this facility enhances the reliability and usability of intercity passenger rail as a transportation option, which is critical for rural economic competitiveness.

Addressing ADA and safety deficiencies will expand access to the station for a broader range of users, including older adults, individuals with disabilities, and travelers without access to a personal vehicle. Improved passenger waiting space, wayfinding, and circulation on the ground level will reduce congestion and improve the overall travel experience, supporting increased rail use and repeat visitation.

These transportation improvements have direct economic impacts on downtown Staples. Visitors arriving by train are more likely to walk to nearby restaurants, retail businesses, lodging, and services when the station is safe, accessible, and easy to navigate. By freeing ground-level space for transportation-supportive uses and improving pedestrian flow, the project strengthens connections between the station and downtown destinations.

The project represents a targeted investment in transportation infrastructure that supports tourism, workforce mobility, and downtown reinvestment, reinforcing Staples' role as a connected and economically resilient regional community.

Criteria #3 Historic Preservation: 20 possible points

Describe the current recognized level of historic significance (federal, state, tribal, or local).

- Detail the project's specific historic designation (National Register for Historic Places, State Historical Register, Minnesota Historic Roadside Properties, local landmark designated by a Certified Local Government, etc.).

The Staples Northern Pacific Railway Depot is a historically significant transportation facility recognized at the federal level. The Depot is listed on the National Register of Historic Places, reflecting its importance as a major passenger rail station constructed in 1909 and its role in the development of Staples and the surrounding region as a transportation and commerce center.

The National Register designation recognizes the Depot's architectural integrity and its direct association with the historic rail transportation system that shaped settlement, economic growth, and mobility in Central Minnesota. As a Northern Pacific Railway depot, the building served as a key node in regional and long-distance passenger rail service and remains strongly associated with its original transportation purpose.

Importantly, the Depot continues to function today as an active intercity passenger rail station, serving Amtrak's Empire Builder route. This ongoing transportation use reinforces the site's historic significance by maintaining a continuous relationship between the historic resource and the current transportation system.

The proposed project will be designed in coordination with the Minnesota State Historic Preservation Office (SHPO) and in accordance with the Secretary of the Interior's Standards for Rehabilitation, ensuring that accessibility and safety improvements preserve character-defining features and protect the Depot's historic designation.

- Describe how the proposed project will enhance, preserve, or protect the historic/archaeological resources. Of note, sites must have a substantial relationship to the past or current transportation system (applies to both existing and new construction).

The proposed project will enhance, preserve, and protect the Staples Northern Pacific Railway Depot by addressing critical accessibility and life-safety deficiencies while ensuring the continued use of the building as an active transportation facility. The Depot's historic significance is directly tied to its original and ongoing role as a passenger rail station, and the proposed improvements are designed to strengthen, not alter, that relationship.

By refurbishing the existing stair, constructing a new code-compliant northwest stair, and installing an ADA-compliant passenger elevator, the project enables safe access to all publicly used areas of the historic building. These improvements allow the Depot to function as a modern transportation facility while retaining its historic layout, materials, and character-defining features. New elements will be designed to be compatible in scale, materials, and location, and reversible where feasible, to protect the building's historic integrity.

The project also preserves the Depot by supporting continued public use. Relocating museum functions to the second floor allows ground-level space to be prioritized for transportation-supportive functions such as passenger waiting, circulation, and wayfinding, reinforcing the Depot's role as an intercity rail station. This active use reduces the risk of vacancy or inappropriate alterations that can threaten historic

resources.

All work will be undertaken in coordination with the Minnesota State Historic Preservation Office (SHPO) and in accordance with the Secretary of the Interior's Standards for Rehabilitation, ensuring that historic and archaeological resources are protected while improving accessibility, safety, and long-term sustainability of this historic transportation facility.

Criteria #4 Feasibility: 20 possible points

Explain the feasibility of the project.

- Explain your 20-year maintenance plan and any maintenance agreements that will be required with other agencies for your proposed project. Include how many months per year will this project be available for use in your response.

The proposed project is highly feasible due to its clearly defined scope, established ownership, and strong partnership structure. The project is limited to vertical access improvements within an existing historic transportation facility, including refurbishment of the existing stair, construction of a new code-compliant northwest stair, and installation of an ADA-compliant passenger elevator within an existing shaft. No property acquisition or right-of-way is required, and all work will occur within the existing building footprint.

The Staples Historical Society owns and manages the Depot and has successfully completed multiple prior phases of stabilization and rehabilitation, demonstrating the organizational capacity to deliver construction projects in a historic setting. Todd County will serve as the sponsoring agency and will provide project oversight, administer federal funds, and ensure compliance with MnDOT and FHWA requirements, including procurement and construction administration.

The Depot will remain available for public use 12 months per year. Upon project completion, the Staples Historical Society will continue day-to-day operation and maintenance of the facility. The City of Staples, as sponsoring agency, will formally agree through a maintenance resolution to ensure the improvements are operated and maintained for their useful life, consistent with Transportation Alternatives requirements. Maintenance activities will include routine inspection, cleaning, mechanical servicing of the elevator, and repair of stair and life-safety components.

- Describe the extent of project development completed to date. (e.g., Concept, Typical Sections, Feasibility Report, Engineer Estimate, Preliminary Construction Plans, Layouts, etc.).

Project development for the Staples Northern Pacific Railway Depot Second-Floor Access Improvements is well advanced and based on a clearly defined scope. Conceptual planning and feasibility assessment have been completed through prior restoration phases and targeted evaluation of accessibility and life-safety deficiencies within the building. The need for improved vertical access, code-compliant stairs, and ADA access has been documented through building assessments and public use of the facility.

The Staples Historical Society has engaged professional design consultants to develop a detailed project scope and engineer-level cost estimates for stair improvements and second-floor access. Layout concepts identifying refurbishment of the existing stair, construction of a new northwest stair, and

installation of an ADA-compliant passenger elevator within an existing shaft have been prepared and reviewed for constructability within the historic structure. Estimated quantities, construction sequencing considerations, and contingency allowances appropriate for a historic transportation facility have been established.

Coordination has occurred with the City of Staples regarding sponsorship, maintenance responsibilities, and project delivery requirements under MnDOT and FHWA guidelines. The project does not require right-of-way acquisition or environmental mitigation beyond standard review processes.

With a defined scope, documented cost estimates, and an identified sponsoring agency, the project is positioned to advance efficiently into final design, permitting, and construction upon award of Transportation Alternatives funding.

- Address any issues, environmental concerns, property ownership issues or design challenges.

The proposed project presents minimal issues related to environmental review, property ownership, or design complexity. All improvements will occur within the existing footprint of the Staples Northern Pacific Railway Depot, which is owned by the Staples Historical Society. No property acquisition, easements, or right-of-way impacts are required.

The project involves interior and limited exterior work associated with vertical circulation improvements and does not expand the building footprint or disturb new ground. Based on the limited scope and nature of the work, the project is anticipated to qualify for a categorical exclusion under MnDOT and FHWA environmental review procedures; however, the final environmental classification will be determined by MnDOT during project development. Coordination with the Minnesota State Historic Preservation Office (SHPO) will occur to ensure compliance with applicable historic preservation requirements.

The primary design challenges relate to integrating modern accessibility and life-safety improvements within a historic transportation facility. These challenges are well understood and manageable. The project scope has been intentionally limited to refurbishment of the existing stair, construction of a new code-compliant northwest stair, and installation of an ADA-compliant passenger elevator within an existing shaft to minimize impacts to historic fabric. Design solutions will emphasize compatibility with historic materials and reversibility where feasible.

Coordination with Amtrak and rail operators will continue as needed to ensure construction activities do not interfere with passenger rail operations. With established ownership, a defined scope, and experienced partners, no significant barriers to project delivery have been identified.

- Describe the environmental path you intend to follow. Identify and explain if you are aware of any needed permits. Include any permits already obtained.

The proposed project will follow MnDOT and Federal Highway Administration (FHWA) environmental review procedures as required for Transportation Alternatives–funded projects. Because the scope of work is limited to accessibility and life-safety improvements within the existing footprint of a historic transportation facility, the project is anticipated to qualify for a categorical exclusion, subject to final determination by MnDOT during project development.

The project does not involve new ground disturbance, expansion of the building footprint, or acquisition of additional property or right-of-way. Environmental review activities will therefore focus on confirmation of limited impacts and compliance with applicable federal and state requirements. Coordination will occur with the Minnesota State Historic Preservation Office (SHPO) to ensure that all work complies with the National Historic Preservation Act and the Secretary of the Interior's Standards for Rehabilitation. Any SHPO comments or conditions will be incorporated into final design.

At this time, no federal or state environmental permits are anticipated beyond standard building permits and code approvals. No wetland, waterway, stormwater, or endangered species permits are expected, as the project involves interior improvements and limited exterior work related to vertical circulation within an existing structure.

No environmental permits have been obtained to date. Required permits and approvals will be secured during final design and prior to construction, in coordination with MnDOT, SHPO, and local building officials.

- Explain how your agency will provide the necessary local match to leverage the federal TA program funds requested and cover any additional (or ineligible) costs required for the completion of your project.

The Staples Historical Society will provide the required local match and cover all additional or ineligible project costs using existing, secured funds. The Society maintains a dedicated Elevator and Rehabilitation Fund, which currently has a balance of \$51,000 specifically reserved for accessibility and building improvement projects. These funds will be applied directly toward the required local match for eligible Transportation Alternatives construction costs.

In addition to the dedicated fund, the Staples Historical Society holds unrestricted operating reserves that are sufficient to fully cover all ineligible project expenses, including design, engineering, permitting, and construction administration costs. These unrestricted funds ensure that the project can proceed without reliance on future fundraising or contingent sources.

Todd County, as the sponsoring agency, will formally guarantee the local match through the required sponsorship resolution and will provide fiscal oversight consistent with MnDOT and FHWA requirements. This combination of reserved funds, unrestricted reserves, and municipal sponsorship demonstrates the project's financial feasibility and readiness to advance.

By securing both the local match and ineligible costs in advance, the project minimizes financial risk and ensures that federal Transportation Alternatives funds can be fully leveraged to deliver the proposed accessibility and safety improvements.

- Applicants may be asked to provide additional documentation following application submittal.

Criteria #5 Real Estate / Right of Way: 10 possible points

Describe the status of real estate and/or right of way acquisition.

- If real estate and/or right of way is needed, describe the process you plan to follow for acquisition.

No real estate or right-of-way acquisition is required for the proposed project. All improvements will occur entirely within the existing footprint of the Staples Northern Pacific Railway Depot, which is owned by the Staples Historical Society. The project does not require the purchase of additional property, easements, or access rights.

Because no real estate or right-of-way acquisition is necessary, no acquisition process is required. Existing property ownership and access arrangements are sufficient to complete the proposed accessibility and life-safety improvements. Todd County, as the sponsoring agency, will document this status through the required application certifications and will ensure compliance with all MnDOT and FHWA requirements related to real estate and right-of-way.

- If applicable, be sure to include in your response the status of interagency agreements or permits, status of funds for purchasing real estate/right of way, and any work that requires collaboration with rail.

No real estate or right-of-way acquisition is required for the proposed project, and therefore no funds are needed for property purchase or easements. All work will occur within the existing footprint of the Staples Northern Pacific Railway Depot.

Because the Depot functions as an active intercity passenger rail station, coordination with rail partners is required. The Staples Historical Society will continue to coordinate with Amtrak and the appropriate rail operator as project development advances to ensure that construction activities do not interfere with passenger rail operations, platform access, or rail safety requirements. This coordination will focus on construction sequencing, access control, and maintaining safe passenger operations during construction.

At this time, no formal interagency agreements or rail permits are required; however, any necessary coordination letters, access agreements, or operational approvals will be secured prior to construction as part of final project development. The City of Staples, as the sponsoring agency, will assist in documenting and executing any required agreements consistent with MnDOT and FHWA requirements.

This approach ensures that rail operations are maintained safely and continuously while allowing the project to advance efficiently without property or right-of-way constraints.

- If working with rail, provide details of negotiations, estimated completion date, and any supporting documentation.

No real estate or right-of-way acquisition is required for the proposed project, and therefore, no funds are needed for property purchase or easements. All work will occur within the existing footprint of the Staples Northern Pacific Railway Depot.

Because the Depot functions as an active intercity passenger rail station, coordination with rail partners is required. The Staples Historical Society will continue to coordinate with Amtrak and the appropriate rail operator as project development advances to ensure that construction activities do not interfere with passenger rail operations, platform access, or rail safety requirements. This coordination will focus on construction sequencing, access control, and maintaining safe passenger operations during

construction.

At this time, no formal interagency agreements or rail permits are required; however, any necessary coordination letters, access agreements, or operational approvals will be secured prior to construction as part of final project development. Todd County, as the sponsoring agency, will assist in documenting and executing any required agreements consistent with MnDOT and FHWA requirements.

This approach ensures that rail operations are maintained safely and continuously while allowing the project to advance efficiently without property or right-of-way constraints.

Sponsoring Agency Resolution

Todd County has agreed in principle to serve as the sponsoring agency for the Staples Northern Pacific Railway Depot Second-Floor Access Improvements project. Todd County was identified as the appropriate sponsor due to its eligibility and experience administering federally funded transportation projects, including prior Transportation Alternatives–funded initiatives. The County’s role as sponsor ensures compliance with MnDOT and FHWA requirements related to federal funding, procurement, and long-term maintenance.

Initial coordination has occurred with Todd County staff, including the County Engineer, who has reviewed the proposed project scope and confirmed that the County has successfully sponsored similar projects in the past. Based on these discussions, Todd County staff have expressed support for sponsoring this project and advancing it through the required approval process.

A formal Resolution of Sponsorship must be approved by the Todd County Board of Commissioners. The project is scheduled to be presented to the Board at its January 20th meeting, which occurs after the Transportation Alternatives application submittal deadline. Based on guidance from the Todd County Engineer, the Board is expected to be receptive to the request.

The resolution is therefore in process and will be submitted to MnDOT immediately upon approval. This timing reflects the County’s standard public meeting and approval schedule rather than any uncertainty regarding sponsorship. The applicant and Todd County are committed to finalizing all required documentation prior to project authorization.

Resolution Agreeing to Maintain Facility

This project is proposed by the Staples Historical Society, the owner and operator of the Staples Northern Pacific Railway Depot, and is sponsored by Todd County for purposes of Transportation Alternatives (TA) program administration.

The Staples Historical Society owns the Depot and is responsible for its day-to-day operation, programming, and long-term care. The Society has successfully managed multiple phases of rehabilitation at the Depot and maintains dedicated reserves and unrestricted funds to support accessibility improvements and ongoing maintenance. As owner, the Society has adopted a resolution agreeing to operate and maintain the improvements funded through the TA program for the useful life of the facility, consistent with Federal Highway Administration (FHWA) and Minnesota Department of Transportation (MnDOT) requirements.

Todd County's role is to serve as the eligible sponsoring agency for the TA application. Todd County has experience administering federally funded transportation projects and will provide oversight, fiscal administration, and compliance with MnDOT and FHWA requirements, including procurement and project authorization. Todd County does not own the facility and will not assume day-to-day operational responsibilities; instead, the County's sponsorship role ensures that federal funding requirements are met while allowing the facility owner to retain control of operations and maintenance.

We believe this division of responsibilities reflects a common and accepted structure for Transportation Alternatives projects involving historic facilities owned by nonprofit organizations. The Society's maintenance resolution satisfies the requirement that the facility be operated and maintained for its useful life, while Todd County's sponsorship ensures eligibility and administrative compliance. Together, this partnership provides a clear, efficient framework for project delivery without duplicating maintenance commitments through multiple resolutions.

The attached resolution will be presented and approved at our Staples Historical Society Board Meeting on Thursday, January 15. We will forward the signed resolution.

Resolution Agreeing to Maintain the Facility for Its Useful Life

Staples Historical Society



WHEREAS, the Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS, Transportation Alternatives projects receive federal funding administered by the Minnesota Department of Transportation (MnDOT); and

WHEREAS, MnDOT has determined that for projects implemented with Transportation Alternatives funds, the requirement to operate and maintain the facility for its useful life applies to the project proposer; and

WHEREAS, the Staples Historical Society is the owner of the Staples Northern Pacific Railway Depot and the project proposer for the Transportation Alternatives project identified as "Staples Northern Pacific Railway Depot Second-Floor Access Improvements"; and

WHEREAS, the proposed project includes accessibility and life-safety improvements that support the continued use of the Depot as an active passenger rail transportation facility;

NOW, THEREFORE, BE IT RESOLVED THAT, the Staples Historical Society hereby agrees to assume full responsibility for the operation and maintenance of the property and facilities related to the aforementioned Transportation Alternatives project for the useful life of the improvements, in accordance with FHWA and MnDOT requirements.

Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by the Staples Historical Society on this 15th day of January, 2026.

SIGNED:

(Signature)

(Title)

(Date)

WITNESSED:

(Signature)

(Title)

This section is required for all applicants.

- Letter of intent was reviewed, and Regional Planner approved the applicant complete the full application.
- Applicant and sponsoring agency have read and are fully aware of the requirements described in the *TA Solicitation Guidebook*.
- General Information section completed.
- Project Budget section completed. TA Program applicants in ATP-3 have a minimum eligible project cost of \$100,000 and a maximum request of \$800,000.
- ATP Project Evaluation section completed.
- Sponsoring Agency Resolution completed. *(Has been submitted for inclusion at the January 20th Board Meeting)*
- Resolution Agreeing to Maintain Facility completed. *(Resolution is attached, and it will be approved and signed at the Staples Historical Society Meeting on January 15th)*
- Required Signatures have been obtained. *(Required County & City of Staples Signatures will be collected at the same time as they approve the relevant resolutions of sponsorship and support.)*

Required attachments for Applicants requesting TA Program funds

- Legible project location map showing project termini and featured locations described in the narrative portion of the application. *(SEE SHEET 6)*
- Letter of Support REQUIRED from MnDOT District Engineer *if* any element of the proposed project is located on or potentially affects State Trunk Highway right of way. *(Not Applicable)*
- Letter of Support REQUIRED from any Local Road Authority *if* any element of the proposed project is located on or potentially affects another road authorities' right of way. *(Not Applicable)*

Other enclosures for Applicants requesting TA Program funds

- Documentation of financial support (letters, agreements, etc.).
- Documentation of plans and public participation.
- Project schedule. *(Order of Work Document)*
- Maps, graphics, photos, typical sections.

Application Submittal

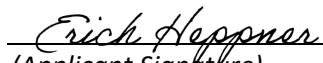
- Applicant is seeking TA Program funds and submitted, **by Friday, January 9, 2026**, 15 hard copies and 1 electronic version of the application to:

Jeff Lenz
MN Department of Transportation
District 3 – Baxter
7694 Industrial Park Road, Baxter, MN 56425
218/828-5808

Email: Jeff.Lenz@state.mn.us

Signatures

Notes: Signatures are required from the following – project applicant; sponsoring agency engineer, if different than the project applicant; a representative of the local unit of government in which the project is located; and the Metropolitan Planning Organization (MPO) Executive Director, if the project is located in a MPO area.


(Applicant Signature)

01/09/2026
(Date)

(Sponsoring Agency Engineer Signature) (Scheduled to be Signed January 20) (Date)

(Local Unit of Government Signature) (Scheduled to be Signed January 20) (Date)

(If in MPO area, signature of MPO Executive Director) (Date)

Greater Minnesota Transportation Alternatives Solicitation

(HISTORIC GROUPING)

2025/26 Full Application

Funding in year 2030

APPLICANT: Staples Historical Society

**PROJECT: Staples Northern Pacific Railway Depot Rehabilitation and Public Access
Improvements Project**

Appendices

STAPLES HISTORICAL SOCIETY

P.O. Box 24
Staples, MN 56479



Date: 11/18/2025

Letter of Resolution

The Staples Historical Society Board of Directors, at its regular meeting held on 11/18/2025, approved by unanimous vote the submission of a MnDOT Transportation Alternatives application for the purpose of seeking funds to provide ADA accessibility to the 2nd floor of the Historic Northern Pacific Railway Depot in Staples, Minnesota.

The Staples Historical Society acknowledges its legal and financial responsibility to match funds, manage the project as described in the application, and see the project through to completion in accordance with all applicable standards and grant requirements. This includes adherence to the Secretary of the Interior's Standards for the Treatment of Historic Properties and all applicable state and local codes.

The Board fully supports this project as a critical step in preserving the historic integrity of the Depot and expanding its use as an accessible and active transportation hub, public museum, educational site, and cultural resource for the region.

