



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

MINNESOTA • EST. 1855

## BOARD OF COMMISSIONERS Regular Board Meeting Agenda

Tuesday, March 17, 2026

9:00 AM

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

**MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.TODDCOUNTYMN.GOV](https://www.toddcountymn.gov)  
Public Comment Period: 8:45 a.m.**

<i>Agenda Item #</i>		<i>Agenda Time:</i>
<b>1</b>	<b>Call to Order and Roll Call</b>	9:00
<b>2</b>	<b>Pledge of Allegiance</b>	9:01
<b>3</b>	<b>Amendments to the Agenda</b>	9:02
<b>4</b>	<b>Potential Consent Items</b>	9:03
4.1	Meeting Minutes Approval - March 3rd, 2026	
4.2	Hire Ross Bollin, PT Correctional Officer Start date: TBD	
4.3	Hire Administrative Assistant II/Bilingual - Dominik Estrella Becerra Start date: TBD	
4.4	BKDMN Inc DBA Head of the Lakes Resort - 3.2 Malt Liquor License	
4.5	BKDMN Inc DBA Head of the Lakes Resort - Wine License	
4.6	BKDMN Inc DBA Head of the Lakes Resort - Setup License	
<b>5</b>	<b>County Auditor-Treasurer</b>	9:05
5.1	Auditor Warrants - February 2026	
5.2	Commissioner Warrants	
5.3	Health & Human Services Commissioner Warrants	
5.4	Health & Human Services SSIS Warrants	
<b>6</b>	<b>Administration</b>	9:10
6.1	Opportunity For Commissioners To Meet Judge Heidi Hovis	
6.2	Resolution of Support for Prairie Lakes Municipal Solid Waste Authority Capital Project	
<b>7</b>	<b>County Ditch/Ag Inspector</b>	9:20
7.1	Maintenance Project - County Ditch 41 - Lateral 6	
<b>8</b>	<b>Planning &amp; Zoning</b>	9:25
8.1	Amendment to the Sauk River CWMP	
8.2	March Planning Commission Information	
8.3	Raber Request for CUP	
8.4	Swartzentruber Request for CUP	
<b>9</b>	<b>Health &amp; Human Services</b>	9:30
9.1	Elimination of one Administrative Assistant II position	
9.2	Elimination of one Paraprofessional Case Aide position	
9.3	Energy Assistance Program Delivery for Federal Fiscal Year (FFY) 2027	

### **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 97  
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

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b> <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	<b>20260317-01</b>
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other	

<b>Agenda Topic Title for Publication:</b>	<b>Meeting Minutes Approval - March 3<sup>rd</sup>, 2026</b>
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Date of Meeting: March 17 <sup>th</sup> , 2026	Agenda Time Requested:	<input checked="" type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Auditor-Treasurer

Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer

**Background:** Supporting Documentation enclosed

Minutes for the following meetings are attached: March 3<sup>rd</sup>, 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 March 3<sup>rd</sup>, 2026 as presented.

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

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
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**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



*Minutes of the Meeting of the Todd County Board of Commissioners held on  
March 3<sup>rd</sup>, 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 3<sup>rd</sup> day of March, 2026 at 9:00 AM. The meeting was called to order by Chairperson Byers. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

**Approval of Agenda**

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

**Consent Agenda**

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

To approve the Todd County Board of Commissioner's Meeting Minutes for February 17<sup>th</sup>, 2026 and Joint County/SWCD Meeting Minutes for February 17<sup>th</sup>, 2026 as presented.

Hire Caleb Yapuncich for the part time Correctional Officer position start date TBD at a pay rate of \$25.46 per hour Grade 6/F step A

Approve the resignation of Resource Navigator/Interpreter Juan Vasquez Garcia, effective March 20<sup>th</sup>, 2026.

To approve a one day Dance License for the American Legion #417 Oscar Jacobson Post (Little Sauk Legion) at the address of 16268 County 50 (parking lot & street area), Long Prairie, MN in Little Sauk Township effective July 11<sup>th</sup>, 2026.

To approve a one day On Sale Temporary Liquor License for the American Legion #417 Oscar Jacobson Post (Little Sauk Legion) at the address of 16268 County 50 (parking lot & street area), Long Prairie, MN in Little Sauk Township effective July 11<sup>th</sup>, 2026.

To approve a one year Club On Sale & Sunday Liquor License for the American Legion #417 Oscar Jacobson Post (Little Sauk Legion) at the address of 16268 County 50, Long Prairie, MN in Little Sauk Township effective April 1, 2026 through March 31, 2027.

To approve an On Sale and Sunday Liquor License for Charlotte Tavern Inc at the address of 22056 US 71, Long Prairie, MN in Long Prairie Township effective April 1, 2026 through March 31, 2027.