We affirm our commitment to the goals, scope, and timeline as outlined in the application and authorize Board Chair Erich Heppner to serve as the primary point of contact for all matters related to this grant.

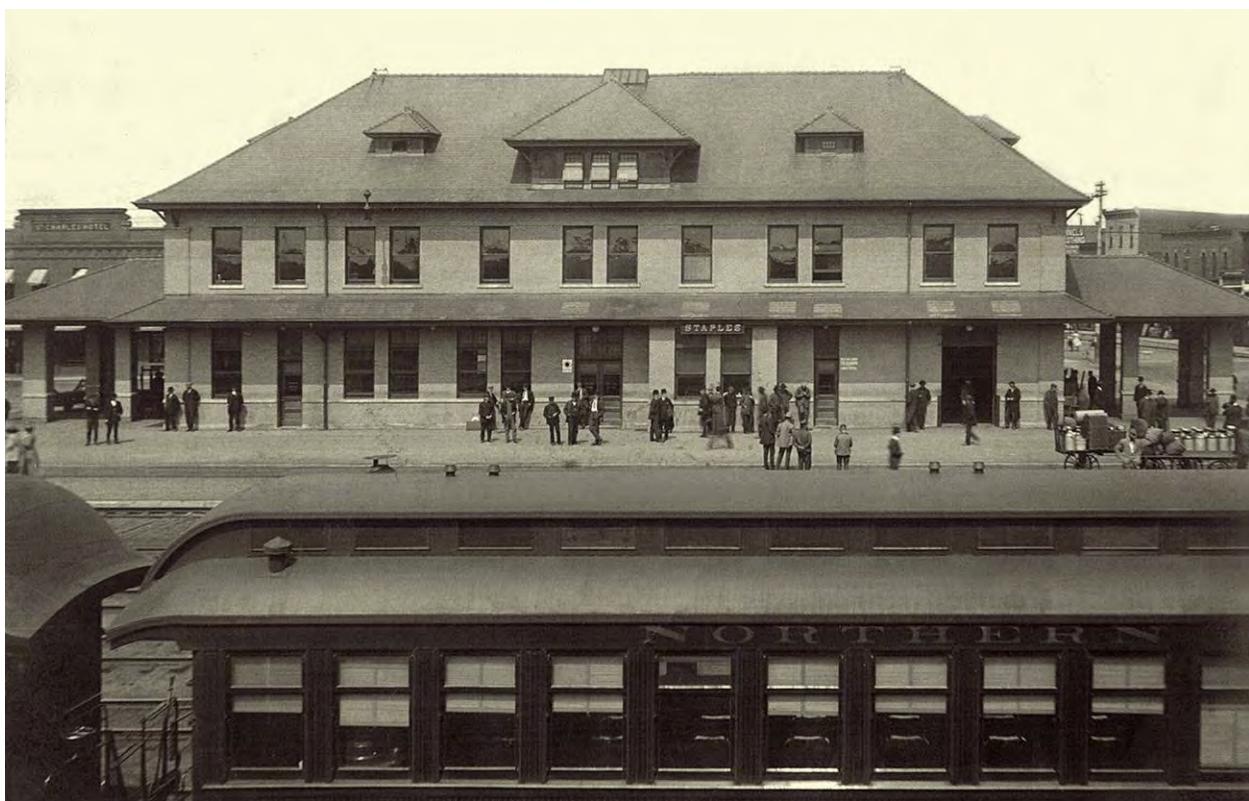
Sincerely,

Erich Heppner

Erich Heppner
Board Chair
Staples Historical Society

Staples Northern Pacific Depot Photos

Past & Present

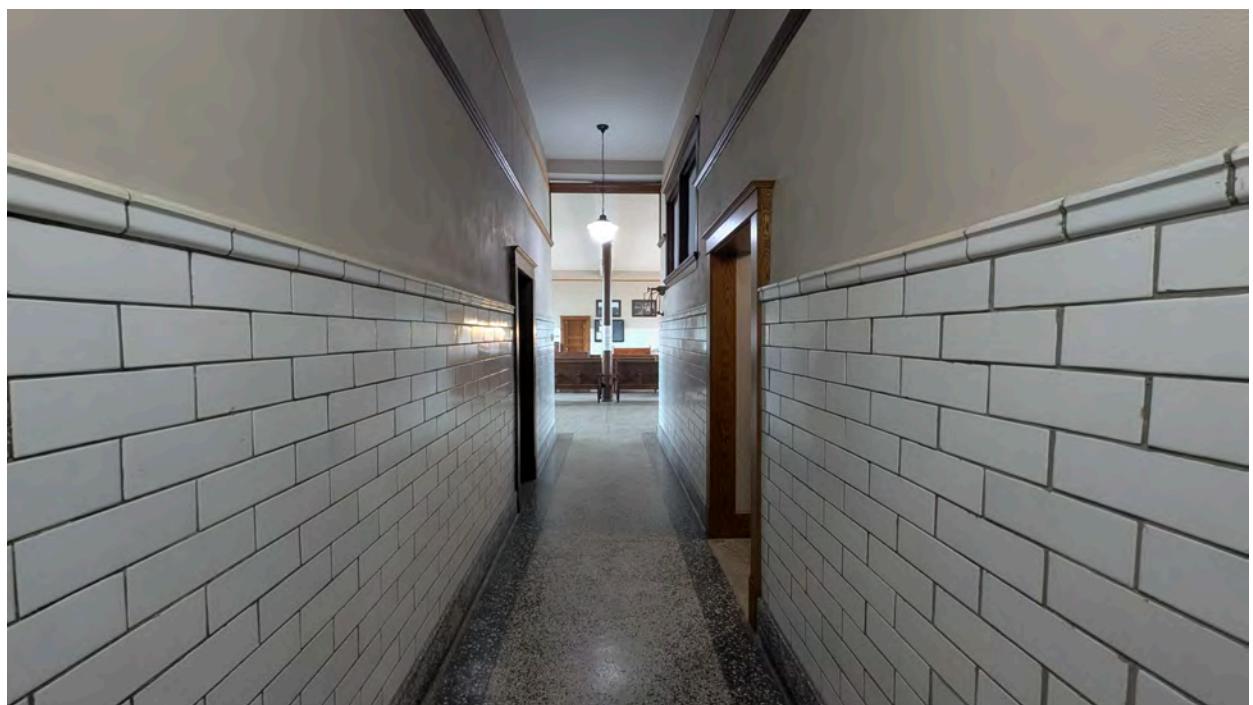


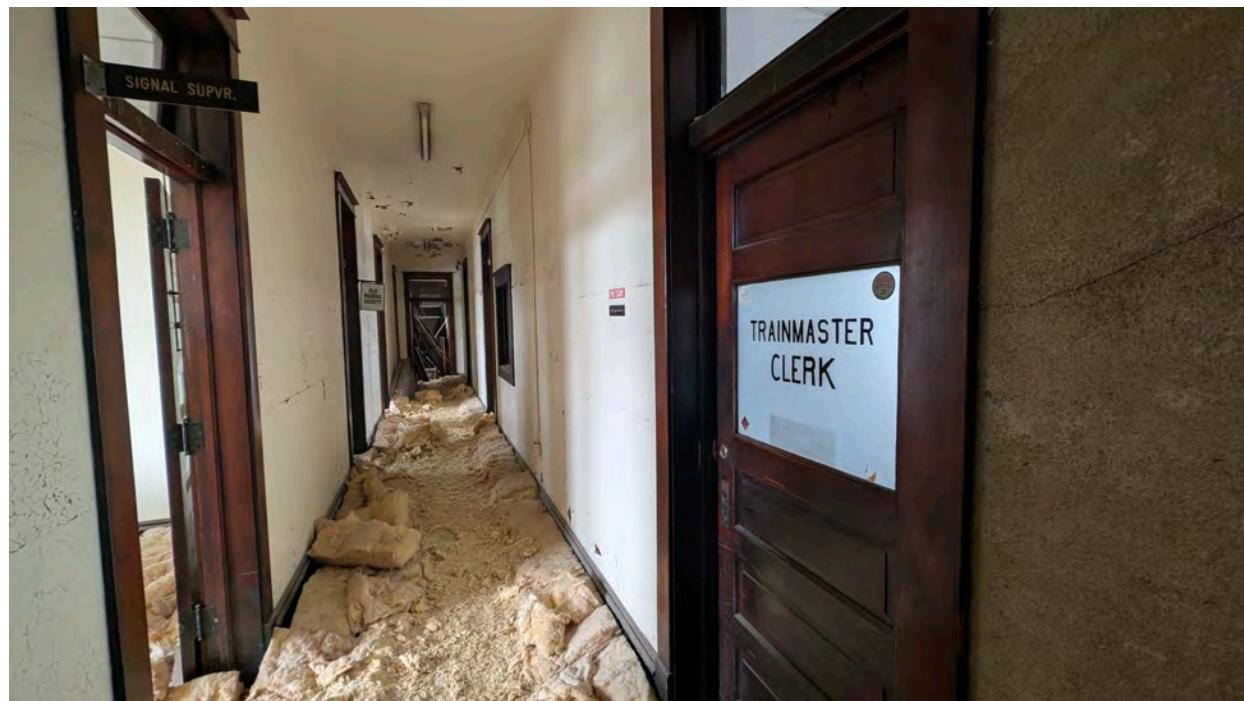
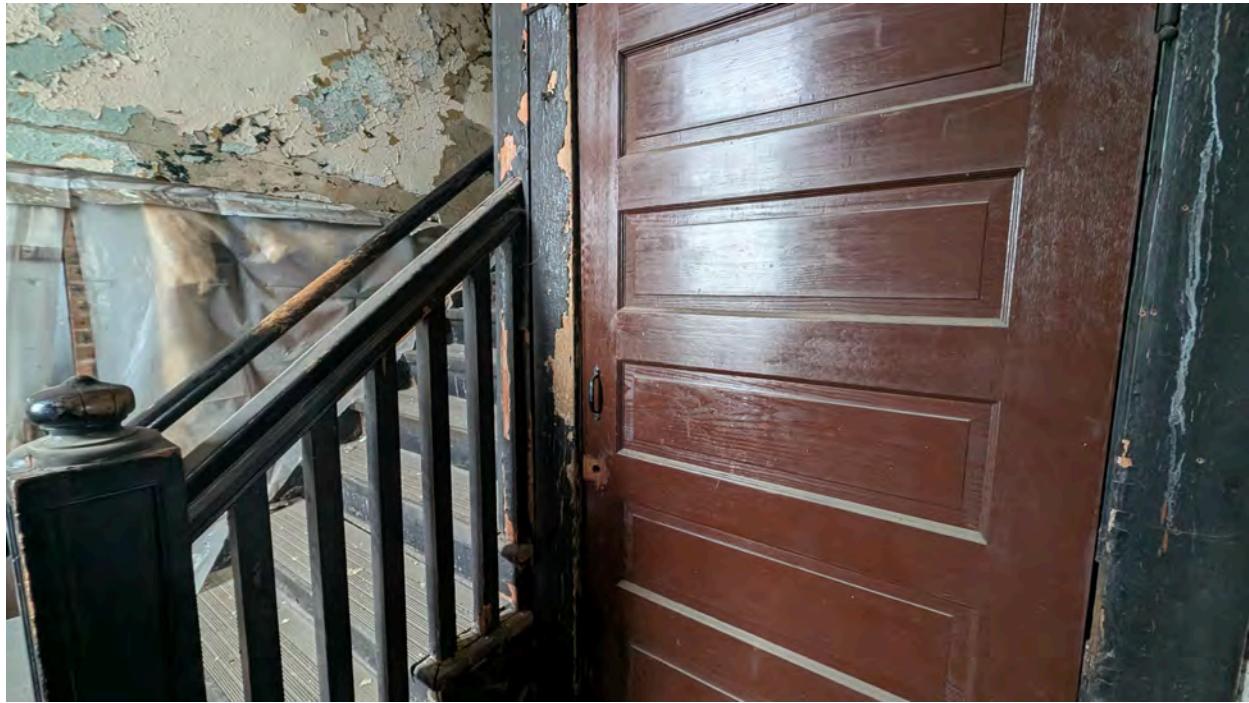


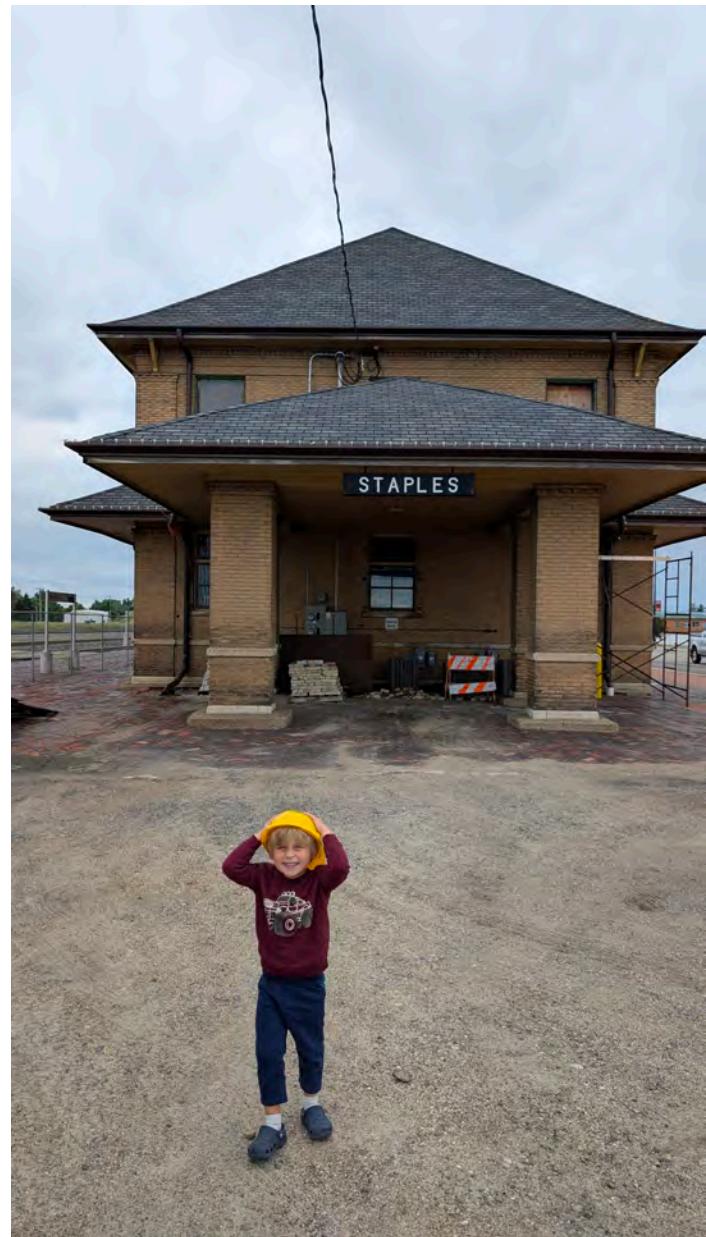












INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 19 2005

STAPLES HISTORICAL SOCIETY
PO BOX 44
STAPLES, MN 56479-2333

Employer Identification Number:
06-1734634

DLN:
17053144085015

Contact Person:
JOHN JENNEWIN

ID# 31307

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Public Charity Status:
170(b)(1)(A)(vi)

Form 990 Required:
Yes

Effective Date of Exemption:
May 19, 2005

Contribution Deductibility:
Yes

Advance Ruling Ending Date:
December 31, 2009

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8731, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

United States Department of the Interior
National Park Service

National Register of Historic Places Inventory—Nomination Form

See instructions in *How to Complete National Register Forms*
Type all entries—complete applicable sections

1. Name

historic Northern Pacific Railway Depot and Freighthouse

and/or common N/A

2. Location

street & number 1st Avenue North (no street numbers) N/A — not for publication

city, town Staples vicinity of N/A

state Minnesota code 22 county Todd code 147

3. Classification

Category	Ownership	Status	Present Use	
district	public	X occupied	agriculture	museum
2 building(s)	X private	X unoccupied	commercial	park
structure	both	work in progress	educational	private residence
site	Public Acquisition	Accessible	entertainment	religious
object	in process	X yes: restricted	government	scientific
	being considered	yes: unrestricted	industrial	X transportation
	N/A	no	military	other:

4. Owner of Property

name Burlington Northern, Inc.

street & number 1111 Third Avenue

city, town Seattle vicinity of N/A state Washington 98101

5. Location of Legal Description

courthouse, registry of deeds, etc. Todd County Courthouse, Register of Deeds

street & number 215 1st Avenue South

city, town Long Prairie state Minnesota 56347

6. Representation in Existing Surveys

title Minnesota Statewide Historic Sites Survey has this property been determined eligible? yes no

date 1984 federal state county local

depository for survey records Minnesota Historical Society
Ft. Snelling History Center

city, town St. Paul state Minnesota
75 of 157

For NPS use only
received
date entered

AUG 5 1985

7. Description

Condition		Check one	Check one	
<input type="checkbox"/>	excellent	<input type="checkbox"/>	deteriorated	<input checked="" type="checkbox"/> unaltered
<input checked="" type="checkbox"/>	good	<input type="checkbox"/>	ruins	<input type="checkbox"/> altered
<input checked="" type="checkbox"/>	fair	<input type="checkbox"/>	unexposed	<input type="checkbox"/> original site <input type="checkbox"/> moved date N/A

Describe the present and original (if known) physical appearance

The Northern Pacific Railway Depot was built in 1910, adjacent to extensively developed rail service facilities at the division headquarters and yards located at Staples. When built, the depot building accommodated passenger, baggage and express facilities on its lower floor, and offices for the division headquarters on the second floor. Both the depot and an accompanying freight house are sited on a narrow strip of land bordered by the railway yards on the south and 1st Avenue on the north. The depot lies slightly west of 4th Street Northwest, Staples principal commercial street. The freighthouse is approximately 800 feet west of the depot.

The depot building is rectangular in plan and oriented with its long side parallel to the street and the tracks. It is of brick construction above a poured concrete foundation. Face brick is cream colored pressed brick laid in a butter joint. Single story portes-cochere measuring twenty by twenty-four feet extend from the east and west sides of the depot. The depot building itself measures one hundred fourteen by forty feet.

The styling of the building is Classical Revival. Its form and detailing are simple, a typical characteristic of buildings designed by staff architects of the N.P. Railway's Engineering Department. Stone belt courses are placed at the water table and below the first floor window openings. All window openings are flat arched, and contain double-hung sash. First floor openings are surmounted by fixed upper lights, whose sash are divided into several lights. The roof is hipped. Large hipped dormers are placed at the centers of the north and south side roof sections; smaller hipped dormers originally flanking these and on the east and west roof sections have been removed. At the first floor level, an awning runs continuously around the building even in height to the roofs of the portes-cochere.

Passenger, baggage and express facilities are located on the first floor. The main waiting room, approximately forty feet square, lies west of the center of the building. A ladies waiting room and toilet are at the west end. The baggage and express room is at the far east end of the building. The ticket office lies between the baggage and waiting rooms, and has a projecting bay window which overlooks the tracks. A stairwell between the baggage room and the ticket office provides access to the upstairs offices.

The second floor offices are arranged along a double-loaded central corridor. A small stair off the corridor leads to the attic. Originally used as sleeping rooms for trainmen in transit, it is now used for storage.

The buildings exterior and interior public spaces are in remarkably good, intact condition. The terrazzo floors, glazed brick wainscot, and plaster walls and ceiling on the waiting rooms have not been altered from their original appearance. The roof has had asbestos shingles applied. Several of the upper floor windows have had their sash replaced by plywood panels.

8. Significance

Period	Areas of Significance—Check and justify below							
<input type="checkbox"/> prehistoric	<input type="checkbox"/> archeology-prehistoric	<input type="checkbox"/> community planning	<input type="checkbox"/> landscape architecture	<input type="checkbox"/> religion				
<input type="checkbox"/> 1400-1499	<input type="checkbox"/> archeology-historic	<input type="checkbox"/> conservation	<input type="checkbox"/> law	<input type="checkbox"/> science				
<input type="checkbox"/> 1500-1599	<input type="checkbox"/> agriculture	<input type="checkbox"/> economics	<input type="checkbox"/> literature	<input type="checkbox"/> sculpture				
<input type="checkbox"/> 1600-1699	<input checked="" type="checkbox"/> architecture	<input type="checkbox"/> education	<input type="checkbox"/> military	<input type="checkbox"/> social/				
<input type="checkbox"/> 1700-1799	<input type="checkbox"/> art	<input type="checkbox"/> engineering	<input type="checkbox"/> music	<input type="checkbox"/> humanitarian				
<input type="checkbox"/> 1800-1899	<input type="checkbox"/> commerce	<input type="checkbox"/> exploration/settlement	<input type="checkbox"/> philosophy	<input type="checkbox"/> theater				
<input checked="" type="checkbox"/> 1900-	<input type="checkbox"/> communications	<input type="checkbox"/> industry	<input type="checkbox"/> politics/government	<input checked="" type="checkbox"/> transportation				
		<input type="checkbox"/> invention		<input type="checkbox"/> other (specify)				

Specific dates ca.1902, 1909-10

Builder/Architect N.P. Railway Engineering Department

Statement of Significance (in one paragraph)

The Northern Pacific Depot and freighthouse in Staples, Minnesota are significant as the sole surviving structures of what were originally extensively developed yard facilities at the railway's division headquarters. The railway dominated the development and the economy from 1889 until well into the twentieth century. Located on the main line of the Northern Pacific line, the Staples depot is also significant as an extremely well-preserved example of the type of work produced by staff architects of the railway.

In 1889 the Northern Pacific rerouted its main line to run between Little Falls and Staples, where it relocated its division headquarters. Prior to this date the community of Staples Mill was only a hamlet whose economy centered around a lumber mill. The railway replaced the mill as the center of the town's economy, and brought in many people to work at the shops and offices that it built. Most early buildings on the yards were frame, but brick was used in the seventeen stall roundhouse and in the boiler and sand houses. Gradually all the frame buildings were replaced by more permanent brick structures. One reason for this may have been the threat of fire. Many buildings in the commercial district of Staples burned in 1899; the railway's freight house burned in 1902.

The railroad's facilities expanded between 1889 and 1910. A second, larger roundhouse was built between 1904 and 1909. Stock yards, used for the feeding and watering of cattle being shipped on the main line, were built in 1908. Of all the structures that were built, only the depot, the freighthouse, and several incidental shed buildings survive.

The combination passenger station and office building was constructed in 1909-10 from plans prepared by the staff of the railway's engineering department. The building is similar in design to other station facilities constructed in Minnesota at about the same time including Detroit Lakes (1908), Wadena (1910-13), and St. Cloud (1909). The Staples depot is larger, though, and is in better condition. The depot structure was erected immediately north of an older frame building that had been used for a depot. Following the completion of the present depot, this earlier building was removed.

The freighthouse is currently vacant. The depot serves as the regional passenger facility for the Amtrack passenger system, and its upstairs offices continue in railway use. Both depot and surrounding grounds are in very good condition, altered little since they were built.

9. Major Bibliographical References

See continuation sheet.

10. Geographical Data

Acreage of nominated property 4.86 acres

Quadrangle name Staples, Minn.

Quadrangle scale 1:24,000

UTM References

A **15** **361720** **5134845**
Zone Easting Northing

C	11111111	11111111
E	11111111	11111111
G	11111111	11111111

B

11111111	11111111	11111111
D	11111111	11111111
F	11111111	11111111
H	11111111	11111111

Verbal boundary description and justification

See continuation sheet.

List all states and counties for properties overlapping state or county boundaries

state	N/A	code	N/A	county	N/A	code	N/A
-------	-----	------	-----	--------	-----	------	-----

state	N/A	code	N/A	county	N/A	code	N/A
-------	-----	------	-----	--------	-----	------	-----

11. Form Prepared By

name/title Thomas L. Jenkinson and Norene Roberts

organization Historical Research, Inc. date March 1, 1985

street & number 5535 Richmond Curve telephone (612) 929-2921

city or town Minneapolis state Minnesota 55410

12. State Historic Preservation Officer Certification

The evaluated significance of this property within the state is:

national state local

As the designated State Historic Preservation Officer for the National Historic Preservation Act of 1966 (Public Law 89-665), I hereby nominate this property for inclusion in the National Register and certify that it has been evaluated according to the criteria and procedures set forth by the National Park Service.

State Historic Preservation Officer signature

Russell W. Fridley
title State Historic Preservation Officer

date 7/12/85

For NPS use only

Determined Eligible

I hereby certify that this property is included in the National Register

DOE/OWNER OBJECTION

date 9/11/85

Beth Grover
keeper of the National Register

Attest:

date

Chief of Registration

78 of 157

**United States Department of the Interior
National Park Service**

**National Register of Historic Places
Inventory—Nomination Form**

Northern Pacific Railway Depot and Freighthouse, Staples, MN

Continuation sheet

Description, cont'd.

Item number 7

Page 1

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received
date entered

Surrounding the depot building is a platform of red-colored paving brick laid in a herringbone pattern. This paving extends approximately twenty feet on all sides of the building. Sixteen foot wide platforms also extend along the two tracks nearest the station. One of these tracks was used for west bound trains, the other for east bound. A third track was used for trains bound for Brainerd and Duluth.

A single story brick freight house lies approximately eight hundred feet west of the depot. This building, thought to be built in 1902 following the destruction by fire of an earlier frame freighthouse, measures approximately forty-five by one hundred twenty feet. The building has a low sloping gabled roof, and rests on an elevated poured concrete foundation. A wood platform extends along the front, track side of the building. Wooden doors in segmental-arched openings open onto both the track and street sides of the building. Unlike the depot, this building has not been well-maintained. Its brickwork needs repointing and has begun to deteriorate in several areas.

**United States Department of the Interior
National Park Service**

**National Register of Historic Places
Inventory—Nomination Form**

Northern Pacific Railway Depot and Freighthouse, Staples, MN
Continuation sheet Bibliography Item number 9

Page 2

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received
data entered

Fuller, Clara K. History of Morrison and Todd Counties, Minnesota,
Indianapolis, Indiana: B. F. Bowen and Co., Inc., 1915.

Northern Pacific Railway Collection, Division of Archives and Manuscripts,
Minnesota Historical Society, St. Paul, Minnesota.

Staples Commercial Club. Golden Anniversary Celebration, 1889-1939.
Staples, Minnesota: Staples World, 1939.

**United States Department of the Interior
National Park Service**

**National Register of Historic Places
Inventory—Nomination Form**

Northern Pacific Railway Depot and Freighthouse, Staples, MN

Continuation sheet

Boundary Description

Item number 10

Page 3

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received
data entered

Both the depot and freighthouse lie on unplatted railway right of way. Commencing at a point at the southwest corner of Lot 1, Block 16, Original Townsite of Staples, proceed 50 feet due south to a point of beginning. From the point of beginning proceed at an angle 10 degrees 30 minutes west of due south 150 feet; thence at a 90 degree angle northwesterly 1410 feet; thence at a 90 degree angle northeasterly 150 feet; thence at a 90 degree angle southeasterly 1410 feet to the point of beginning.

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

NATIONAL REGISTER OF HISTORIC PLACES
EVALUATION/RETURN SHEET

REQUESTED ACTION: NOMINATION

PROPERTY NAME: Northern Pacific Railway Depot and Freighthouse

MULTIPLE NAME:

STATE & COUNTY: MINNESOTA, Todd

DATE RECEIVED: 4/23/08 DATE OF PENDING LIST: 5/12/08
DATE OF 16TH DAY: 5/29/08 DATE OF 45TH DAY: 6/06/08
DATE OF WEEKLY LIST:

REFERENCE NUMBER: 85003613

NOMINATOR: STATE

REASONS FOR REVIEW:

APPEAL: N DATA PROBLEM: N LANDSCAPE: N LESS THAN 50 YEARS: N
OTHER: N PDIL: N PERIOD: N PROGRAM UNAPPROVED: N
REQUEST: N SAMPLE: N SLR DRAFT: N NATIONAL: N

COMMENT WAIVER: N

ACCEPT RETURN REJECT 6-4-08 DATE

ABSTRACT/SUMMARY COMMENTS:

New Owners do not object to listing

Entered in
The National Register
of
Historic Places

RECOM./CRITERIA

Accept

REVIEWER

Edson Beall

DISCIPLINE

Historian

TELEPHONE

DATE

6-8-08

DOCUMENTATION see attached comments Y/N see attached SLR Y/N

If a nomination is returned to the nominating authority, the nomination is no longer under consideration by the NPS.



MINNESOTA HISTORICAL SOCIETY

April 21, 2008



Dr. Janet Matthews
Keeper, National Register of Historic Places
Mail Stop 2280, 8th Floor
1201 Eye Street NW
Washington, DC 20005

RE: Northern Pacific Railway Depot and Freighthouse, Staples, Todd County, MN

Dear Dr. Matthews:

The above property was determined eligible for listing in the National Register on September 11, 1985. It was not listed because the owners of the property officially objected.

The property has been acquired by new owners and they request that the objection be lifted and the property listed in the National Register. Please see their notarized letter.

If you have questions about this property, please contact Susan Roth, National Register Historian at 651-259-3451, susan.roth@mnhs.org or 345 Kellogg Blvd. W., St. Paul, MN 55102.

Sincerely,


Britta L. Bloomberg
Deputy State Historic Preservation Officer

PRIORITIES

EXTERIOR

	Critical Immediate Action	High Next 6-12 Months	Moderate Next 12-24 Months	Low Monitor
Implementation of Guidelines				
Footings & Foundations				
<i>No work required at this time</i>				
Masonry - Brick				
<i>Repoint brick</i>				
<i>Replace in-kind damaged or missing brick</i>				
<i>Repair structural issues at canopy columns</i>				
<i>Clean masonry exterior</i>				
Masonry - Stone & Concrete Curbs				
<i>Repoint stone</i>				
<i>Repair damaged concrete curbs at canopy columns and building base</i>				
<i>Replace in-kind structurally unstable concrete curbs</i>				
<i>Replace structurally unstable or missing stone</i>				
<i>Clean masonry exterior (part of Brick cleaning number)</i>				
Windows & Exterior Trim				
<i>Refurbish existing window frames at second level and dormers, including replacement of missing or broken glass, re-glazing, install weather stripping and priming/painting</i>				
<i>Remove sealant between brick and window frames, clean area/reseal</i>				
<i>Repair, patch and prime/paint existing structurally sound trim</i>				
<i>Replace in-kind missing or structurally unsound trim</i>				
<i>Prime and paint, scraped and new trim</i>				
<i>Construct new storm windows to replace missing historic storms</i>				
<i>Construct new screens to replace missing historic screens</i>				
<i>Replace in-kind missing sash cords, pulleys and counterweights</i>				
<i>Refurbish existing pulleys and counterweights</i>				
<i>Refurbish existing interior hardware</i>				
<i>Replace in-kind missing interior hardware</i>				
Exterior Doors & Trim				
<i>Replace in-kind missing door trim</i>				
<i>Remove peeling paint</i>				
<i>Remove sealant between brick and door frames, clean area/reseal</i>				
<i>Prime and paint scraped and new trim</i>				
<i>Install new, historically appropriate hardware</i>				
Roofs & Flashing				
<i>Replace flashing in-kind between canopies and building</i>				
Soffits at Roofs & Eyebrow Canopy				
<i>Replace missing and structurally unsound trim</i>				
<i>Remove peeling paint</i>				
<i>Repair damaged and unsound soffit boards</i>				
<i>Prime and paint scraped and new wood</i>				
<i>Replace in-kind structurally unsound soffit boards</i>				

Gutters & Downspouts				
Remove peeling paint, prime/paint				
Relocate drainage away from walk surface at south elevation				
Replace damaged pieces				
Dormer				
Patch and repair missing and damaged stucco				
Remove peeling paint from trim				
Patch and repair wood trim				
Prime and paint scraped and new trim, and stucco				
Replace in-kind structurally unstable wood trim				

INTERIOR

First Floor

Implementation of Guidelines	Critical Immediate Action	High Next 6-12 Months	Moderate Next 12-24 Months	Low Monitor
Flooring - Terrazzo (Office and Gallery)				
Done Patch and repair terrazzo flooring	Waiting Room			
Done Patch and repair terrazzo base as required	Waiting Room			

Flooring - Wood (Bagage Room)				
Replace in-kind structurally unstable wood				
Repair underlying structure where required				
Stain and seal floor				

Walls - Glazed Brick Wainscot (Office and Gallery)				
Done Clean, patch, and repair as needed	Waiting Room			

Walls - Wood Beadboard (Bagage Room)				
Repair damaged beadboard				
Remove and replace in-kind structurally unsound beadboard				
Prime and paint				

Walls - Exposed Brick (Bagage Room)				
Remove peeling paint				
Remove loose or crumbling mortar, repoint				
Remove and replace in-kind brick that is no longer structurally stable				
Seal penetrations and provide weathertight enclosure				
Prime and paint brick				

Ceilings - Beadboard (Bagage Room)				
Remove peeling paint				
Repair or replace damaged/deteriorated wood in-kind				
Prime and paint scraped and new wood				

Done 1. Replaced ceiling and added new lights @ Waiting room
 2. Mechanical/HVAC upgrade, radiators disconnected and new ducting run
 3. Electrical Panel upgrade
 4. Remodeled, ADA compliant restrooms
 5. Shaft for future elevator, structural
 6. Exterior door at bag room
 7. Minimal exterior masonry at east side of building

Second Floor

Implementation of Guidelines	Critical Immediate Action	High Next 6-12 Months	Moderate Next 12-24 Months	Low Monitor
Walls - Plaster				
Remove and replace in-kind plaster that is no longer keyed to lath or that is crumbling (assumes 1/3 of the plaster is salvagable)				
Patch and repair existing plaster				
Replace structurally unstable lath in-kind				
Prime and paint patched and new plaster				
Ceilings - Plaster				
Remove and replace in-kind plaster that is no longer keyed to lath or that is crumbling (assumes 1/3 of the plaster is salvagable)				
Patch and repair existing plaster				
Replace deteriorated lath in-kind				
Prime and paint patched and new plaster				
Hazardous Testing				
Allowance for hazardous material testing prior to work				
Flooring				
Remove non-historic VCT and vinyl sheet flooring, including adhesive				
Remove peeling paint and sealer on wood flooring				
Stain and seal floors				
Repair existing ceramic tile				
Remove and replace in-kind rubber treads on wood stairs				
Glue-Down Ceiling Tile				
Remove acoustic tile and mastic, leave underlying plaster. Patch and repair, prime/paint				
Acoustical Ceiling Tile				
Remove ceiling grid and tiles. Patch and repair affected walls and ceiling as necessary				
Wood Trim - Picture Rail, Interior Window Trim and Baseboard				
Remove peeling paint				
Replace missing or deteriorated wood in-kind				
Prime and paint scraped and new trim				
Interior Doors & Transoms				
Replace in-kind missing door trim, prime/paint				
Remove peeling paint, prime/paint				
Refurbish existing hardware or replace in-kind to original if missing				
Replace in-kind damaged or missing glass				

Order of work

EXTERIOR

1. Repoint
2. Windows, includes paint
3. Gutters

INTERIOR

1st Floor

1. Refurbish baggage room
2. Refurbish office areas
3. Add new stair to meet exiting

2nd Floor

1. Abatement
2. Refurbish existing stair
3. Add new stair to meet exiting
4. Elevator
5. Walls, ceilings, floors refurbish existing to remain
6. New layout
7. New restrooms

Attic

- 1.



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 :	
<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	
Agenda Topic Title for Publication:		2026 Agreements for Prosecution Services	
Date of Meeting: 1/20/2026		Agenda Time Requested: 5 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Todd County Attorney's Office			
Person Presenting Topic at Meeting: John E. Lindemann			
Background: <i>Supporting Documentation enclosed</i> <input checked="" type="checkbox"/>			
Proposed 2026 Agreement for Prosecution Services, Burtrum, Grey Eagle, West Union, Browerville, Clarissa, Eagle Bend, and Hewitt			
Options:			
Approve or reject Proposed 2026 Agreement for Prosecution Services, Burtrum, Grey Eagle, West Union, Browerville, Clarissa, Eagle Bend, and Hewitt			
Recommendation: The Todd County Board of Commissioners approves the following by Motion: Approve the 2026 Prosecution Service contracts with the Cities of Burtrum, Grey Eagle, West Union, Browerville, Clarissa, Eagle Bend and Hewitt.			

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

CONTRACT TITLE

2026 AGREEMENT BETWEEN TODD COUNTY AND THE CITY OF BROWERVILLE FOR PROSECUTION SERVICES

This Agreement is made and entered into by and between the County of Todd, a corporation existing under the laws of the State of Minnesota, hereinafter referred to as "County," and the City of Browerville, hereinafter referred to as "City."

SECTION 1

SERVICES PROVIDED

The County, through its County Attorney's Office, agrees to prosecute for the City those certain misdemeanors, gross misdemeanors, and City ordinance violations the City is statutorily obligated to prosecute. Prosecution services provided to the City by the County include, but are not limited to, reviewing reports, drafting complaints, correspondence, court time including first and second appearances, evidentiary hearings, trials, sentencing, and probation violation hearings. It also includes consulting with officers, victims, corrections agents, defense attorneys, and any research that needs to be done, as well as time spent on past years files if someone is picked up on a warrant, and general legal advice to officers unrelated to any open file.

SECTION 2

COMPENSATION

As consideration for the prosecution services set forth in Section 1, the City agrees to compensate the County at a rate of \$2,175 for the year 2026. This amount is based upon the average number of cases prosecuted for the City of Browerville in the two years prior to the current budget year at an estimated rate of \$150 per case. The minimum amount of compensation to be paid by a City to the County for prosecution services will be \$500.

SECTION 3

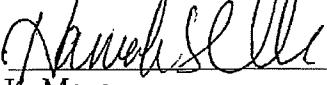
CONTRACT RENEWAL

ACCOUNTING

Within the first six months of each following year, the County Attorney's Office will provide to the City a new proposed agreement, and a printout of the number of cases for the two averaged years used as the basis for the compensation set forth in Section 2. The County Attorney's Office will provide more detailed information on any or all of the cases considered upon request of the City. The City and the County are under no obligation to renew this agreement each year.

IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed.

CITY OF BROWERVILLE

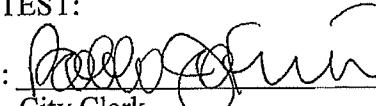
BY: 
Its Mayor

COUNTY OF TODD

BY: _____
Chair, County Board

DATED: _____

ATTEST:

BY: 
City Clerk

DATED: 11.12.2025

CONTRACT TITLE

2026 AGREEMENT BETWEEN TODD COUNTY AND THE CITY OF BURTRUM FOR PROSECUTION SERVICES

This Agreement is made and entered into by and between the County of Todd, a corporation existing under the laws of the State of Minnesota, hereinafter referred to as "County," and the City of Burtrum, hereinafter referred to as "City."

SECTION 1

SERVICES PROVIDED

The County, through its County Attorney's Office, agrees to prosecute for the City those certain misdemeanors, gross misdemeanors, and City ordinance violations the City is statutorily obligated to prosecute. Prosecution services provided to the City by the County include, but are not limited to, reviewing reports, drafting complaints, correspondence, court time including first and second appearances, evidentiary hearings, trials, sentencing, and probation violation hearings. It also includes consulting with officers, victims, corrections agents, defense attorneys, and any research that needs to be done, as well as time spent on past years files if someone is picked up on a warrant, and general legal advice to officers unrelated to any open file.

SECTION 2

COMPENSATION

As consideration for the prosecution services set forth in Section 1, the City agrees to compensate the County the amount of \$500 for the year 2026. This amount is based upon the average number of cases prosecuted by the County for your City in the two years prior to the current budget year at an estimated rate of \$150 per case. The minimum amount of compensation to be paid by a City to the County for prosecution services will be \$500.

SECTION 3

CONTRACT RENEWAL

ACCOUNTING

Within the first six months of each following year, the County Attorney's Office will provide to the City a new proposed agreement, and a printout of the number of cases for the two averaged years used as the basis for the compensation set forth in Section 2. The County Attorney's Office will provide more detailed information on any or all of the cases considered upon request of the City. The City and the County are under no obligation to renew this agreement each year.

IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed.

CITY OF Burtrum
BY: Rerene Russell
Its Mayor

COUNTY OF TODD
BY: _____
Chair, County Board

ATTEST:
BY: Bonnie Kohl
City Clerk
DATED: 12/12/2025

DATED: _____

CONTRACT TITLE

2026 AGREEMENT BETWEEN TODD COUNTY AND THE CITY OF CLARISSA FOR PROSECUTION SERVICES

This Agreement is made and entered into by and between the County of Todd, a corporation existing under the laws of the State of Minnesota, hereinafter referred to as "County," and the City of Clarissa, hereinafter referred to as "City."