To approve a one year Dance License for Rebecca L. Pratt dba Clarissa Ballroom at the address of 19281 Kotter Road, Clarissa, MN in Eagle Valley Township effective April 1, 2026 through March 31, 2027.

To approve a one year On Sale and Off Sale 3.2 Malt Liquor License for Rebecca L. Pratt dba Clarissa Ballroom at the address of 19281 Kotter Road, Clarissa, MN in Eagle Valley Township effective April 1, 2026 through March 31, 2027.

To approve a one year Setup License for Rebecca L. Pratt dba Clarissa Ballroom at the address of 19281 Kotter Road, Clarissa, MN in Eagle Valley Township effective April 1, 2026 through March 31, 2027.

To approve a one year Wine License (including Strong Beer) for Rebecca L. Pratt dba Clarissa Ballroom at the address of 19281 Kotter Road, Clarissa, MN in Eagle Valley Township effective April 1, 2026 through March 31, 2027.

To approve an Off Sale, On Sale and Sunday Liquor License for T.J.'s Diamond Point Inc dba Diamond Point Supper Club/Lounge at the address of 12867 Bayview Dr, Sauk Centre, MN in Birchdale Township effective April 1, 2026 through March 31, 2027.



To approve a Seasonal On Sale, Off Sale and Sunday Liquor License for DT Lisson Inc dba Double Eagle Golf & Grille at the address of 31886 County 3, Eagle Bend, MN in Burleene Township effective April 1st, 2026 through October 31st, 2026.

To approve a one year On Sale and Sunday Liquor License for Sauk Centre Country Club dba Greystone Golf Club at the address of 10548 Andrews Drive, Sauk Centre, MN in Kandota Township effective April 1, 2026 through March 31, 2027.

To approve a one year On Sale and Sunday Liquor License for the Long Prairie Country Club at the address of 406 6th St SE, Long Prairie, MN in Long Prairie Township effective April 1, 2026 through March 31, 2027.

To approve a Seasonal Off Sale and On Sale 3.2 Malt Liquor License for Rainbow Lodge at the address of 20576 Banks Trail, Sauk Centre, MN in Kandota Township effective April 15, 2026 through October 15, 2026.

To approve a Setup License for Rainbow Lodge at the address of 20576 Banks Trail, Sauk Centre, MN in Kandota Township effective April 1, 2026 through March 31, 2027.

To approve a Seasonal On Sale Wine License including strong beer for Donald Panitzke dba Rainbow Lodge at the address of 20576 Banks Trail, Sauk Centre, MN in Kandota Township effective April 15, 2026 through October 15, 2026.

To approve an Off Sale, On Sale and Sunday Liquor License for Full O Fun LLC dba Saukinac Campground at the address of 21914 Bay Loop, Sauk Centre, MN in Kandota Township effective April 1, 2026 through March 31, 2027.

To approve a one year On Sale and Sunday Liquor License for Shady's Golden Eagle at the address of 13218 County 103, Burtrum, MN in Grey Eagle Township effective April 1, 2026 through March 31, 2027.

To approve a one year Off Sale, On Sale & Sunday Liquor License for the Shadys Midway Inc at the address of 17908 US 71, Long Prairie, MN in Round Prairie Township effective April 1, 2026 through March 31, 2027.

To approve an On Sale, Off Sale and Sunday Liquor License for Michael Shattuck dba Shattuck's Hub Supper Club at the address of 30905 County 13, Burtrum, MN in Burnhamville Township effective April 1, 2026 through March 31, 2027.

To approve an Off Sale, On Sale and Sunday Liquor License for The Rock Tavern LLC at the address of 11977 County 47, Grey Eagle, MN in Grey Eagle Township effective April 1, 2026 through March 31, 2027.

#### **GAMBLING PERMIT – SAUK CENTRE CONSERVATION CLUB**

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

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a Gambling Permit for the Sauk Centre Conservation Club to hold gambling activities at Birchwood Resort in Birchdale Township at the address 22182 Birchwood Loop, Sauk Centre, MN 56347 effective March 3<sup>rd</sup>, 2026 until revoked or otherwise cancelled as provided by law.

#### **GAMBLING PERMIT – SOCIETY OF SAINT PIUS X**

**WHEREAS**, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Society of Saint Pius X; Long Prairie, MN Inc through this resolution;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a Gambling Permit for the Society of Saint Pius X; Long Prairie, MN Inc to hold a raffle event at the St John Vianney Church and Academy in Round Prairie Township at the address 18910 Ellipse Loop, Long Prairie, MN on August 9<sup>th</sup>, 2026.

### Auditor-Treasurer

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 404378 through 404397 in the amount of \$35,354.53 and (Regular) 59609 through 59646 in the amount of \$45,762.52 for a total of \$81,117.05.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 807307 through 807349 and (Regular) 713878 through 713917 for a total of \$57,774.18.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601938 through 601945 and (Regular) 518841 through 518855 for a total amount of \$143,981.28.