SECTION 1

SERVICES PROVIDED

The County, through its County Attorney's Office, agrees to prosecute for the City those certain misdemeanors, gross misdemeanors, and City ordinance violations the City is statutorily obligated to prosecute. Prosecution services provided to the City by the County include, but are not limited to, reviewing reports, drafting complaints, correspondence, court time including first and second appearances, evidentiary hearings, trials, sentencing, and probation violation hearings. It also includes consulting with officers, victims, corrections agents, defense attorneys, and any research that needs to be done, as well as time spent on past years files if someone is picked up on a warrant, and general legal advice to officers unrelated to any open file.

SECTION 2

COMPENSATION

As consideration for the prosecution services set forth in Section 1, the City agrees to compensate the County the amount of \$900 for the year 2026. This amount is based upon the average number of cases prosecuted by the County for your City in the two years prior to the current budget year at an estimated rate of \$150 per case. The minimum amount of compensation to be paid by a City to the County for prosecution services will be \$500.

SECTION 3

CONTRACT RENEWAL

ACCOUNTING

Within the first six months of each following year, the County Attorney's Office will provide to the City a new proposed agreement, and a printout of the number of cases for the two averaged years used as the basis for the compensation set forth in Section 2. The County Attorney's Office will provide more detailed information on any or all of the cases considered upon request of the City. The City and the County are under no obligation to renew this agreement each year.

IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed.

CITY OF Clanissa

BY: Kat Miller AM
Its Mayor

COUNTY OF TODD

BY: _____
Chair, County Board

DATED: _____

ATTEST.

BY: Joe Shklair
City Clerk

DATED: 10/26/25

CONTRACT TITLE

2026 AGREEMENT BETWEEN TODD COUNTY AND THE CITY OF EAGLE BEND FOR PROSECUTION SERVICES

This Agreement is made and entered into by and between the County of Todd, a corporation existing under the laws of the State of Minnesota, hereinafter referred to as "County," and the City of Eagle Bend, hereinafter referred to as "City."

SECTION 1

SERVICES PROVIDED

The County, through its County Attorney's Office, agrees to prosecute for the City those certain misdemeanors, gross misdemeanors, and City ordinance violations the City is statutorily obligated to prosecute. Prosecution services provided to the City by the County include, but are not limited to, reviewing reports, drafting complaints, correspondence, court time including first and second appearances, evidentiary hearings, trials, sentencings, and probation violation hearings. It also includes consulting with officers, victims, corrections agents, defense attorneys, and any research that needs to be done, as well as time spent on past years files if someone is picked up on a warrant, and general legal advice to officers unrelated to any open file.

SECTION 2

COMPENSATION

As consideration for the prosecution services set forth in Section 1, the City agrees to compensate the County the amount of \$975 for the year 2026. This amount is based upon the average number of cases prosecuted by the County for your City in the two years prior to the current budget year at an estimated rate of \$150 per case. The minimum amount of compensation to be paid by a City to the County for prosecution services will be \$500.

SECTION 3

CONTRACT RENEWAL

ACCOUNTING

Within the first six months of each following year, the County Attorney's Office will provide to the City a new proposed agreement, and a printout of the number of cases for the two averaged years used as the basis for the compensation set forth in Section 2. The County Attorney's Office will provide more detailed information on any or all of the cases considered upon request of the City. The City and the County are under no obligation to renew this agreement each year.

IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed.

CITY OF Eagle Bend

COUNTY OF TODD

BY: Erica Price
Ms Mayor

BY: _____
Chair, County Board

DATED:

ATTEST:

BY: 
City Clerk

DATED: 10-20-2025

CONTRACT TITLE

2026 AGREEMENT BETWEEN TODD COUNTY AND THE CITY OF GREY EAGLE FOR PROSECUTION SERVICES

This Agreement is made and entered into by and between the County of Todd, a corporation existing under the laws of the State of Minnesota, hereinafter referred to as "County," and the City of Grey Eagle, hereinafter referred to as "City."

SECTION 1

SERVICES PROVIDED

The County, through its County Attorney's Office, agrees to prosecute for the City those certain misdemeanors, gross misdemeanors, and City ordinance violations the City is statutorily obligated to prosecute. Prosecution services provided to the City by the County include, but are not limited to, reviewing reports, drafting complaints, correspondence, court time including first and second appearances, evidentiary hearings, trials, sentencings, and probation violation hearings. It also includes consulting with officers, victims, corrections agents, defense attorneys, and any research that needs to be done, as well as time spent on past years files if someone is picked up on a warrant, and general legal advice to officers unrelated to any open file.

SECTION 2

COMPENSATION

As consideration for the prosecution services set forth in Section 1, the City agrees to compensate the County the amount of \$750 for the year 2026. This amount is based upon the average number of cases prosecuted by the County for your City in the two years prior to the current budget year at an estimated rate of \$150 per case. The minimum amount of compensation to be paid by a City to the County for prosecution services will be \$500.

SECTION 3

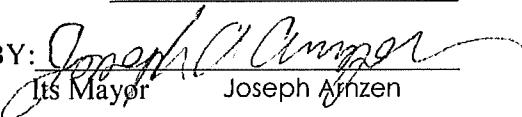
CONTRACT RENEWAL

ACCOUNTING

Within the first six months of each following year, the County Attorney's Office will provide to the City a new proposed agreement, and a printout of the number of cases for the two averaged years used as the basis for the compensation set forth in Section 2. The County Attorney's Office will provide more detailed information on any or all of the cases considered upon request of the City. The City and the County are under no obligation to renew this agreement each year.

IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed.

CITY OF Grey Eagle

BY: 
Its Mayor Joseph Ahnen

COUNTY OF TODD

BY: _____
Chair, County Board

DATED: _____

ATTEST:

BY: 
City Clerk Beth Ramacher

DATED: 12.30.2025

CONTRACT TITLE

2026 AGREEMENT BETWEEN TODD COUNTY AND THE CITY OF HEWITT FOR PROSECUTION SERVICES

This Agreement is made and entered into by and between the County of Todd, a corporation existing under the laws of the State of Minnesota, hereinafter referred to as “County,” and the City of Hewitt, hereinafter referred to as “City.”

SECTION 1

SERVICES PROVIDED

The County, through its County Attorney’s Office, agrees to prosecute for the City those certain misdemeanors, gross misdemeanors, and City ordinance violations the City is statutorily obligated to prosecute. Prosecution services provided to the City by the County include, but are not limited to, reviewing reports, drafting complaints, correspondence, court time including first and second appearances, evidentiary hearings, trials, sentencing, and probation violation hearings. It also includes consulting with officers, victims, corrections agents, defense attorneys, and any research that needs to be done, as well as time spent on past years files if someone is picked up on a warrant, and general legal advice to officers unrelated to any open file.

SECTION 2

COMPENSATION

As consideration for the prosecution services set forth in Section 1, the City agrees to compensate the County the amount of \$500 for the year 2026. This amount is based upon the average number of cases prosecuted by the County for your City in the two years prior to the current budget year at an estimated rate of \$150 per case. The minimum amount of compensation to be paid by a City to the County for prosecution services will be \$500.

SECTION 3

CONTRACT RENEWAL

ACCOUNTING

Within the first six months of each following year, the County Attorney's Office will provide to the City a new proposed agreement, and a printout of the number of cases for the two averaged years used as the basis for the compensation set forth in Section 2. The County Attorney's Office will provide more detailed information on any or all of the cases considered upon request of the City. The City and the County are under no obligation to renew this agreement each year.

IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed.

CITY OF Hewitt, MN

COUNTY OF TODD

BY: Deoriana Bartels
Its Mayor

BY: _____
Chair, County Board

DATED: _____

ATTEST:

BY: Virginia M. Kern
City Clerk

DATED: 10-14-2025

CONTRACT TITLE

2026 AGREEMENT BETWEEN TODD COUNTY AND THE CITY OF WEST UNION FOR PROSECUTION SERVICES

This Agreement is made and entered into by and between the County of Todd, a corporation existing under the laws of the State of Minnesota, hereinafter referred to as "County," and the City of West Union, hereinafter referred to as "City."

SECTION 1

SERVICES PROVIDED

The County, through its County Attorney's Office, agrees to prosecute for the City those certain misdemeanors, gross misdemeanors, and City ordinance violations the City is statutorily obligated to prosecute. Prosecution services provided to the City by the County include, but are not limited to, reviewing reports, drafting complaints, correspondence, court time including first and second appearances, evidentiary hearings, trials, sentencing, and probation violation hearings. It also includes consulting with officers, victims, corrections agents, defense attorneys, and any research that needs to be done, as well as time spent on past years files if someone is picked up on a warrant, and general legal advice to officers unrelated to any open file.

SECTION 2

COMPENSATION

As consideration for the prosecution services set forth in Section 1, the City agrees to compensate the County the amount of \$500 for the year 2026. This amount is based upon the average number of cases prosecuted by the County for your City in the two years prior to the current budget year at an estimated rate of \$150 per case. The minimum amount of compensation to be paid by a City to the County for prosecution services will be \$500.

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IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed.

CITY OF West Union

BY: Ron E. L.
Its Mayor

COUNTY OF TODD

BY: _____
Chair, County Board

DATED: _____

ATTEST:

BY: David Malley
City Clerk

DATED: 10/20/25



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 :	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information Item		<input checked="" type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	
Agenda Topic Title for Publication:		Extension Office Reports	
Date of Meeting: 1.20.2026		Agenda Time Requested: 20 Minutes	<input checked="" type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Todd County Extension Office			
Person Presenting Topic at Meeting: Regional Director Tony Hansen and Livestock Production Systems Extension Educator, Brenda Miller			
Background: <i>Supporting Documentation enclosed</i> <input checked="" type="checkbox"/> Sharing updates from the University of Minnesota Extension, and a report from Extension Educator Brenda Miller on her work and programming in Todd County.			
Options:			
Recommendation: The Todd County Board of Commissioners approves the following by Motion: N/A			
Additional Information:		Budgeted:	Comments
Financial Implications: \$ N/A Funding Source(s): N/A		<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			

Connecting rural, suburban, urban and tribal communities with the University of Minnesota



Extension fulfills the University of Minnesota mission by bringing Minnesotans together to build a better future through science-based knowledge, expertise and training.



Statewide presence: Extension operates in all **87** counties.



Workforce: **65%** of Extension faculty and staff live and work in Greater Minnesota.



Volunteer impact: Over **35,000** trained volunteers enhance outreach.



Partnerships: **30%** growth in collaborations fosters work with diverse communities.



Online engagement: **8.5 million** annual website visits help people find solutions.

Total budget: \$82.9M

Counties: \$22.2M

Investments ensure 4-H, agriculture and other Extension programs are delivered locally.

Federal: \$10.8M

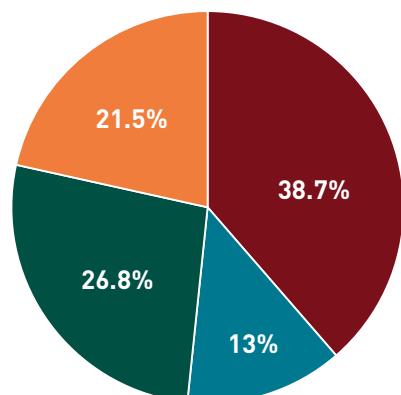
The U.S. Department of Agriculture supports wide-ranging research and Extension education.

Grants, gifts and income: \$17.8M

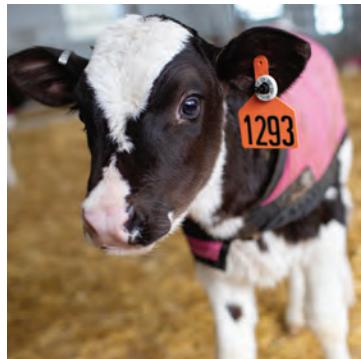
Individuals and organizations provide support for valuable Extension opportunities important to them.

State: \$32M

Investments are leveraged through collaborations with Minnesota state agencies, including departments of agriculture, health, human services, natural resources and tourism.



extension.umn.edu



Extension is the front door to the University, with over 1 million participants across Minnesota



Minnesota 4-H: **30%** more youth joined 4-H In 2024, with half of them being the first in their families to participate.



Food and agriculture: Research and education enhance crop yields, animal health, and energy and water conservation across **65,531** farms.



Lawn and garden: 3,283 Master Gardener volunteers dedicated **195,670** hours to promote sustainable gardening and healthy food cultivation.



Healthier families: Extension reached **145,755** Minnesotans with nutrition education like SNAP-Ed and EFNEP and supported **288** food shelves.



Natural resources: Volunteers contributed **98,016** hours to restore public lands, manage invasive species and teach better land stewardship.



Community development: Extension reached **26,158** Minnesotans with leadership education and provided **327** applied research reports for community use.





Local Extension Educator Report

January 2026

Serving Todd County



A note from your educator

What's new: Winter programming is in full swing!

Why it matters: There are many workshops, conferences, and meetings on the calendar for January, February, and March. Topics range from beef to poultry to gardening and more! There are a variety of those happening right here in Todd County including: a hands-on lambing and kidding workshop, cow/calf days, and a poultry workshop. In addition, I hosted an equine workshop here in Todd County in November. Something for everyone!

Winter is always crazy busy for conferences, conventions, workshops, and meetings. In addition to the events I'm hosting here in Todd County, I will be attending other various programs to expand my own knowledge. The information I learn at those events I can/will share with others who may be interested. There's always some sort of new technology or different management strategies out there to use or keep tabs on until you're ready to implement.

County fair season will be here before we know it. Calving, lambing, and kidding season has started and chicks will be hatching soon too.

Thank you for the opportunity to share Extension's work with you.

Brenda



Brenda Miller

Market Reports

January 12, 2026—Livestock and crop markets are always a rollercoaster it seems. Even though the futures are up slightly, Milk (Class III) is terrible right now (\$14.85/cwt) and the futures don't nearly cover the cost of production either. Beef prices are still holding strong, corn (\$4.46/bushel) and soybeans (\$10.52/bushel) are ok. Market lambs and goats are doing well and hogs are down a little bit but they haven't really been fantastic for awhile unfortunately.

Slaughter Cows	Beef Fats	Beef Feeders (600#)	Bull Calves	C/C Pairs	Market Hogs	Feeder Pigs	Market Lambs	Market Goats	Dairy Heifers
\$1.89	\$2.44	\$4.77	\$1,200+	\$4,500	\$0.74	\$100/hd	\$4.50	\$4.55	\$2,500+

Recent Events

Everything Equine & Wine

This was a new program available for Todd County livestock folks. I've never held a horse event here but the Equine Team reached out and asked if I was interested in hosting the workshop, so we gave it a go! Dragon Willow Winery was the event venue and there were 12 attendees who brought lots of great questions for our speakers. It was a wonderful evening and very much appreciated by attendees. There is a pretty good possibility that we will bring it back to Todd County in a couple of years as the Equine Team likes to rotate the workshop locations around the state.



Upcoming Events

There are a number of big events coming to Todd County over the next couple of months. An in-person Lambing & Kidding workshop will be held in Long Prairie on January 17th, the annual Staples Cow/Calf Days on January 27th at Central Lakes College, and a poultry workshop on March 17th in Long Prairie. Like the equine workshop, I've never hosted a poultry event but am very excited to try something new to bring education to the area for backyard poultry folks.

What's next? Todd County Livestock Events

January

Jan 17 @ 9:30am: Lambing & Kidding Workshop, Commissioner's Board Room, Long Prairie
Jan 27 @ 9:30am: Staples Cow/Calf Days, Central Lakes College, Staples

February

Feb 23-March 30: Mondays @ 6:30pm, Annie's Project, virtual

March

March 17 @ 4:00-6:00pm: Poultry workshop. Commissioners board room, Long Prairie

2026 Area County Fairs

June 18-21: Wadena County Fair, Wadena
June 25-28: Todd County Fair, Long Prairie
June 25-28: Morrison County Fair, Little Falls
July 29-Aug 1: Pope County Fair, Glenwood
July 29-Aug 2: Stearns County Fair, Sauk Centre
Aug 13-16: Douglas County Fair, Alexandria
Aug 27-Sept 7: MN State Fair, St. Paul



UNIVERSITY OF MINNESOTA EXTENSION



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 :	
<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	
Agenda Topic Title for Publication:		Generalist to Deputy County Recorder transition	
Date of Meeting: 1/20/2026		Agenda Time Requested: 5 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Recorder's Office			
Person Presenting Topic at Meeting: Kim Bosl, Todd County Recorder			
Background: Supporting Documentation enclosed <input type="checkbox"/>			
The Todd County Board of Commissioners on Nov. 4, 2025 approved the organizational chart to be updated to reflect the Generalist Postion be solely under the Todd County Recorder's Office. On that same day following Board, I had staffing discussion in work session to discuss Employee Number 748 then working as a Deputy County Recorder and eliminating the position of Generalist.			
Options:			
<input checked="" type="checkbox"/> Accept Employee Number 748 as Deputy Recorder			
<input type="checkbox"/> Not Accept Employee Number 748 as Deputy Recorder			
Recommendation:			
The Todd County Board of Commissioners approves the following by Motion: Accept the transition of Employee Number 748 to be Deputy County Recorder and eliminate the position of Generalist effective pay periord beginning Jan. 25, 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 CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number :	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information Item		<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	
		(Issued by Auditor/Treasurer Office) 20260120-17	
Agenda Topic Title for Publication:		January Planning Commission Information	
Date of Meeting: 1/20/2026		Agenda Time Requested: 0	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Planning and Zoning			
Person Presenting Topic at Meeting: Adam Ossefoort			
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>			
Attached here is the January 2026 Planning Commission minutes in draft form along with the January staff report. Information is provided for review of the following Board Action.			
Options:			
Recommendation:			
The Todd County Board of Commissioners approves the following by Motion:			

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

Planning Commission Meeting Minutes

January 8, 2026

Completed by: Sue Bertrand, P&Z Staff

Site visits for Taylor and First Creek by Adam Ossefoort and Roger Hendrickson on January 7th, 2026.

Meeting attended by board members: Chair Jim Pratt, Vice Chair Ken Hovet, Lloyd Graves, Roger Hendrickson, Andy Watland and Commissioner Tim Denny.

Staff members: Adam Ossefoort and Sue Bertrand

Other members of the public: Sign-in Sheet is available for viewing upon request.

Jim called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited as a collective group.

Introduction of the staff and board members by Jim.

Jim stated there are changes to the agenda for this evening. Item number 2, Donniel Robinson withdrew her application and item number 5, Amendment to Article XII (Cannabis) in our Ordinance has been postponed to the February 5th, 2026 meeting.

Roger motioned to approve the agenda as amended. Ken seconded. Voice vote, no dissent heard. Motion carried.

Ken motioned to have December 4, 2025, meeting minutes approved as written. Lloyd seconded. Voice vote, no dissent heard. Motion carried.

AGENDA ITEM 1: Reorganization of the Board and Review Business Rules:

Roger motioned to keep Jim as Chair, seconded by Ken.

Roll Call Vote:

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Absent
Jim Pratt	NA

Motion carried.

Lloyd motioned to keep Ken as the Vice Chair, seconded by Roger.

Roll Call Vote:

Board member	Vote (yes or no)
Ken Hovet	NA
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Absent
Jim Pratt	Yes

Motion carried.

Roger made the motion to keep Business Rules as is. Seconded by Lloyd.

Roll Call Vote:

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Absent
Jim Pratt	Yes

Motion carried.

Andy Watland joined the meeting a bit late.

AGENDA ITEM 2: Donniel Robinson-Section 28, **Moran Township**, Site Address: 40324 County Rd 21, Browerville, MN 56438

PID: 19-0029102.

Donniel has withdrawn her application.

AGENDA ITEM 3: Richelle Taylor-Section 11, **Birchdale Township**, Fuller Lake

Site Address: 27740 County 98, Grey Eagle, MN 56336

PID: 03-0008202

1. Request to keep the Property as a Retreat, home will be rented to Youth Groups, Weddings, Clubs, and Churches. Request to amend condition #5 of CUP #20080512696 to increase the occupancy from 14 to 22 people in Natural Environment Shoreland Zoning District.

Richelle Taylor was present as the applicant.

Staff Findings: Adam read through the staff report. The staff report is available for viewing upon request in the Planning & Zoning Office.

Recommendation:

A motion to recommend approval to the County Board of Commissioners to allow continuation of the CUP with an amendment to condition #5 to allow for a total of 22 guests.

Correspondence received: None.

Public comment: None.

Board discussion:

On Site Report visit completed for Taylor site by Adam Ossefoort and Roger Hendrickson on January 7, 2026. Roger stated he can foresee no problems with adding people, lots of room, and she has a nice place there.

Ken asked to see photos of other structures. Ken asked you want to raise to 22 guests, why 22?

Adam stated there are other smaller sheds on the property, but he has no pictures.