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the 2025 Elections Budget Carryover per the attached Budget Request Form details in the amount of \$30,000.

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

#### **TODD COUNTY TRAVEL POLICIES**

The full resolution is on file for public inspection at the Todd County Auditor-Treasurer's Office.

### Solid Waste

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous vote with Noska abstaining: To award the bid to Noska Construction for \$33,204.00.

### Health & Human Services

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

#### **A RESOLUTION ESTABLISHING SUPPORT TO SEEK FUNDING FROM SOURCEWELL FOR CASEWORKS ELECTRONIC DOCUMENT MANAGEMENT SYSTEM FOR TODD COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT**

**WHEREAS**, Sourcewell, is providing community impact funding for the Counties in Region V that address mental health needs, and;

**WHEREAS**, Todd County Health and Human Services serve all populations within the County across the full continuum of care, and;

**WHEREAS**, funding for Caseworks software will create interoperable solutions that streamline business processes and automate document management across all program areas, thereby increasing caseload capacity, reducing costs, and minimizing errors, and;



**WHEREAS**, implementation of Caseworks will enhance client outcomes by supporting a cohesive continuum of care in which integrated data allows for faster identification of high-need households and more proactive intervention, and;

**WHEREAS**, the community will benefit from a higher standard of data protection and centralized digital storage, eliminating the risks associated with lost, misplaced, or mislabeled files while ensuring the secure handling and protection of sensitive and confidential information, and;

**WHEREAS**, by standardizing processes across the agency, Todd County ensures that all residents receive consistent, high-quality services that are transparent, accountable, and responsive to their individual needs.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby approves the Sourcewell Community Impact Funding application submitted by Todd County Health and Human Services for the purpose of securing Impact Funding for the subscription and services agreement with Next Chapter Technology (NCT) to implement Caseworks, thereby enhancing service delivery and operational efficiency for the residents of Todd County.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: Approve the Case Works contract expending the implementation costs over a 1-year period of time.

#### Administration

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

#### **A RESOLUTION ESTABLISHING WAGE RATES FOR TEMPORARY AND SEASONAL EMPLOYEES**

**WHEREAS**, the Todd County Board of Commissioners has the authority to establish compensation for county employees; and

**WHEREAS**, Todd County maintains a Compensation Plan establishing grade and step classifications for county positions; and

**WHEREAS**, it is necessary to establish wage rates for Temporary/Seasonal employees for payroll and budgeting purposes;

**NOW, THEREFORE BE IT RESOLVED**, that the wage rate for Todd County Temporary/Seasonal employees shall be set at **Grade 3/C, Step A**, in accordance with the Todd County Compensation Plan; and

**BE IT FURTHER RESOLVED**, that Temporary/Seasonal employees hired specifically for the **Energy Assistance Program** shall be set at **Grade 4/D, Step A**, in accordance with the Todd County Compensation Plan; and



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**BE IT FURTHER RESOLVED**, that no current or returning Temporary/Seasonal employee shall have their hourly wage reduced as a result of this resolution, and any such employee who is currently earning a wage higher than the established rate shall remain at their current hourly rate; and

**BE IT FURTHER RESOLVED**, that these wage designations shall remain in effect until modified by subsequent resolution of the Todd County Board of Commissioners.

On motion by Noska and Neumann, the following motion was introduced and adopted by unanimous vote: Approve participation for the year 2026 in Sourcewell’s Internship Program for the departments requesting to participate (Health and Human Services, Solid Waste, Public Works and Sheriff’s Department)

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To enter into a lease agreement with Northern Pines Mental Health Center for the use of the Todd County Staples Building for the 2026 year with the presented terms and conditions.

### County Auditor-Treasurer’s Report

The County Auditor-Treasurer informed that tax statements are nearing completion and audit preparations are nearing completion. March township officer elections to be held in 21 of the county’s townships on March 10<sup>th</sup> along with all townships holding their annual meetings on this date.

### County Coordinator’s Report

The County Coordinator reported attending personnel, paycom, TWCC director introduction and childcare appreciation dinner. Preparations are underway for the planned move of the Veterans Service department location.

### County Commissioner’s Report

The Commissioners reported on meetings and events attended. Commissioner Becker attended meetings including the Extension, Comp Plan, Facilities, and Region V. Commissioner Denny has attended meetings including GRRL, Hands of Hope, Personnel, and Prairie Lakes meetings. Commissioner Noska has attended meetings including HRA and Tri-County Community Action. Commissioner Byers attended meetings including Bruce Township P&Z. Commissioner Neumann attended meetings including SRWD, 1W1P, Comp Plan, and Personnel.

### Recess

On motion by Denny and second by Becker, the meeting was recessed until March 17<sup>th</sup>, 2026.

#### COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
DAUERS HEATING, COOLING AND HOME IMPROV	\$ 5,980.00
EASTERN TWP	\$ 2,358.00
INTRADYN	\$ 2,765.00
LONG PRAIRIE LEADER	\$ 2,815.00
MCCC, MI33	\$ 12,765.00
NUSS TRUCK & EQUIPMENT	\$ 15,119.12



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ROLLIES SALES & SERVICE INC	\$	2,273.55
SEACHANGE PRINT INNOVATIONS	\$	2,021.60
SIGN SOLUTIONS USA	\$	4,455.08
TRIMIN SYSTEMS INC	\$	2,400.00
TWARDOWSKI EXCAVATING INC	\$	8,700.00
VERITONE, INC	\$	2,400.00
46 PAYMENTS LESS THAN 2000	\$	17,064.70
<hr/>		
Total:	\$	81,117.05

## HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME		AMOUNT
FRESHWATER EDUCATION DISTRICT 6004	\$	18,642.00
WASHBURN-MCREAVY FUNERAL CHAPEL INC	\$	3,382.00
71 PAYMENTS LESS THAN 2000	\$	28,093.81
REICHERT PLACE APARTMENT OF LONG PRAIRIE	\$	2,670.00
9 PAYMENTS LESS THAN 2000	\$	4,986.37
<hr/>		
Total:	\$	57,774.18

VENDOR NAME		AMOUNT
GREATER MN FAMILY SRVS INC	\$	2,954.95
HEARTLAND GIRLS RANCH	\$	39,050.70
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$	3,779.21
NEXUS - MILLE LACS FAMILY HEALING	\$	4,502.88
NORTH HOMES CHILDREN & FAMILY SRVS	\$	13,650.85
PRAIRIE LAKES YOUTH PROGRAMS	\$	17,123.07
STEP	\$	5,461.20
VILLAGE RANCH INC	\$	24,341.51
VOLUNTEERS OF AMERICA	\$	28,781.48
14 PAYMENTS LESS THAN 2000	\$	4,335.43
<hr/>		
Total:	\$	143,981.28



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# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b> <i>(Issued by Auditor/Treasurer Office)</i>
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	<b>20260317-02</b>
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other	
<b>Agenda Topic Title for Publication:</b>		<b>Hire Ross Bollin PT Correctional Officer</b>
Date of Meeting: 3/17/2026	Agenda Time Requested:	<input checked="" type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Todd County Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
<b>Background:</b> <i>Supporting Documentation enclosed</i> <input type="checkbox"/>		
Hire Ross Bollin for the Part Time Correctional Officer position. An interview process was completed and Ross Bollin was selected as the best candidate for the part time Correctional Officer position.		
<b>Options:</b>		
1- Hire Ross Bollin for the part time Correctional Officer position		
2- Do not hire Ross Bollin for the part time Correctional Officer position		
<b>Recommendation:</b>		
The Todd County Board of Commissioners approves the following by Motion: Hire Ross Bollin for the part time Correctional Officer position start date TBD at a pay rate of \$27.87 per hour Grade 6/F step C		

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

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

**Official Certification**

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

Seal



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# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b>
<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	<i>(Issued by Auditor/Treasurer Office)</i>  <b>20260317-03</b>
<b>Agenda Topic Title for Publication:</b>		<b>Hire Administrative Assistant II/Bilingual - Dominik Estrella Becerra</b>
Date of Meeting: 3/17/2026	Agenda Time Requested: 5 mins	<input checked="" type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och		
<b>Background:</b> Supporting Documentation enclosed <input type="checkbox"/>		
An open Administrative Assistant II/Bilingual position exists within the Financial Services Unit. Interviews were conducted and it is recommended to promote applicant Dominik Estrella Becerra to fill the open position. Start date: TBD.		
<b>Options:</b>		
<b>1. To approve the promotion of Dominik Estrella Becerra to fill the open Administrative Assistant II/Bilingual position. Grade D/4, Step A, \$22.60. Start date: TBD</b> <b>2. Not approve.</b>		
<b>Recommendation:</b>		
The Todd County Board of Commissioners approves the following by Motion: To approve the promotion of Domonik Estrella Becerra to fill the open Administrative Assistant II/Bilingual position. Grade D/4, Step A, \$22.60. Start date: TBD.		

<b>Additional Information:</b>	<b>Budgeted:</b>	<b>Comments</b>
<b>Financial Implications: \$ 22.60/hr</b> <b>Grade D/4, Step A</b> <b>Funding Source(s): 11-Social Services</b>	<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:**

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

**Official Certification**

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

Seal



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**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b> <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	<b>20260317-04</b>
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other	

<b>Agenda Topic Title for Publication:</b>	<b>BDKMN Inc DBA Head of the Lakes Resort - 3.2 Malt Liquor License</b>
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Date of Meeting: March 17 <sup>th</sup> , 2026	Agenda Time Requested:	<input checked="" type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Auditor-Treasurer
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Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer
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<b>Background:</b> Supporting Documentation enclosed <input type="checkbox"/>
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Application has been filed in the Auditor-Treasurer's Office
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<b>Options:</b>
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<b>Recommendation:</b>
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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 April 1<sup>st</sup>, 2026 through March 31<sup>st</sup>, 2027.

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

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:**

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

**Official Certification**

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b> <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	<b>20260317-05</b>
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other	

<b>Agenda Topic Title for Publication:</b>	<b>BDKMN Inc DBA Head of the Lakes Resort - Wine License</b>
--	--

Date of Meeting: March 17 <sup>th</sup> , 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

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 April 1<sup>st</sup>, 2026 through March 31<sup>st</sup>, 2027.

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



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b>
<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	<i>(Issued by Auditor/Treasurer Office)</i>  <b>20260317-06</b>

<b>Agenda Topic Title for Publication:</b>	<b>BDKMN Inc DBA Head of the Lakes Resort - Setup License</b>
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Date of Meeting: March 17 <sup>th</sup> , 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

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 April 1<sup>st</sup>, 2026 through March 31<sup>st</sup>, 2027.

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



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b>
<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	<i>(Issued by Auditor/Treasurer Office)</i>  <b>20260317-07</b>

<b>Agenda Topic Title for Publication:</b>	<b>Auditor Warrants - February 2026</b>
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Date of Meeting: March 17 <sup>th</sup> , 2026	Agenda Time Requested: 2 minutes	<input type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Auditor-Treasurer

Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer

**Background:** Supporting Documentation enclosed

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 February 2026 Auditor Warrants number (ACH) 905801 through 905882 in the amount of \$885,412.90 (Manual) 1200 through 1234 in the amount of \$1,877,714.33 and (Regular) 245885 through 246035 in the amount of \$888,040.06 for a total of \$3,651,167.29.

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

**Auditor Warrants for Publication**  
**February 2026**

<b>Vendor Name</b>	<b>Amount</b>
DOUGLAS SWCD	\$ 23,225.24
LONG PRAIRIE SANITATION INC	\$ 4,673.25
MN TEAMSTERS NO 320	\$ 2,733.24
TWIN CITY SCALE CO	\$ 2,911.00
VERIZON	\$ 6,163.97
WADENA COUNTY SHERIFF	\$ 3,147.50
WEST CENTRAL TECH SERVICE AREA	\$ 9,494.58
WIDSETH SMITH NOLTING INC	\$ 3,246.25
25 PAYMENTS LESS THAN 2000	\$ 11,882.60
ACTIVE911 INC	\$ 3,905.00
CARD SERVICES COBORNS	\$ 7,144.28
CENTRA CARE	\$ 13,350.31
CLIFTON LARSONALLEN, LLP	\$ 12,127.50
COUNTIES PROVIDING TECHNOLOGY	\$ 8,155.00
DOUGLAS SWCD	\$ 25,470.00
FLEET SERVICES/WEX BANK	\$ 6,896.53
LAW ENFORCEMENT LABOR SERV INC	\$ 2,498.24
LINCOLN FINANCIAL GROUP	\$ 6,975.88
METROPOLITAN LIFE INSURANCE COMPANY	\$ 12,955.58
MINNESOTA POWER	\$ 2,051.47
MN DEPT OF FINANCE	\$ 6,954.00
MORRISON SWCD	\$ 2,945.16
PACIFIC LIFE INSURANCE CO	\$ 2,325.00
PETERS LAW OFFICE, P.A.	\$ 4,550.00
POPE DOUGLAS SOLID WASTE MANAGEMENT	\$ 35,406.64
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH	\$ 98,136.20
STAPLES ADVANTAGE	\$ 3,393.64
STEP	\$ 11,097.50
TRIMIN SYSTEMS INC	\$ 22,001.00
VOYANT COMMUNICATIONS, LLC	\$ 3,348.03
39 PAYMENTS LESS THAN 2000	\$ 19,862.33
ACCENT WIRE - TIE	\$ 2,282.25
AMAZON CAPITAL SERVICES	\$ 4,242.93
CENTERPOINT ENERGY	\$ 2,401.69
CENTERPOINT ENERGY	\$ 6,324.96
GALLAGHER BENEFIT SERVICES INC	\$ 2,000.00
HOST CONSTRUCTION CO LLC	\$ 2,765.00
LAKES COMMUNITY COOPERATIVE	\$ 2,859.47
LONG PRAIRIE LEADER	\$ 2,560.00
LONG PRAIRIE OIL COMPANY	\$ 5,800.98
MINNESOTA POWER	\$ 20,504.53
MISSISSIPPI HEADWATERS BOARD	\$ 2,000.00
NORTHERN STAR COOP	\$ 6,062.42
PACIFIC LIFE INSURANCE CO	\$ 2,325.00
TODD SOIL & WATER CONS DIST	\$ 86,090.60
TOWN OF BARTLETT	\$ 25,140.93
TOWN OF BERTHA	\$ 28,104.64
TOWN OF BIRCHDALE	\$ 42,339.21
TOWN OF BRUCE	\$ 27,013.17
TOWN OF BURLEENE	\$ 25,196.39
TOWN OF BURNHAMVILLE	\$ 33,491.60
TOWN OF EAGLE VALLEY	\$ 37,875.91
TOWN OF FAWN LAKE	\$ 32,207.42
TOWN OF GERMANIA	\$ 31,796.52
TOWN OF GORDON	\$ 30,682.57
TOWN OF GREY EAGLE	\$ 26,209.10
TOWN OF HARTFORD	\$ 40,842.28
TOWN OF IONA	\$ 38,494.42
TOWN OF KANDOTA	\$ 25,065.06
TOWN OF LESLIE	\$ 27,742.22
TOWN OF LITTLE ELK	\$ 21,696.93
TOWN OF LITTLE SAUK	\$ 34,459.53
TOWN OF LONG PRAIRIE	\$ 32,855.31
TOWN OF MORAN	\$ 30,805.93
TOWN OF REYNOLDS	\$ 29,137.35
TOWN OF ROUND PRAIRIE	\$ 40,944.21
TOWN OF STAPLES	\$ 30,594.86
TOWN OF STOWE PRAIRIE	\$ 35,721.62
TOWN OF TURTLE CREEK	\$ 17,161.61
TOWN OF VILLARD	\$ 38,370.30
TOWN OF WARD	\$ 22,647.53