Taylor stated it was originally used as 22, when she bought it, and she reduced it, by taking out a couple of twin beds. Really isn't changing at all, the original CUP of 14 was incorrect. The septic accommodates the original 22, as well.

Ken, how busy are you?

Taylor stated during the transition of ownership, business may have gone down some, but the summer, a lot of weekends, so, very busy in the summer, but Spring, Winter and Fall not so busy.

Andy asked how often do you see it being up to 22 people?

Taylor stated they have some family reunions, weddings with mostly adults and small kids for family get togethers at the lake. She has eight rooms with 8 queen beds, a couple have twin pull outs, and two twin beds upstairs for the kids.

Andy asked why 22 up from 14?

Taylor explained when she bought it, she understood it to be for 22 and did not know about the 14-guest limit listed on the original CUP paperwork, so, when she reapplied, she went with the 22.

Roger stated it used to house the clergy.

Lloyd added, the Bishop used to stay there.

Taylor stated she has kept the sanctuary like it was, still a sanctuary, added some little changes but mostly unchanged.

Roger motioned to approve with #5 amended to 22, seconded by Ken.

Recommendation:

A motion to recommend approval to the County Board of Commissioners to allow continuation of the CUP with an amendment to condition #5 to allow for a total of 22 guests.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Yes
Jim Pratt	Yes

Motion carried. Jim noted the application will be presented to the County Board of Commissioners on January 20th, 2026.

AGENDA ITEM 4: First Creek Addition Plat, Robert & Judith Berscheid-Section 24, Birchdale Township, Little Birch Lake
Site Address: 28449 County 2, Grey Eagle, MN 56336
PID: 03-0019400

1. Request to create a 6.47-acre, six lot plat in AF-1 and Recreational Development Shoreland.

Adam read through the staff report. This report may be viewed in full upon request at the Planning and Zoning office.

Recommendation:

A motion to recommend approval to the County Board of Commissioners with the following conditions:

Proposed 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.

Adam also read aloud the letter from Darren Hungness, with Interstate Engineering, and Loren Fellbaum, Todd County Public Works. These may be viewed in the staff report or at the Planning and Zoning office, upon request.

Correspondence: None. Only what was in the staff report.

Public comment: Julie Thies, 11221 Archer Dr. Curious if there is going to be a new road put in for the new people or is it going through her existing garden she has, with apple trees planted, and asked about lake access.

Adam stated, no new road proposed, but yes to driveway accesses, there is no access road to the lake, nor any access to go through someone's property to get to the lake. These are non-riparian lake lots.

Julie mentioned when she moved to the lake, she did not know she would be moving into a new development. Wasn't aware this is going to happen, with homes or pole barns, she is disappointed there will be homes and families, and no longer the country feel they have had across the road. She thought, maybe, some of that space could be used by lake lot owners for extra space for their toys and things or even extra garages.

Jackie Nelson stated she is on Archer Drive. Are there going to be any restrictions on the size of the structures? Hate to see a huge mansion overlooking her yard. Didn't want to look out her back yard and see these big structures.

Adam stated 35' height limit, cannot exceed 25% coverage of the lot space and roofed structures that cannot be more than 15% coverage, already in the ordinance.

Roger asked about the 18' cap.

Adam confirmed 18' if non-conforming.

Sean Nelson, 11289 Archer Drive, husband to Jackie. Wondering about the lots having access from Archer drive, they will be going across the easement area where people have gardens or for maneuvering their pontoon, current space they are already using to get out on the road. Hoping a frontage road may be put in so they could still use their elbow room. Neighbors asked about purchasing some of that land themselves, and if they could move the development back a little.

Jackie Nelson, is there a rule on how close they can build to the road?

Jim stated there is a setback.

Adam stated County and Twp roads with a 66' right of way have a twenty-foot setback from the edge of the right of way. So, the boxed in area on the map is the actual buildable area of each property.

Board discussion:

On Site Report visit for Berscheid completed by Adam Ossefoort and Roger Hendrickson on January 7, 2026. Roger stated it looks like a nice place. There are houses built along the lake and the road already exists, just add driveways, plenty of room in each lot to build. On the South end, that is State land and a swampy area, and actually, the cul-de-sac is on State land. The area to the north is pretty flat and not considered prime farmland. It looks like an ideal place. It looks like a nice area. No wetlands to give any problems to any of the lots. Roger made a motion to approve with the three stated conditions.

A member of the public wondered about the road right-of-way, and stated that is where they have their gardens.

Adam could not confirm the garden information.

Ken seconded Roger's motion.

Roll call vote commenced as follows:

Board member	Vote (yes or no)
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes
Andy Watland	Yes
Jim Pratt	Yes

Motion carried. Jim noted the application will be presented to the County Board of Commissioners on January 20th, 2026.

Lloyd motioned to adjourn and Roger seconded. Voice vote, no dissention heard, motion carried and meeting adjourned at 6:35 PM.

Planning Commission Staff Report

January 8th, 2026

Completed by: Adam Ossefoort

Site visit completed by Adam Ossefoort and Roger Hendrickson on 1/7/2025

AGENDA ITEM 1:

Reorganization of the Board and Review of Business Rules

Todd County Planning Commission Rules of Business *Proposed for 2026*

Purpose

Provide assistance to the Todd County Board and Planning Director in the administration of the Todd County Ordinance, adoption and execution of the comprehensive plan, and review of proposed ordinances. The Planning Commission is a recommending board that gathers and weighs evidence pertaining to each case before recommending granting or denial of landowner requests to the Board of Commissioners.

Process

Application for conditional use permits, subdivisions, etc. are submitted to the county Planning and Zoning staff and placed on the Planning Commission agenda if all criteria for a case are met by the established deadline date. Once presented with a case the Planning Commission shall review, hold public hearings, and make recommendations to the county board on all applications for zoning amendments, subdivisions, and conditional use permits using the criteria and procedures set forth in the Todd County Ordinance.

1. Regular Meetings: The Planning Commission Board (PC) shall hold regular meetings, unless otherwise determined, on the first Thursday of each month, at the Todd County Boardroom, Upper Level of Historic Courthouse, 215 1st Avenue South, Long Prairie, MN 56347. Meetings shall commence at 6:00 PM and continue until all applications on the agenda have been heard. The Planning Commission meeting is considered a public hearing with public notice, recording of minutes, etc.

2. Field Inspections: Field inspections to review applications shall be conducted prior to the meeting. Field inspections will involve at least one staff and one PC member although additional staff, members, or other officials may be included based on interest in the case. Additional field inspection days may be added depending on the number of applications received and/or the complexity of the case. No decisions are made on field inspections. PC members visiting the site must attend the PC meeting at which the case is discussed to receive per diem/mileage for the inspection.

3. Special Meetings: The Chair or three members may call special meetings. Such meetings shall be called within ten (10) days advance notice to all available members, and to the public in the official newspaper. Notice 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 Planning Commission shall be held in the Todd County Boardroom, Upper Level of Historic Courthouse, 215 1st Avenue South, Long Prairie, MN 56347, unless otherwise determined. All special meetings shall be limited to the specific item or items set forth in the notice.

All costs associated with a special meeting requested shall be paid by the applicant. Costs include application, public notice, notices to adjoining properties, per diem, mileages and staff hours.

4. Presiding Officer – Roll Call: The Chair, or in the Chair's absence, the Vice-Chair shall call the meetings to order and begin the meeting at the appointed time. The Chair or Vice-Chair calling the meeting to order shall be the Presiding Officer for the balance of the meeting.

5. Quorum: A simple majority of the members shall constitute a quorum for the transaction of business. The Presiding Officer is a member and shall have the right to vote on all matters coming before it, but shall have no veto power.

6. Minutes: The Todd County Planning and Zoning Office staff shall prepare written copies of the minutes of the preceding meeting and distribute them to its members no later than the start of its current session. Audio taping of the meeting may be made for reference by the Planning and Zoning Director. The approved minutes, any audio tape of the meeting, staff findings, letters submitted, and other materials submitted shall be the official record of meetings. All are used to determine the outcome of a case. A copy of the minutes shall be available in the Planning and Zoning Office. Upon the appearance of a quorum at a meeting, the Presiding Officer shall inquire of the members whether they wish to approve, disapprove or amend the minutes of the previous meeting as prepared by Planning and Zoning staff. Any mistake or omission in the minutes may then be corrected. Minutes from meetings will be placed on the Todd County web site quarterly.

7. Order of Business: The Presiding Officer shall preserve order and decorum. Planning and Zoning staff shall act as a parliamentarian and the Presiding Officer shall decide questions of order, subject to an appeal to the members. Staff shall prepare a written agenda in advance of all meetings in order of presentation which they deem best or as directed by the Planning Commission Chair. Staff shall release the proposed agenda and release the information packet to PC members no later than 10 days immediately preceding the meeting. A person requesting that an application be placed on the agenda shall furnish sufficient information and detail so as to enable the Planning Commission to rule on the application in accordance with County Ordinances, and enable Planning and Zoning staff to enter the item on the meeting agenda in a summary adequate to alert the public as to the nature of the matter to be discussed. If, in the opinion of the Planning and Zoning Director, such information and detail is not provided, the Director may refuse to place the application on the agenda or request that the application be tabled for a future meeting. The Planning Commission by majority vote may amend the agenda proposed by staff.

8. Applicant Representation: The applicant or their representative shall attend the meeting to represent their application or the application will be tabled until the next regular meeting. County staff or Planning Commission member shall not represent an applicant.

9. Citizen and Public Comments:

9a. Citizen and Public Comment at Meetings: Receiving comments from the public is an important function of the Planning Commission. Except as regulated by State Statute or Rule, citizen comment will be heard on all topics on the agenda. Each speaker will be afforded up to three minutes to present oral arguments. This time limit may be extended at the discretion of the Presiding Officer. Large groups are encouraged to select a single speaker to present their oral argument.

9b. Citizen and Public Comments Outside the Planning Commission Meeting: Comments from citizens regarding specific cases need to be submitted to the Planning and Zoning office (in

writing) or at the scheduled meeting to be considered part of the official “body of evidence” pertaining to a case and thereby used by Planning Commission members for decision making. News articles and one-on-one discussions with citizens may be useful to prompt Planning Commission members to ask the appropriate questions at the case hearing but should not be used as the basis to propose passage or denial of a case.

10. Recognition by the Presiding Officer: Every Planning Commission member or member of the public shall respectfully address the Presiding Officer by the appellation “Mr. Chairman” or “Madame Chair”, and shall not speak further until recognized by the Presiding Officer. Once a member of the audience has been recognized by the Presiding Officer as requesting to address the Planning Commission, the Presiding Officer shall require the individual to identify themselves by stating their name and address.

11. Designation by Presiding Officer: When two or more members request to speak, the Presiding Officer shall designate who is first to speak, but in all cases the member who shall first address the chair shall speak first.

12. Presentment of Petitions and Communication: Petitions and communications on the agenda may be presented by a member of the Planning Commission or by Planning and Zoning staff.

13. Conflict of Interest: If a Planning Commission member has a conflict of interest in a case they shall proclaim such as soon as the conflict becomes known or before the case is presented at the meeting. The member with the conflict shall then excuse themselves from the discussion of the case. If there is a question as to whether a particular issue is sufficient to disqualify a regular member from voting then it shall be decided by majority vote of all members except the one member being challenged.

14. Voting: When a question is put by the Presiding Officer, every member present shall vote unless the Planning Commission, for special reason, shall excuse a member prior to the calling of the roll or a legal conflict of interest prohibits a member from voting. Unless a member requests, all items will be decided by voice vote. A member may request a roll call vote at any time prior to the commencement of other business.

15. General Public Hearing Notice Requirements: The Administrator shall publish written notice of all Planning Commission hearings in the legal newspaper for Todd County and posted notice on the County website, not less than ten (10) days prior to the hearing date. The published notice shall state the purpose, time, date and place of the hearing, a brief summary of the nature of all applications. In addition to published notification, the following shall receive individual written notices of these public hearings:

1. Planning Commission;
2. The Town Board in the Township – where the property is located;
3. Minnesota Department of Transportation – if proposal abuts any federal or state highway;
4. Commissioner of Natural Resources – if the proposed application is located in any Shoreland District
or any Flood Plain District;
5. Watershed District Office – if the proposed application is located within a watershed district;
6. Lake Associations – if the proposed application is located on a lake having an association that has
filed a letter with the Administrator requesting such information;
7. Individual landowners who have requested such notification;
8. Property Owners Notice per MN State Statute 394.26.

16. Public Correspondence: It is required that all public correspondence must include name, mailing address, and be received 48 hours prior to the date and time of the hearing to be accepted.

17. Absent Member: Every member that anticipates being absent from a meeting shall notify Planning and Zoning staff so that alternates can be contacted. Members are expected to attend 75% or more meetings over a 12 month period (this allows 3 absences in one year).

18. Meeting Procedures

Pre-Meeting Meetings are scheduled to deliberate variance requests for Todd County lands. Cases result from applications being developed and submitted by applicants. Staff review a case for completeness and can place the case on hold until further information is obtained. Public notice is made to meet state requirements.

Presenting a Case

- 1) The applicant is introduced,
- 2) staff report,
- 3a) the applicant is then asked if the staff report accurately represents the request,
- 3b) if applicant does not agree capture relevant points in minutes
- 4) public comment,
- 5) Board Q/A of the applicant, staff, and possible of citizens,
- 6) Board decision.

Concluding Hearing of a Case This is done by motion and vote with a variety of options.

Place case on hold. As a case is deliberated it may become apparent that insufficient evidence is present to either determine the case or to set conditions. Such a case can be placed on hold indefinitely by the landowner or for 60 days by the board during which time the landowner must produce the information requested. The case can be denied if no or insufficient information is provided. When putting a case on hold it is important to specify exactly what the applicant needs to bring back to staff prior to the case being put on the next available agenda. Put in form of motion.

If the original case is substantially altered or additional variances requested the case should be re-advertised and brought to a future meeting.

Deny the request. State the reasons for denial (use answers from board case questions)

Approve the Request. With or without conditions. Be sure these are clear.

Another Option is to make a motion for staff to develop reasons for denial, or conditions, and present at the next meeting. This might be a good process for a very detailed and controversial case. The board would pick up the motion first thing at the next meeting with a review of reasons and a motion.

19. Committees: Planning Commission members may serve on committees to study a land use issue or work on portions of the Todd County Land Use Ordinance as directed by the Board of Commissioners. Proposals for work to be completed should be brought to the full Board of Commissioners for approval by the Administrator prior to commencing the work.

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

21. 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 Minnesota Statutes, Chapter 471.705 1c (b).

22. Annual review of Rules of Business: Planning Commission shall, at least annually, review and adopt necessary amendments to these Rules of Business.

23. Planning Commission members (as per current ordinance):

23a. The Planning Commission shall consist of six regular members. Of the six members, one shall be a liaison from the Board of Commissioners and of the remaining five, there shall be one residing in each of the five commissioner districts. At least two members shall be residents of the portion of the county outside the corporate limits of municipalities. No more than one voting member of the commission shall be an officer or employee of the county. No voting member of the commission shall have received, during the two years prior to appointment, any substantial portion of income from business operations involving the development of land within the county for urban and urban related purposes.

23b. All members of the Planning Commission shall be appointed by the Board of Commissioners, including alternate members. The members of the Planning Commission shall be appointed by the Board of Commissioners consistent with the following provisions: The liaison from the Board of Commissioners shall be appointed by the County Board Chair, as an ex-officio or non-voting member, and serve a two (2) year term. There shall be no limit to the number of terms a liaison from the Board of Commissioners may serve.

23c. For the remaining five (5) members of the Planning Commission, each County Commissioner shall nominate a person residing in their district to be appointed to the Planning Commission. Alternate members shall be nominated by the Commissioner in the district of representation. The Board of Commissioners must approve the nomination and appoint the nominee by a majority vote.

23d. Members of the Planning Commission shall be appointed for four year terms. Terms for each member of the Planning Commission shall begin at the mid-point of their respective County Commissioner's regular term and run until the mid-point of the next term. Alternate members shall be appointed for four (4) year terms. The Director shall keep a schedule of regular terms for members. There shall be no limit to the number of terms a member may serve.

23e. Vacancies in the Planning Commission due to resignation, death, serious illness, or removal of a member for cause as provided in this ordinance shall be filled for the unexpired duration of the regular term. The removal of any member for non-performance, misconduct, or malfeasance in office shall be the responsibility of the Board of Commissioners. Causes for removal may include, but not limited to, a repeated failure of the member to attend meetings, repeated attendance at meetings for such a short length of time as to render the member's services of little value to the county, or a change in residency status that would cause the makeup of the Planning Commission to be inconsistent with this ordinance.

24. Paid Compensation: the members of the Planning Commission may be paid compensation in an amount determined by the County Board and may be paid their necessary expenses in attending meetings of the board and in conduct of the business of the board.

25. Training is necessary to keep Planning Commission members informed and educated on land use case handling. Members are strongly encouraged to participate in at least one training event per term.

AGENDA ITEM 2:

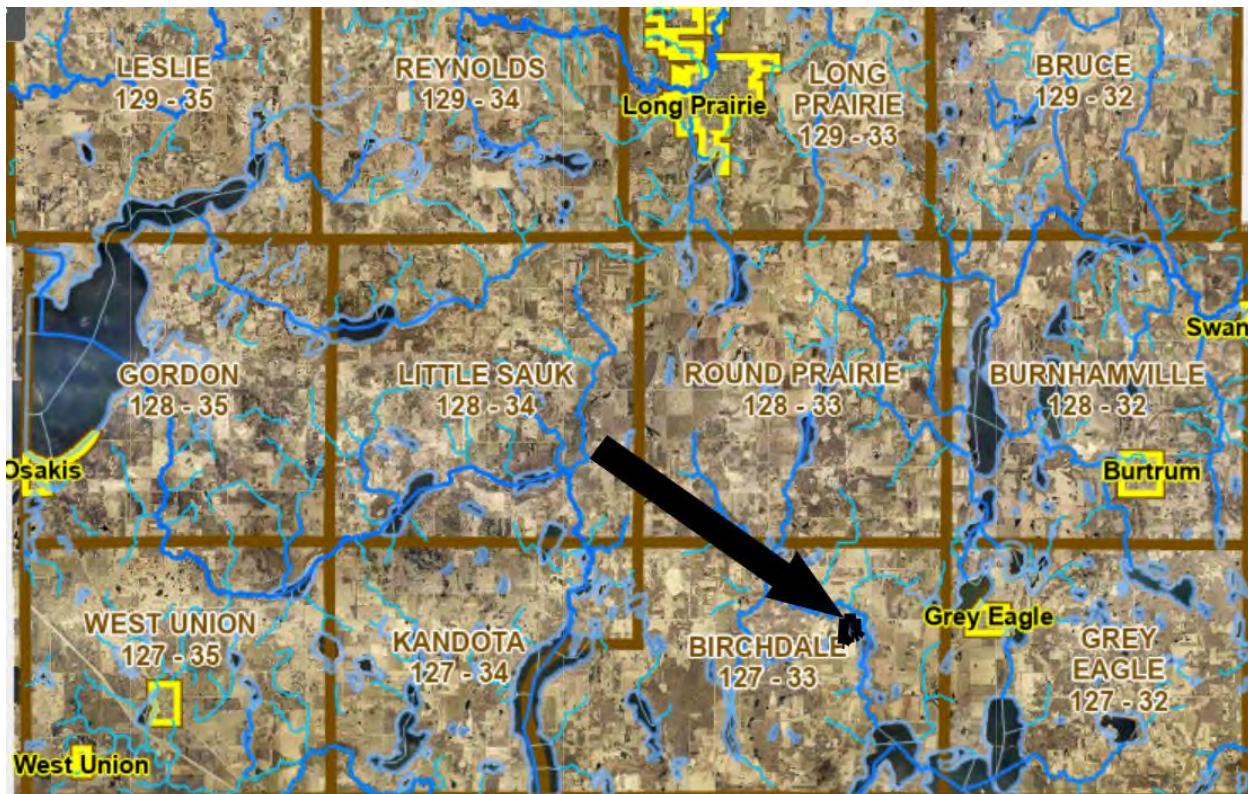
Applicant	Donniel Robinson
PIN	19-0029102
Site Address	40324 County 21
Zoning District	AF2