**Auditor Warrants for Publication**  
**February 2026**

<b>Vendor Name</b>	<b>Amount</b>
TOWN OF WEST UNION	\$ 22,321.02
TOWN OF WYKEHAM	\$ 36,627.36
47 PAYMENTS LESS THAN 2000	\$ 19,954.56
3M	\$ 2,340.75
AFSCME COUNCIL 65	\$ 5,083.72
CENTERPOINT ENERGY	\$ 7,679.09
LAMUSGA/JASON	\$ 80,904.00
LARSON ABSTRACT COMPANY	\$ 2,374.50
LAW ENFORCEMENT LABOR SERV INC	\$ 2,385.98
MACO	\$ 2,190.00
MADDEN GALANTER HANSEN, LLP	\$ 2,566.52
NORTH COUNTRY CHEVROLET BUICK GMC	\$ 166,079.76
PETERS LAW OFFICE, P.A.	\$ 2,096.25
SHI CORP	\$ 8,632.63
TODD CO MIS DEPT	\$ 2,410.00
25 PAYMENTS LESS THAN 2000	\$ 13,100.47
HUMANA INSURANCE COMPANY	\$ 7,555.97
PAYCOM PAYROLL, LLC	\$ 45,427.57
VOYA (MSRS)	\$ 2,049.86
WEX HEALTH INC - HSA	\$ 43,506.09
COUNTY OF TODD	\$ 3,245.84
VOYA (MSRS)	\$ 4,437.25
PAYCOM PAYROLL, LLC	\$ 619,345.07
PAYCOM PAYROLL, LLC	\$ 10,787.61
WEX HEALTH INC - HSA	\$ 16,198.59
COUNTY OF TODD	\$ 3,845.34
VOYA (MSRS)	\$ 3,730.72
PAYCOM PAYROLL, LLC	\$ 42,672.05
VOYA (MSRS)	\$ 31,104.11
US BANK-CC	\$ 7,285.38
HUMANA INSURANCE COMPANY	\$ 8,582.97
BETTER HEALTH COLLECTIVE	\$ 331,839.00
MN DEPT OF REVENUE	\$ 51,631.32
BETTER HEALTH COLLECTIVE	\$ 31,782.00
PAYCOM PAYROLL, LLC	\$ 598,163.83
PAYCOM PAYROLL, LLC	\$ 3,486.12
16 PAYMENTS LESS THAN 2000	\$ 11,037.64
CITY OF BERTHA	\$ 2,031.88
CITY OF EAGLE BEND	\$ 7,583.84
MN DEPT OF FINANCE	\$ 9,239.00
SCHOOL DISTRICT 2170	\$ 28,165.03
TOWN OF FAWN LAKE	\$ 12,676.94
9 PAYMENTS LESS THAN 2000	\$ 3,166.29
<b>TOTAL:</b>	<b>\$ 3,651,167.29</b>



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b> <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	<b>20260317-08</b>
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other	

<b>Agenda Topic Title for Publication:</b>	<b>Approve Commissioner Warrants</b>
--	--------------------------------------

Date of Meeting: March 17 <sup>th</sup> , 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:** Supporting Documentation enclosed

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) 404398 through 404420 in the amount of \$10,784.01 and (Regular) 59647 through 59689 in the amount of \$39,445.67 for a total of \$50,229.68.