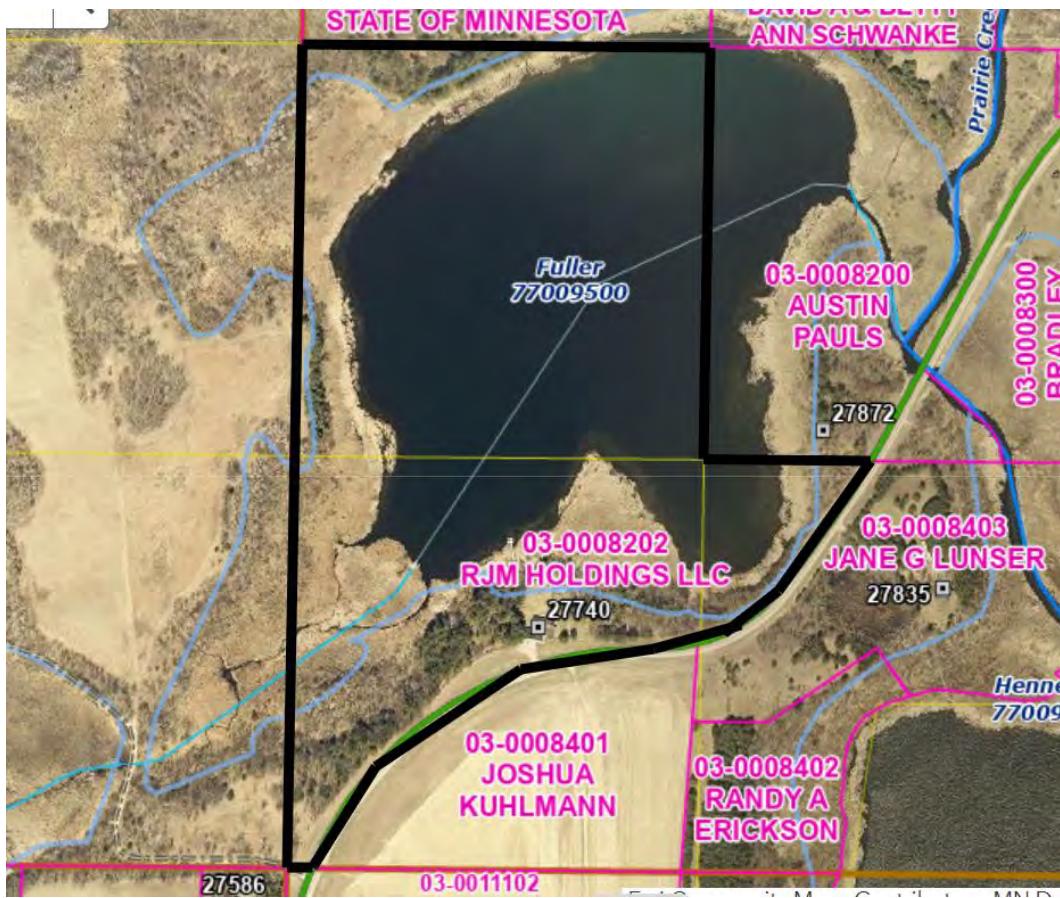
Applicant Request: Request withdrawn by applicant on 1/5/2025

AGENDA ITEM 3:

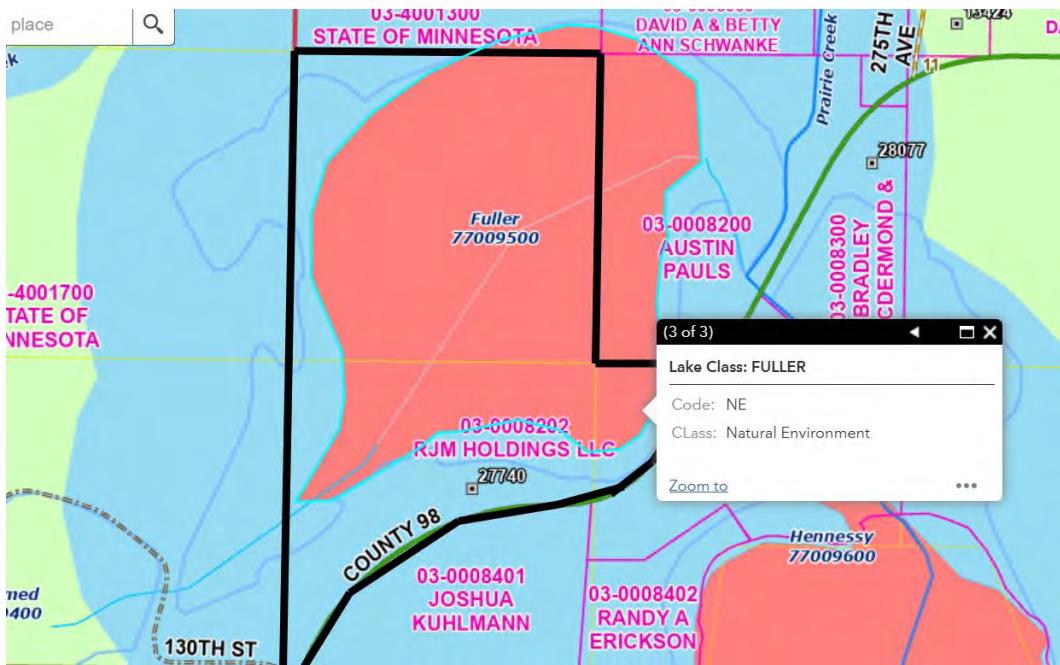
Applicant	Richelle Taylor
PIN	03-0008202
Site Address	27740 County 98
Zoning District	SHORELAND – NE – FULLER LAKE

Applicant Request: Request to keep the Property as a Retreat, home will be rented to Youth Groups, Weddings, Clubs, and Churches. Request to amend condition #5 of CUP #20080512696 to increase the occupancy from 14 to 22 people in Natural Environment Shoreland Zoning District.

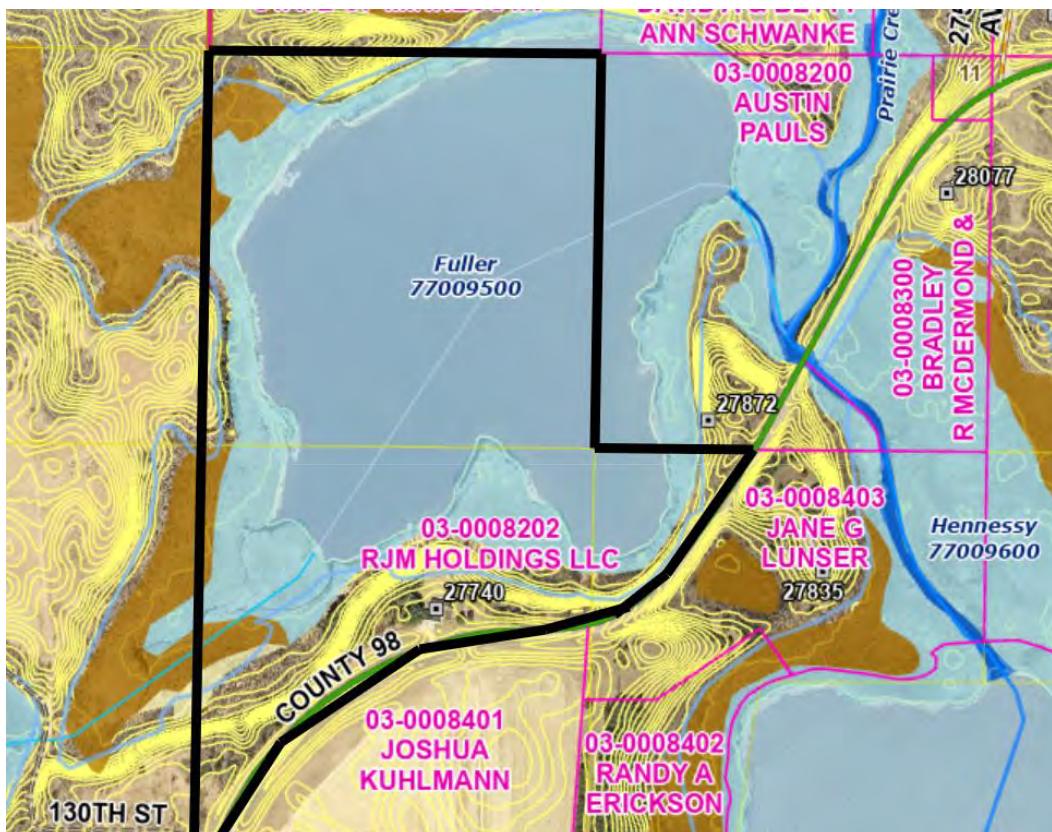




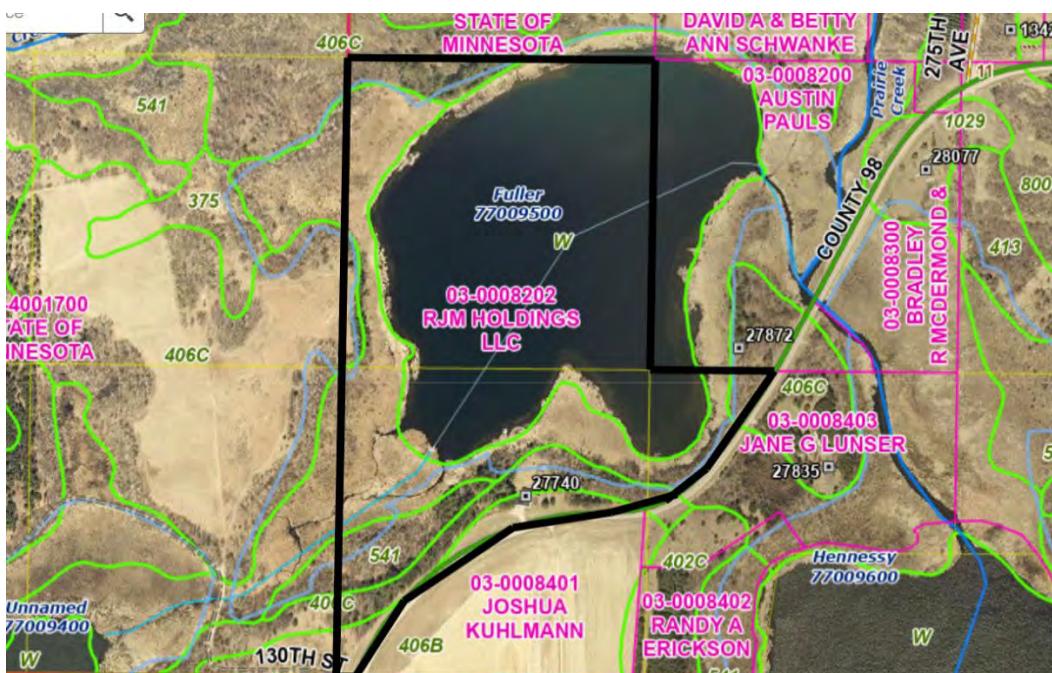
Site Image



Zoning



Topography and wetlands



Soils



Looking north



Looking south



Looking north towards Fuller Lake



Looking south from driveway



Looking southeast

4 OFFICE OF COUNTY RECORDER
TODD COUNTY MINNESOTA

I hereby certify that this instrument # 457178

was filed/recorded in this office

for record on the 21st day of

May 2008 at 1 am/pm

Chery Perish, County Recorder

by: Chery Perish Chief Deputy

Chg 460 - recording fee

well certificate

deed tax/mtg reg tax

TCo Env + Land Res.

CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Sheila Burski (Little Rock Properties LLC)
3369 Old Stone Way NE
Sauk Rapids MN 56379

Property Address: 27740 County 98

REQUEST: Conditional Use Permit for spiritual retreat. Home would be rented to groups such as youth, churches, clubs, quilters, scrapbooking retreats, environmental groups, etc. A Conditional Use Permit is required for Commercial Services in Shoreland Districts.

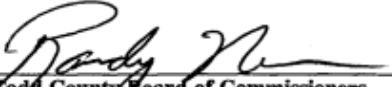
The above entitled matter was heard before the Todd County Planning Commission on the 8th, day of May 2008, on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property - Parcel Number 03-0008202 W2 SW4 & Lot 1 N & W of Road (56.81 acres) Twp 127N, Rang 33W, Section 11, Birchdale Township

Record this document in: Abstract records Torrens records.

IT IS ORDERED that the Conditional Use be granted denied C-20080512696 as upon the following conditions, changes or reasons:

Approval of the request for application as presented with the following conditions: 1) That the following notice to current and future land owners of the parcel be recorded as part of this approval "This site is located in an agricultural district, and consequently there will be from time to time, sights, sounds and smells associated with the operation of farming. No lot owner shall bring action of Law against any farming operation because of such farming activities, as long as such farming activity complies with state, federal, EPA or Todd County Ordinances." 2) The chicken barn must be cleaned out and a 2nd entrance installed. 3) The two sheds next to Fuller Lake are to be torn down and removed from the property. 4) The cistern down by

Fuller Lake is to be cleaned out, crushed and backfilled. 5) The maximum number of occupants is limited to 14 people. 6) There will be a four-month review of this Conditional Use Permit.


Todd County Board of Commissioners
Randy Neumann, Chairperson

Dated: May 20, 2008

**STATE OF MINNESOTA
COUNTY OF TODD**

**OFFICE OF
TODD COUNTY ENVIRONMENT & LAND RESOURCE MANAGEMENT**

I, Andrew Dahlgren Environment & Land Resource Management Administrator for the County of Todd, with and in said County, do hereby certify that I have compared the foregoing copy and order (granted) denying) a Conditional Use with the correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Long Prairie, Minnesota, in the County of Todd on May 20, 2008.


ADMINISTRATOR
TODD COUNTY ENVIRONMENT & LAND RESOURCE MANAGEMENT OFFICE

Drafted by: Becky Letcher
Planning Commission Secretary

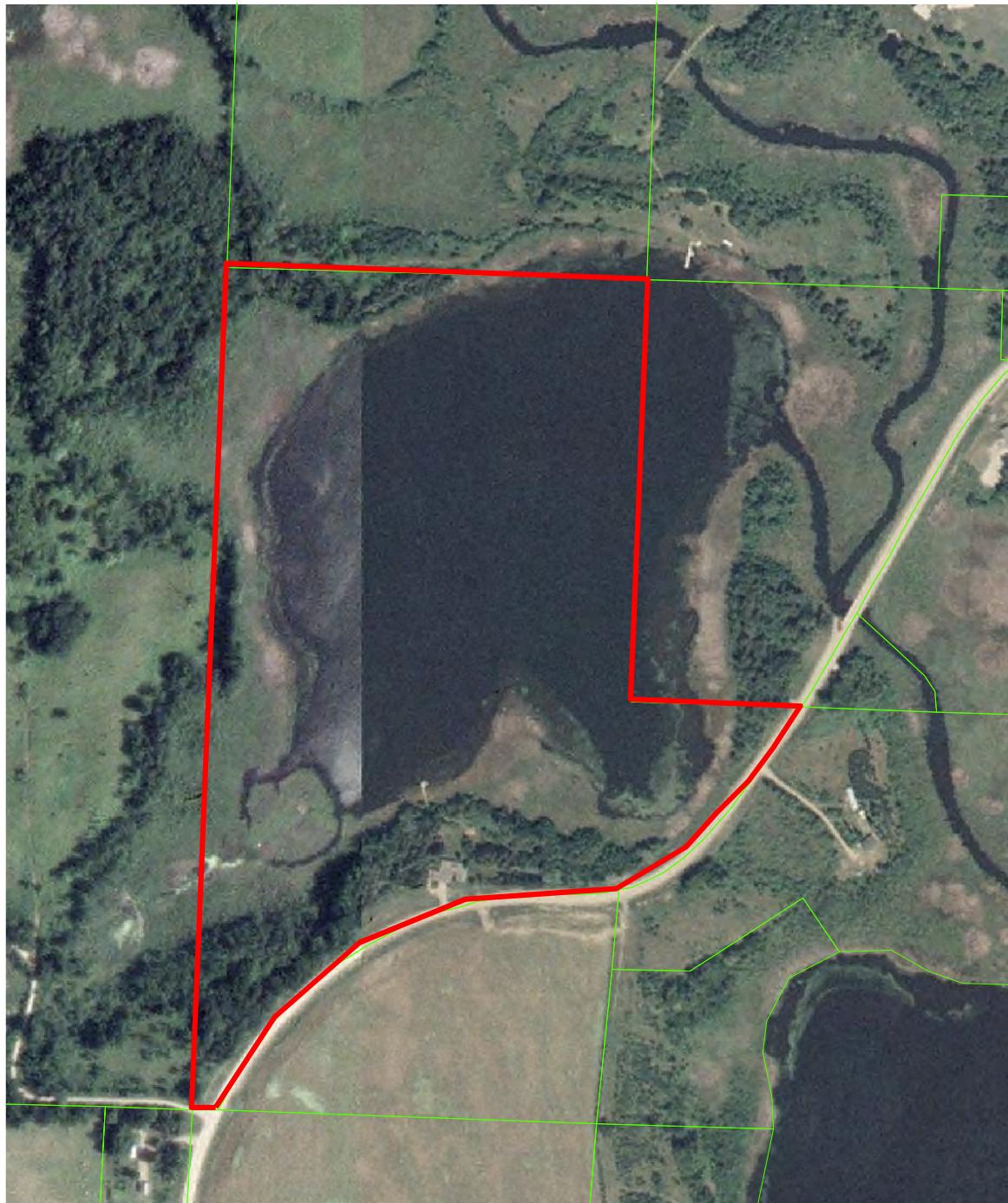
This form mailed to Applicant _____

Activities granted by a Conditional Use Permit expire and are considered invalid unless they are substantially completed within thirty-six months of the date the conditional use permit is granted by the Board of Commissioners. Section 530(O) Todd County Ordinance.

Staff Report
Agenda Item # 1: Sheila Burski

Application: Conditional Use Permit to operate a retreat center in the shoreland district.

Description: The property is located at 27740 County Road 98 in section 11 of Birchdale Township and consists of 50+ acres.



Staff findings:

Comprehensive Plan: Is the use in conformance with the purposes of the Comprehensive Plan?

- A stated objective of the comprehensive plan is to “encourage programs that will promote diversified economic development in the county.
- Another stated objective of the comprehensive plan is to “protect natural resources and amenities in the county as assets to economic development and future business opportunities.”

***Orderly Development:** Will the use still allow for the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area?*

- The proposed use is an expansion of a prior use.

Overall Need: Has the applicant demonstrated a need for the use and is it reasonably related to the overall needs of the County and to the existing land use?

- Retreat center for various organizations

Impact on Infrastructure: Will the use adequately prevent an excessive burden on infrastructure (e.g. parks, schools, streets, other public facilities and utilities) that serve or are proposed to serve the area?

- As the property is located on a maintained county road there should be little impact on existing infrastructure.

Environmental/Pollution Hazards: Will sufficient measures be taken to minimize any pollution hazard or other detrimental environmental effect during and after construction (including soil erosion and sedimentation, pollution or degradation of surface or ground waters, and adequacy of water supply and sewage treatment)?

- There is an existing feedlot building located in the shore impact zone of Fuller Lake that should either be torn down or completely cleaned out.
- The septic system has been deemed to be failing and there is money in escrow to update it.
- There do not appear to be any additional environmental or pollution hazards on the property.

Traffic/Parking: Will sufficient measures be taken to minimize traffic congestion and provide off-street parking and loading space to serve the proposed use?

- There is sufficient off street parking available on the property

Nuisances: Will sufficient measures be taken to prevent or control offensive odor, fumes, dust, noise, glare, appearance and vibration so that none of these will constitute a nuisance?

- At this time the main building is unsightly in nature, but the applicant appears to be remodeling the property to address this issue.
- Due to the remodeling activities there could be some noise and dust nuisances expected.

Consistency with Zoning: Will the use be consistent with the purposes of the zoning ordinance and the zoning district in which it is located?

- The ordinance does not address retreat centers.

Public health, safety, welfare: Will the use sufficiently prevent or control any other factor that has the potential to adversely affect the public health, safety and welfare?

- Public Health has reviewed the site and did not have any concerns.

Additional Notes:

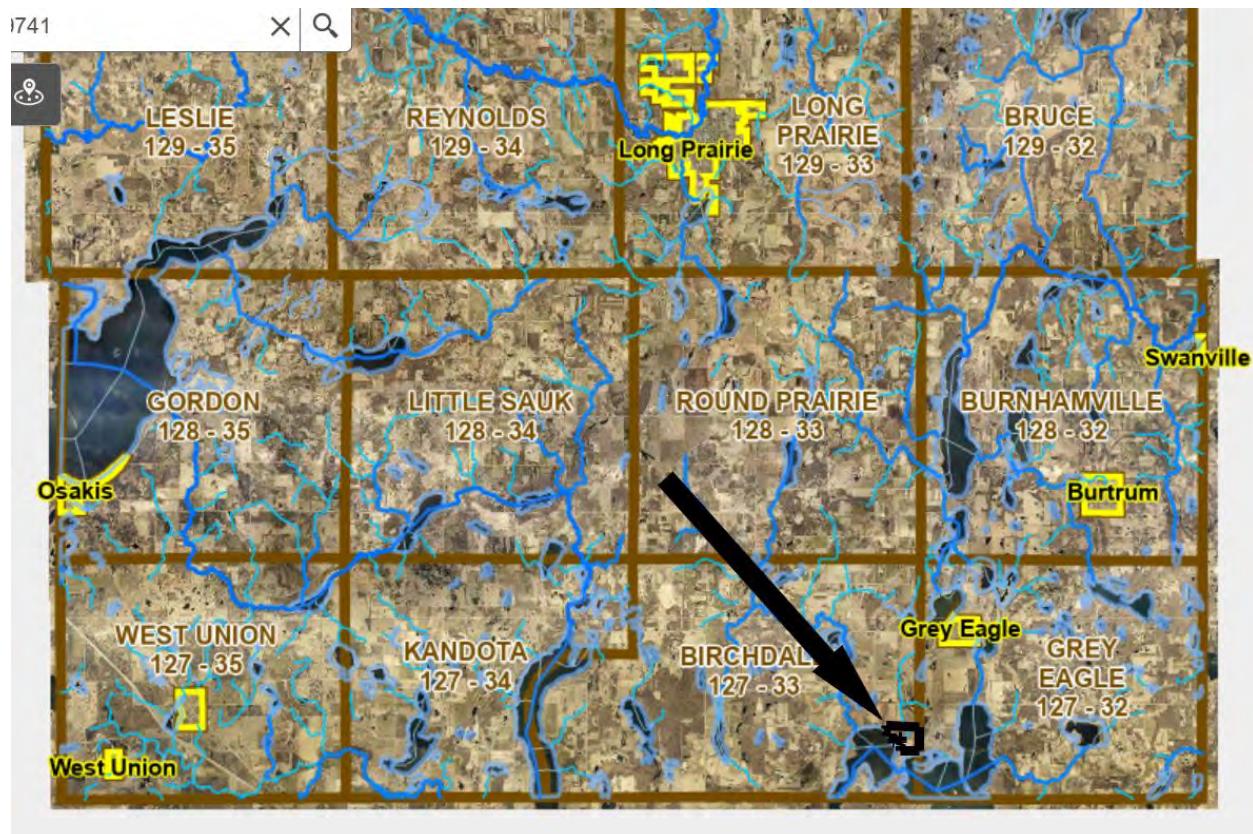
Recommendation:

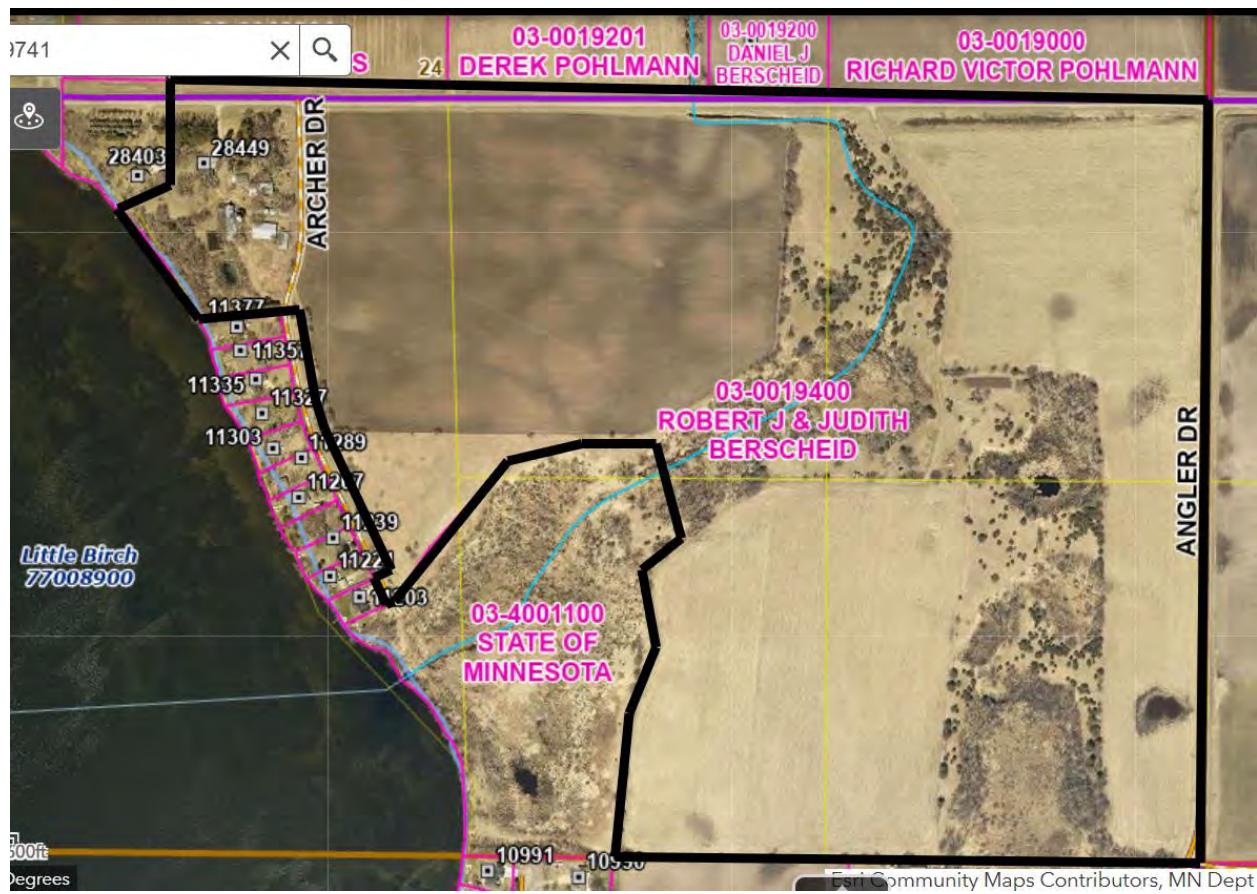
A motion to recommend approval to the County Board of Commissioners to allow continuation of the CUP with an amendment to condition #5 to allow for a total of 22 guests.

AGENDA ITEM 4:

Applicant	Robert and Judith Berscheid – First Creek Addition
PIN	03-0019400
Site Address	28449 County 2
Zoning District	AF1 & SHORELAND – RD – LITTLE BIRCH LAKE

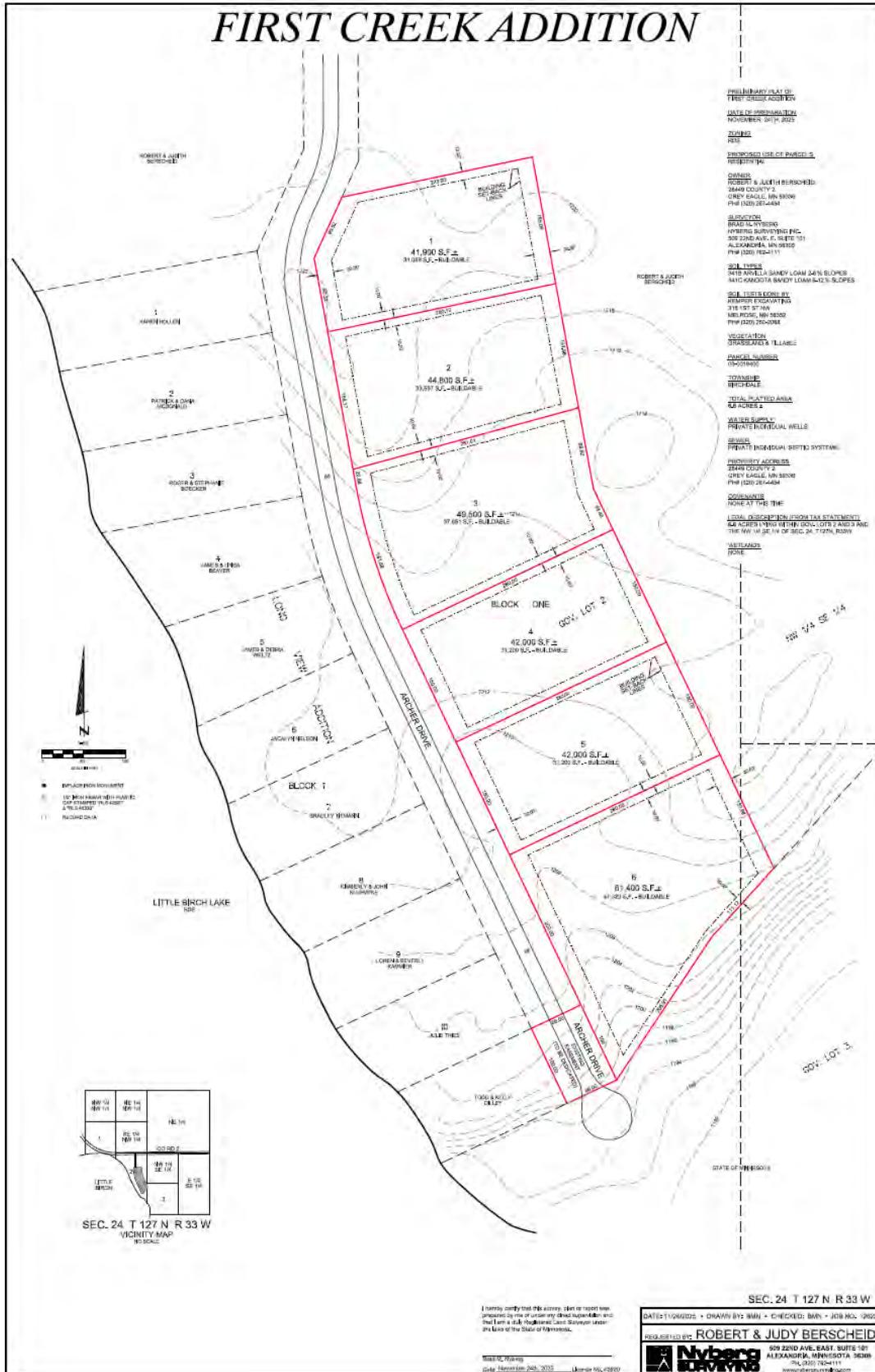
Applicant Request: Request to create a 6.47-acre, six lot plat in AF-1 and Recreational Development Shoreland.

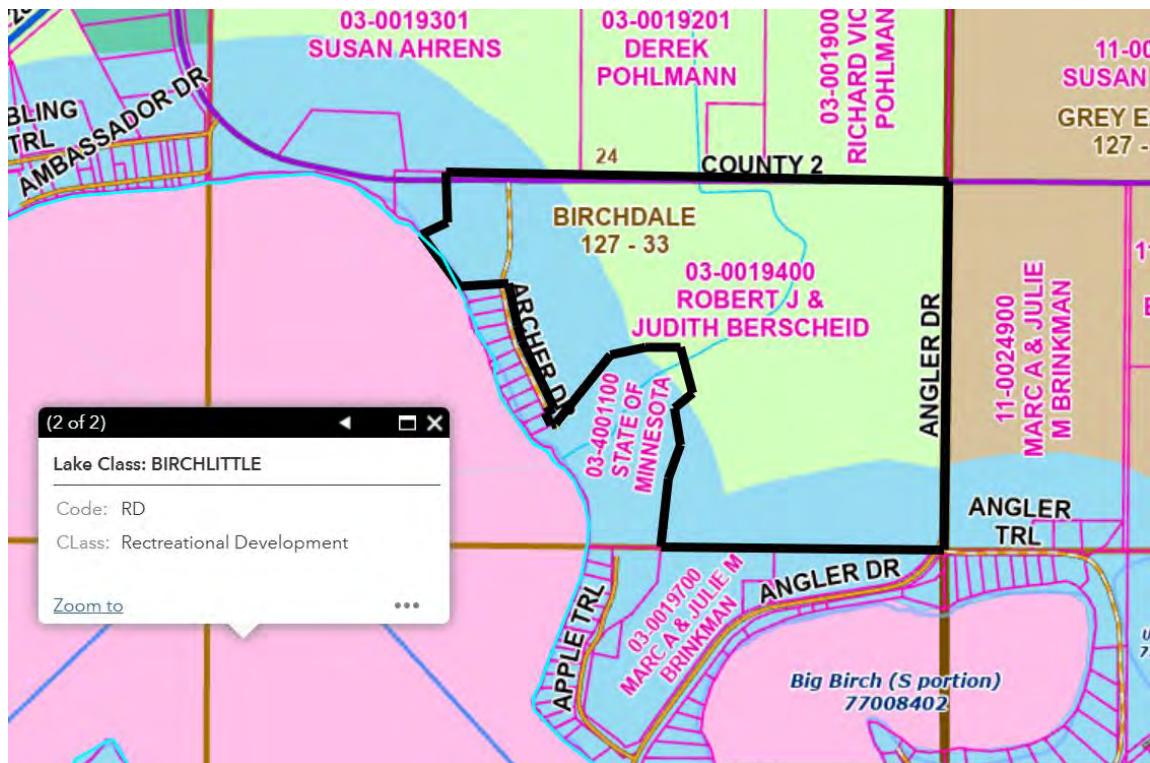




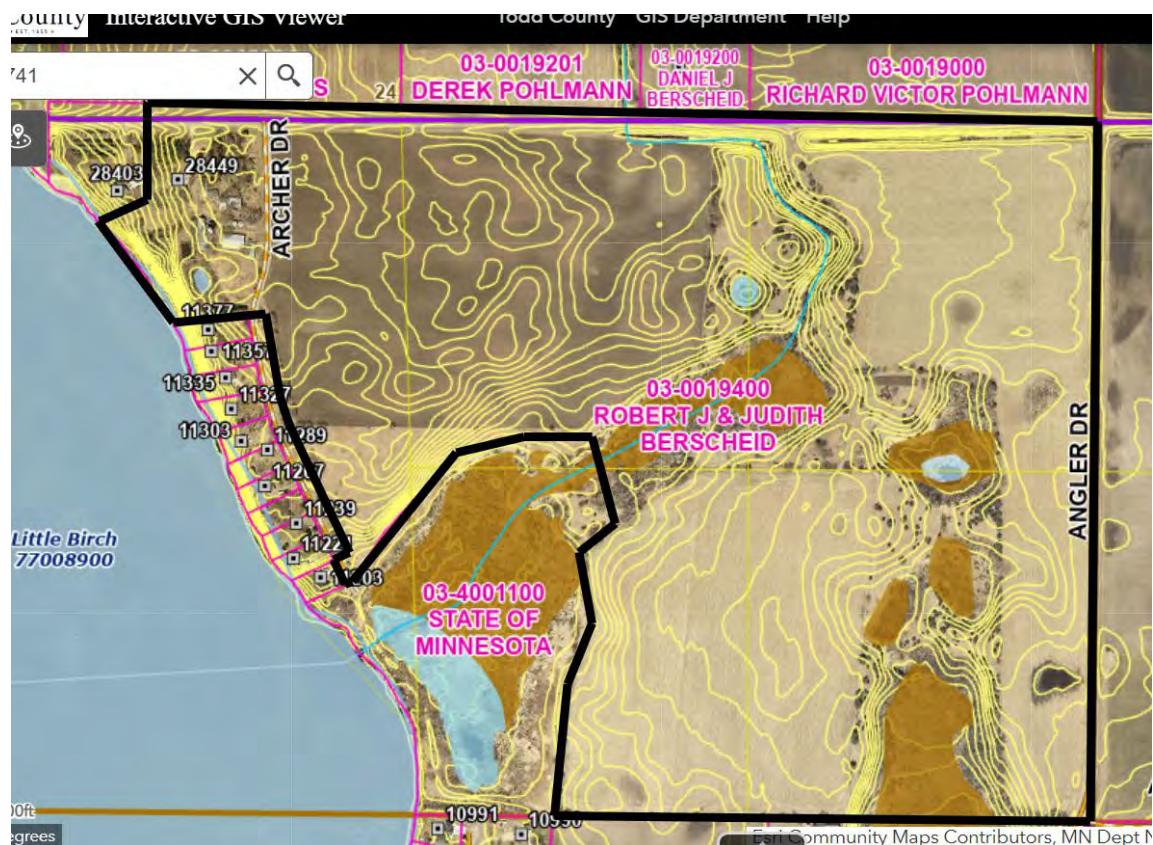
Site Image

FIRST CREEK ADDITION

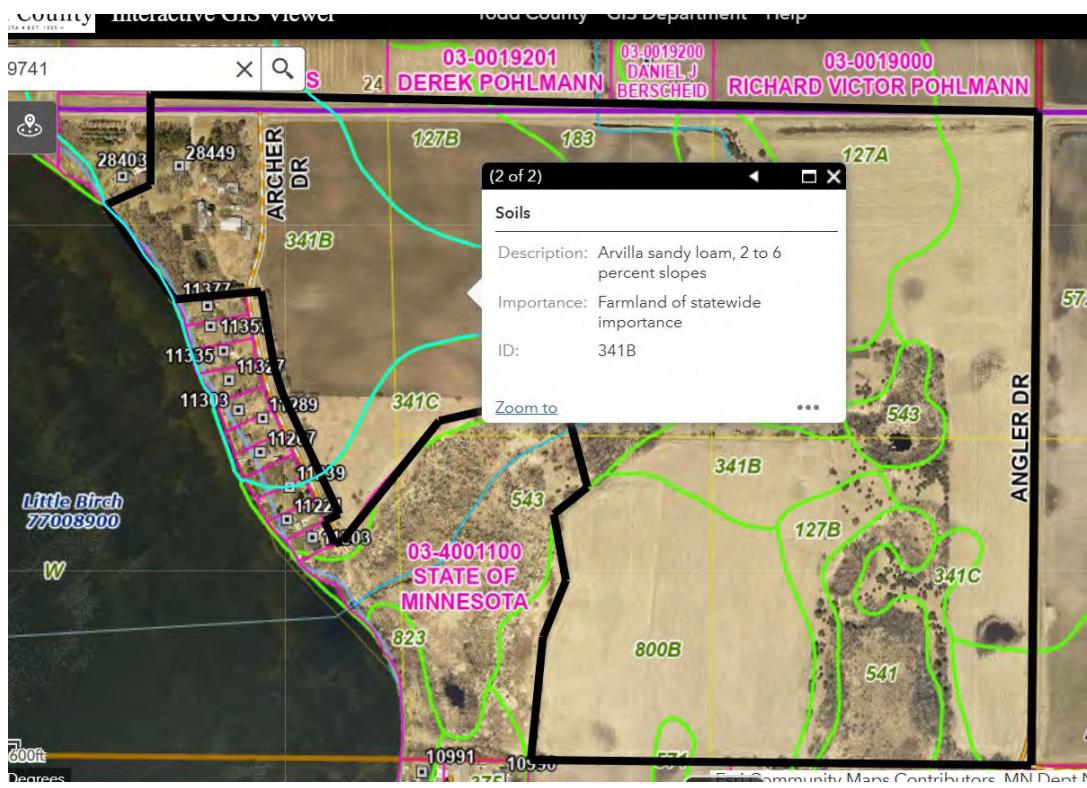




Zoning



Topography and Wetlands



Looking east from Archer Drive



Looking north down Archer Drive



Looking south



Looking east



Looking east



Looking north



Looking south

Dimensional Features of the Preliminary Plat

Feature	Requirement/Minimum	Conforming?
TOTAL LOT AREA	40,000 square feet	Yes
BUILDABLE AREA	18,000 square feet	Yes
LOT WIDTH	150 feet	Yes
LOT DEPTH	100 feet	Yes
ROAD FRONTAGE	50 feet when platted	Yes
SEWERABLE SITES	2 Sites	Yes

Physical Features of the Preliminary Plat

Feature	Comments
BLUFF IMPACT ZONE	N/A
SEVERE STEEP SLOPES (30%/50ft)	None
SOILS	Sandy Loam – No portion of the project area is identified as prime farmland.
WETLANDS	N/A
STREAMS	N/A
FLOODPLAINS	N/A
VEGETATION	Agricultural field and grasslands

Additional Notes:

Comment from Darren Hungness with Interstate Engineering –

I reviewed several aerial photos, the National Wetland Inventory (NWI), the Web Soil Survey, and elevation data in regards to the wetland potential on the First Creek Addition plat in Todd County. No wetland signatures were noted on the aerial photos, the NWI does not indicate any wetlands in the project area, the soils are all non-hydric (non-wetland soils), and the elevation data also does not indicate potential wetlands in the area of the plat.