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

KAYLA\_D

3/12/26 8:09AM

\*\*\*\* Todd County \*\*\*\*

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

\*\*\*\* Todd County \*\*\*\*



WARRANTS FOR PUBLICATION

Warrants Approved On 3/17/2026 For Payment 3/20/2026

<u>Vendor Name</u>	<u>Amount</u>
BARR ENGINEERING COMPANY	3,236.50
CITY OF ST CLOUD	7,799.39
LONG PRAIRIE LEADER	7,225.00
SHI CORP	4,347.48
ST CLOUD ACOUSTICS INC	2,250.00
61 Payments less than 2000	25,371.31
Final Total:	50,229.68



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b>
<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	<i>(Issued by Auditor/Treasurer Office)</i>  <p style="text-align: center;"><b>20260317-09</b></p>
<b>Agenda Topic Title for Publication:</b>	<b>Health &amp; Human Services Commissioner Warrants</b>	
Date of Meeting: March 17 <sup>th</sup> , 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		
<b>Background:</b> Supporting Documentation enclosed <input checked="" type="checkbox"/>		
Printouts have been sent for Commissioners to review and Warrants for Publication are attached.		
<b>Options:</b>		
<b>Recommendation:</b>		
The Todd County Board of Commissioners approves the following by Motion: To approve the Health & Human Services Commissioner Warrants number (ACH) 807350 through 807394 and (Regular) 713918 through 713963 for a total of \$89,823.61.		

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

HANNAH

3/11/26 9:45AM

\*\*\*\* Todd County \*\*\*\*

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

\*\*\*\* Todd County \*\*\*\*



WARRANTS FOR PUBLICATION

Warrants Approved On 3/17/2026 For Payment 3/20/2026

<u>Vendor Name</u>	<u>Amount</u>
DHS - SWIFT	11,182.56
RURAL MN CEP INC	14,990.13
TODD COUNTY AUDITOR TREASURER	15,096.10
USPS-POC	5,333.89
76 Payments less than 2000	30,641.50
Final Total:	77,244.18

ADRIANA

3/11/26 3:00PM

\*\*\*\* Todd County \*\*\*\*

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

\*\*\*\* Todd County \*\*\*\*



WARRANTS FOR PUBLICATION

Warrants Approved On 3/17/2026 For Payment 3/20/2026

<u>Vendor Name</u>	<u>Amount</u>
AMAZON CAPITAL SERVICES	2,001.83
MAGNIFI FINANCIAL CREDIT UNION	3,021.59
J. % %+,	2,100.00
8 Payments less than 2000	5,456.01
Final Total:	12,579.43



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b>
<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	<i>(Issued by Auditor/Treasurer Office)</i>  <b>20260317-10</b>

<b>Agenda Topic Title for Publication:</b>	<b>Health &amp; Human Services SSIS Warrants</b>
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Date of Meeting: March 17 <sup>th</sup> , 2026	Agenda Time Requested: 2 minutes	<input type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Auditor-Treasurer

Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer

**Background:** Supporting Documentation enclosed

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) 601946 through 601965 and (Regular) 518856 through 518881 for a total amount of \$131,562.16.

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

# Warrants for Publication

**Payment Date:**

**3/20/2026**

**Approval Date:**

**3/17/2026**

**Vendor name or #**

**Amount**

DHS - MOOSE LAKE RTC - 462	2844.25	
DHS - MSOP-MN SEX OFFENDER PROGRAM-462	4929.00	
HEARTLAND GIRLS RANCH	28553.20	
LEVIN/TANJA A	2050.00	
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL GUARDIANSHIP OPTIONS	2723.65	
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	3413.48	
MERIDIAN SERVICES INC	2273.86	
NORTH HOMES CHILDREN & FAMILY SRVS STEP	12329.80	
# 16359	5745.68	
VALLEY LAKE BOYS HOME INC	2025.52	Foster care provider
VILLAGE RANCH INC	19354.00	
	26255.48	

---

\$19,064.24      34 Pymts less than \$2000

**Final Total**

**\$131,562.16**



WHERE THE FOREST MEETS THE PRAIRIE

**Todd County**  
 • MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b> <i>(Issued by Auditor/Treasurer Office)</i>
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	<b>20260317-11</b>
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution	
<input checked="" type="checkbox"/> Information Item	<input type="checkbox"/> Other	
<b>Agenda Topic Title for Publication:</b>		<b>Opportunity For Commissioners To Meet Judge Heidi Hovis</b>
Date of Meeting: March 17 <sup>th</sup> , 2026	Agenda Time Requested: 10 Minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Administration		
Person Presenting Topic at Meeting: Jackie Bauer		
<b>Background:</b> Supporting Documentation enclosed <input type="checkbox"/>		
Judge Heidi Hovis will be introduced to the Board of Commissioners and have the opportunity to meet and speak with the Commissioners.		
<b>Options:</b>		
<b>Recommendation:</b>		
The Todd County Board of Commissioners approves the following by Motion:		