The proposal was reviewed and supported by Birchdale Township during their regular township meeting on 10/28/2025.

Comment for Loren Fellbaum, Public Works Engineer –

In general, the plat looks good but there are few items that raise the following comments:

#1 It appears the existing road is not up to the County's road standards for developments but since this is already an existing Township road. I guess there is really no comments to be made (road with and cul-

de-sac size).

#2 It appears there is really no right of way for the cul-de-sac but this is outside of the area being developed so it is not the responsibility of the developers to correct this.

#3 The GIS map shows that the road is not centered in the parcel map but the road is centered on the plat. The Township Road Recording talks about a 33' easement on both sides of the centerline.

In summary, there is nothing that I can really officially comment on with this plat but in cases like this it might be a little messy in the future.

No additional comments were received from the review team.

Recommendation:

A motion to recommend approval to the County Board of Commissioners with the following conditions:

Proposed 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.

AGENDA ITEM 5: Removed from Agenda

Amendments to Article XII of the Planning and Zoning Ordinance - Regulation on Cannabis Businesses.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

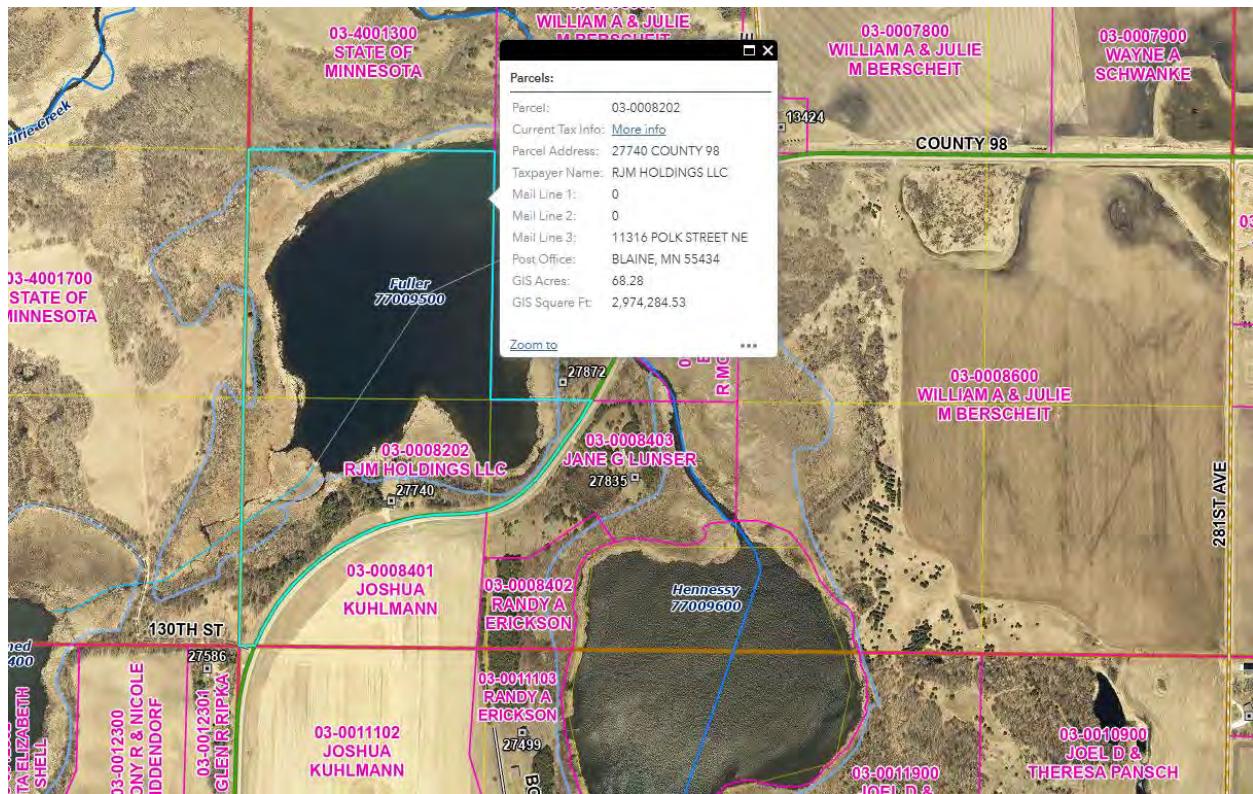
Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number :	
<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	
Agenda Topic Title for Publication:		Taylor Request for CUP Amendment	
Date of Meeting: 1/20/2026		Agenda Time Requested: 3	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Planning and Zoning			
Person Presenting Topic at Meeting: Adam Ossefoort			
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>			
An application for amendment to CUP #C-20080512696 on parcel 03-0008202 (Birchdale TWP) was submitted on November 5 th , 2025. The request is to amend conditions #5 to increase the capacity of the site from 14 to 22 people. The application was reviewed by the Planning Commision during the January public hearing. The final recommendation from the Planning Commission was to grant the amendment.			
Options:			
1. Grant the amendment as requested. 2. Deny the amendment. 3. Remand back to the Planning Commission for further consideration.			
Recommendation: The Todd County Board of Commissioners approves the following by Motion: Adopt the findings of the Planning Commission and grant the amendment as requested.			

Additional Information:	Budgeted:	Comments
Financial Implications: \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source(s):		
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		



CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Richelle Taylor
Mailing Address: 11316 Polk Street NE
Blaine, MN 55434

Property Owner: RJM Holdings, LLC
Mailing Address: 11316 Polk Street NE
Blaine, MN 55434

Site Address: 27740 County 98, Grey Eagle, MN 56336

Parcel Number: 03-0008202

REQUEST:

1. Request to keep the Property as a Retreat, home will be rented to Youth Groups, Weddings, Clubs, and Churches. Request to amend condition #5 of CUP #20080512696 to increase the occupancy from 14 to 22 people in Natural Environment Shoreland Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 8th day of January, 2026 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

See EXHIBIT "A"

Record this document in: abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-029 be (granted, denied) as upon the following conditions, changes or reasons:

1. To allow continuation of the existing CUP with an amendment to condition #5 to allow for a total of 22 guests.

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

**STATE OF MINNESOTA
COUNTY OF TODD**

**OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE**

I, Adam R. Ossefoort Todd County Planning & Zoning Director, County of Todd with and in for said County, do hereby certify that I have compared the foregoing copy and order (granting, denying) a Conditional Use with the original record thereof preserved in my office, and have found the same to be correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Long Prairie, MN in the County of Todd on the _____ day of _____, _____.

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
 Planning and Zoning Staff

This form mailed to applicant: _____
 Date

Activities granted by a Conditional Use Permit expire and are considered invalid unless they are substantially completed within thirty-six months of the date the conditional use permit is granted by the Board of Commissioners. Section 5.05M Todd County Ordinance.

EXHIBIT 'A'

All that part of the Southwest Quarter (SW 1/4 and Government Lot 1) of Section Eleven (11), in Township One Hundred Twenty-seven (127) North, Range Thirty-three (33) West of the Fifth P.M., according to the United States Government Survey thereof, which is located North and West of the existing State Aid Road which now runs diagonally through the Southwest Quarter (SW 1/4) of Section 11, from the Southwest corner thereof to the Northeast corner thereof, now on file and of record in the office of the County Recorder in and for Todd County, Minnesota.

LESS AND EXCEPT:

That part of the Northeast Quarter of the Southwest Quarter (NE 1/4 SW 1/4) lying North and West of the road, all in Section 11, Township 127 North, Range 33 West.



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 :	
<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	
Agenda Topic Title for Publication:		First Creek Addition Preliminary plat	
Date of Meeting: 1/20/2026		Agenda Time Requested: 3	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Planning and Zoning			
Person Presenting Topic at Meeting: Adam Ossefoort			
Background: <i>Supporting Documentation enclosed</i> <input checked="" type="checkbox"/>			
An application for subdivision to create a 6.47 acre, six lot plat on parcel 03-0019400 (Birchdale TWP) was submitted on December 12 th , 2025. The application was reviewed by the Planning Commission during the January public hearing. The final recommendation from the Planning Commission was to approve the preliminary plat with the conditions identified below.			
Options:			
1. Approve the preliminary plat with conditions. 2. Develop findings and deny the preliminary plat. 3. Remand back to the Planning Commission for further consideration.			
Recommendation:			
The Todd County Board of Commissioners approves the following by Motion: Adopt the findings of the Planning Commission and approve the preliminary plat 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.			

Additional Information:	Budgeted:	Comments
Financial Implications: \$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source(s):		
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

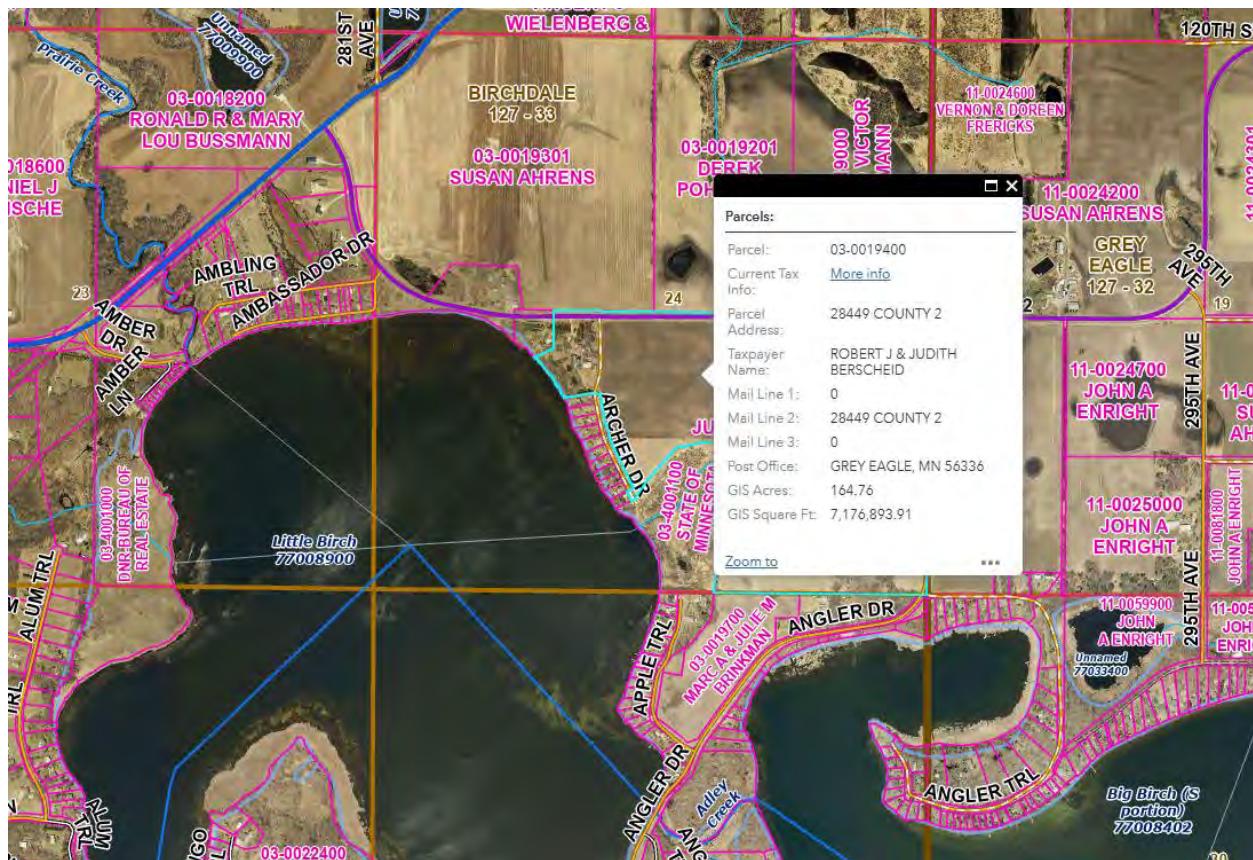
Auditor/Treasurer Archival Purposes Only:

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 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



FIRST CREEK ADDITION

ROBERT & JUDITH
BERSCHEID

1 KAREN HOLLEN

2 PATRICK & DANA
MCDONALD

3 ROGER & STEPHANIE
BOECKER

4 JAMES & LINDA
BEAVER

LONG

VIEW

ADDITION

BLOCK 1

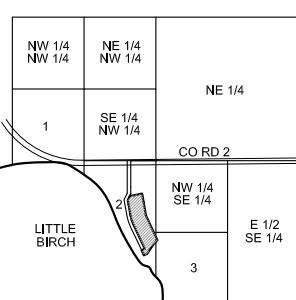
KIMBERLY & JOHN
KLUEMPKE

LOREN & BEVERLY
KAMMIE

JULIE THIES

TODD & KELLY
DILLEY

LITTLE BIRCH LAKE
RDS



1 41,900 S.F.±
31,059 S.F. - BUILDABLE

2 44,800 S.F.±
33,597 S.F. - BUILDABLE

3 49,500 S.F.±
37,651 S.F. - BUILDABLE

4 42,000 S.F.±
31,200 S.F. - BUILDABLE

5 42,000 S.F.±
31,200 S.F. - BUILDABLE

6 61,400 S.F.±
47,329 S.F. - BUILDABLE

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SUBDIVISION PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: "First Creek Addition Plat" from Robert & Judith Berscheid
Mailing Address: 28449 County 2
Grey Eagle, MN 56336

Property Owner: Robert J. and Judith Berscheid
Mailing Address: 28449 County 2
Grey Eagle, MN 56336

Site Address: 28449 County 2, Grey Eagle, MN 56336

Parcel Number: 03-0019400

1. **REQUEST:** Request to create "First Creek Addition", a 6.47-acre, six lot plat in AF-1 and Recreational Development Shoreland.

The above entitled matter was heard before the Todd County Planning Commission on the 8th day of January, 2026 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

SEE ATTACHED LEGAL

Record this document in: abstract records torrens records

IT IS ORDERED that the Subdivision Request, CUP# Subdiv-2025-04, be granted, denied as upon the following conditions, changes or reasons:

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.

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

**STATE OF MINNESOTA
COUNTY OF TODD**

**OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE**

I, Adam R. Ossefoort Todd County Planning & Zoning Director, County of Todd with and in for said County, do hereby certify that I have compared the foregoing copy and order (granting, denying) a Conditional Use with the original record thereof preserved in my office, and have found the same to be correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Long Prairie, MN, in the County of Todd on the _____ day of _____, _____.

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
 Planning and Zoning Staff

This form mailed to applicant: _____
 Date

Activities granted by a Conditional Use Permit expire and are considered invalid unless they are substantially completed within thirty-six months of the date the conditional use permit is granted by the Board of Commissioners. Section 5.05M Todd County Ordinance.

Abstract of Title

"This Abstract of title is a history of the record title of the property described therein and does not represent that the title is good and marketable."

To the following described Real Estate situated in Todd County, Minnesota.

STUB ABSTRACT AMENDED CAPTION "A"

Government Lot Two (2) and Three (3), also the North Half of the Southeast Quarter (N $\frac{1}{2}$ of SE $\frac{1}{4}$), and also the Southeast Quarter of the Southeast Quarter (SE $\frac{1}{4}$ of SE $\frac{1}{4}$) of Section Twenty-four (24), Township One Hundred Twenty-seven (127) North, Range Thirty-three (33) West of the Fifth Principal Meridian, according to the United States Government Survey thereof, EXCEPT the following described tracts, to-wit:

1. That part platted as Longview Addition.
2. That part sold to the State of Minnesota described as follows, to-wit: All that part of Government Lots 2 and 3 and the NW $\frac{1}{4}$ SE $\frac{1}{4}$ of Sec. 24, Twp. 127N, R. 33W of the 5th P.M., bounded by the water's edge of Little Birch Lake and the following described lines: Commencing at the Southeast Corner of said Section 24; thence N89°59'W 2035.88 feet on and along the South line of said Section and to the point of beginning; thence N89°59'W 545 feet, more or less, on and along said South Section line to the water's edge of Little Birch Lake and there terminating; and from the point of beginning; thence N05°35'E 500.00 feet; thence N 22°24'E 249.88 feet; thence N10°37'W 272.94 feet; thence N51°47' E 172.49 feet; thence N15°09'W 340.35 feet; thence S89°54'W 255.91 feet; thence S77°02'W 260.10 feet; thence S42°06'W 408.71 feet; thence S33°36'30"W 207.04 feet; thence S64°37'W 195 feet, more or less to the water's edge of Little Birch Lake and there terminating.
3. Commencing at the Southeast Corner of Lot 10 of Longview Addition, Birchdale Township, Todd County, MN, according to the Plat thereof on file and of record in the Office of the County Recorder, Todd County, MN; thence S25°24'30"E a distance of 100 feet; thence S64°35'30"W a distance of 195 feet, more or less to the water's edge; thence Northwesterly along the water's edge of Little Birch Lake to the Southwest Corner of said Lot 10; thence N64°35'30"E a distance of 243 feet, more or less to the beginning, being a part of Sec. 24, Twp. 127N, R. 33W of the 5th P.M.
4. That part of Government Lot 2 of Sec. 24, Twp. 127N. R. 33W of the 5th P.M., described as follows: Beginning at the Northwest Corner of Government Lot 2; thence Easterly along the North line thereof a distance of 374 feet; thence deflect to the right (as measured from East to South) 88°30', for a distance of 363.00 feet; thence deflect to the right 66°25' for a distance of 216 feet, more or less, to the lake shore of Little Birch Lake; thence Northwesterly along said lake shore to the West line of said Government Lot No. 2; thence Northerly along said West line to the Northwest Corner thereof, and to the point of beginning.

COMPILED BY:

Home Town Abstract & Title, L.L.C. 153 of 157



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 :	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Report <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information Item <input type="checkbox"/> Other		(Issued by Auditor/Treasurer Office) 20260120-20	
Agenda Topic Title for Publication:		Establish Minimum Salaries for Elected Officials for Next Term	
Date of Meeting: January 20 th , 2026		Agenda Time Requested: 5 Minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Administration/Human Resources			
Person Presenting Topic at Meeting: Jackie Bauer			
Background: Supporting Documentation enclosed <input checked="" type="checkbox"/>			
Minnesota Statutes require the setting of the minimum salary for County Auditor/Treasurer, County Recorder, County Sheriff, County Attorney and County Commissioners for the next term, 2027.			
Options:			
Option 1: Approve the attached resolution setting the elected officials minimum salary			
Option 2: Do not approve			
Recommendation:			
The Todd County Board of Commissioners approves the following by Motion:			

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



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

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, and;

WHEREAS, Todd County has an adopted grade and step pay plan as the basis for salary compensation.

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.



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 :	
<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	
Agenda Topic Title for Publication:		2026 Pay Equity Compliance	
Date of Meeting: January 20, 2026		Agenda Time Requested: 5 Min	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Administration			
Person Presenting Topic at Meeting: Nellie Johnson and Jackie Bauer			
Background: <i>Supporting Documentation enclosed</i> <input type="checkbox"/>			
The Local Government Pay Equity Act (Minn. Stat. §§ 471.991–471.999) and Minnesota Rules, Chapter 3920, require political subdivisions to maintain compliance with pay equity standards. The Administration Department has completed the required pay equity analysis and submitted it to the State of Minnesota, which generated a preliminary compliance report. According to this preliminary report, Todd County is in compliance. Before the pay equity report can be formally submitted to Minnesota Management and Budget for final compliance approval, the County Board must approve the attached report.			
Options:			
1. Approve the 2026 Pay Equity Compliance Report			
2. Do not approve			
Recommendation:			
The Todd County Board of Commissioners approves the following by Motion:			
To approve the 2026 Pay Equity Compliance Report			

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

Compliance Report

Jurisdiction: Todd County
 215 First Avenue South
 Suite 300
 Long Prairie, MN 56347

Report Year: 2026
 Case: 2 - 2026 Data (Private (Jur
 Only))

Contact: Nellie Johnson Phone: (320) 732-6155 E-Mail: Nellie.Johnson@co.tod
 d.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	31	42	10	83
# Employees	66	119	48	233
Avg. Max Monthly Pay per employee	6683.55	6627.89		6666.16

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 81.29031 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	19	22
b. # Below Predicted Pay	12	20
c. TOTAL	31	42
d. % Below Predicted Pay (b divided by c = d)	38.71	47.62

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 183	Value of T = -4.079
-------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = -89
 b. Avg. diff. in pay from predicted pay for female jobs = 285

III. SALARY RANGE TEST = 93.51 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 13.87
 B. Avg. # of years to max salary for female jobs = 14.83

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *
 B. % of female classes receiving ESP = 0.00
 *(If 20% or less, test result will be 0.00)