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



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b>
<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	<i>(Issued by Auditor/Treasurer Office)</i>  <b>20260317-12</b>
<b>Agenda Topic Title for Publication:</b>	<b>Resolution of Support for Prairie Lakes Municipal Solid Waste Authority Capital Project</b>	
Date of Meeting: 3/17/2026	Agenda Time Requested: 5 minutes	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Solid Waste & Administration		
Person Presenting Topic at Meeting: Jackie Bauer and Mike Eberle		
<b>Background:</b> Supporting Documentation enclosed <input type="checkbox"/>		
See attached resolution for background information.		
<b>Options:</b>		
#1 Approve attached resolution.		
#2 Do not approve attached resolution.		
<b>Recommendation:</b>		
The Todd County Board of Commissioners approves the following by Motion: Approve attached Resolution in Support of Prairie Lakes Municipal Solid Waste Authority Capital Project.		

<b>Additional Information:</b>	<b>Budgeted:</b>	<b>Comments</b>
<b>Financial Implications: \$ 0.00</b> <b>Funding Source(s): N/A</b>	<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:**

<b>Action Taken:</b>	<b>Voting in Favor</b>	<b>Voting Against</b>
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**

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 COUNTY OF TODD }  
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Seal

**RESOLUTION IN SUPPORT OF PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTHORITY  
CAPITAL PROJECT**

**WHEREAS**, Todd County is a member of the Prairie Lakes Municipal Solid Waste Authority (PLMSWA), a five-member joint powers board comprised of Becker, Clay, Otter Tail, Todd, and Wadena Counties; and

**WHEREAS**, PLMSWA operates a regional waste management program that diverts approximately 54,000 tons per year of Municipal Solid Waste (MSW) from landfilling through resource recovery operations; and

**WHEREAS**, PLMSWA currently landfills approximately 10,000 to 11,000 tons per year of waste combustor ash and has conducted thoughtful research, engineering review, and pilot testing to transition to a sustainable ash recycling and management program; and

**WHEREAS**; PLMSWA successfully demonstrated ash recycling through a pilot road construction project and is prepared to move toward full-scale implementation; and

**WHEREAS**, potential funding would provide \$7,267,000 through the Capital Assistance Program (CAP) to support construction of a permanent ash processing facility and modernization of Otter Tail County's solid waste transfer station; and

**WHEREAS**, PLMSWA and its member counties will provide at least a 50 percent local match (\$7,267,000) proportionate to the improvements they each receive, leveraging an additional \$1,177,000 recommended for funding by the Legislative-Citizen Commission on Minnesota Resources (LCCMR) in 2026, pending legislative approval; and

**WHEREAS**, this project was submitted to the Minnesota Pollution Control Agency (MPCA) and ranked as the highest scoring application in the MPCA's 2026 Capital Assistance Program funding recommendations to the Governor; and

**WHEREAS**, Todd County recognizes the importance of strategic state investment in local infrastructure and strongly supports this project as a key regional bonding request for 2026.

**NOW, THEREFORE, BE IT RESOLVED**, that the Todd County Board of Commissioners does hereby formally support and respectfully urges the Minnesota Legislature and Governor to approve funding for this important regional infrastructure project.

**NEOT FACILITY IMPROVEMENTS COST ESTIMATE  
PLMSWA ASH PROCESSING AND  
OTTER TAIL COUNTY TRANSFER STATION**

March 2026

**TABLE 1 - COST BY PROJECT**

Ash Storage Cost Estimate	\$1,890,000
Ash Processing Cost Estimate	\$7,125,000
Transfer Station Cost Estimate	\$5,287,000
<b>TOTAL PROJECT COST</b>	<b>\$14,302,000</b>

**TABLE 2 - COST PARTICIPATION SUMMARY**

PLMSWA COST SHARE	\$3,733,031
OTTER TAIL COUNTY COST	\$2,240,969
MAXIMUM CAP GRANT REQUEST (50%)	\$7,151,000
LCCMR GRANT AMOUNT	\$1,177,000
<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$14,302,000</b>



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b> <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other	<b>20260317-13</b>
<b>Agenda Topic Title for Publication:</b>	<b>Maintenance Project - County Ditch 41 - Lateral 6</b>	
Date of Meeting: March 17, 2026	Agenda Time Requested: 5 min	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Ditch/Ag Inspector		
Person Presenting Topic at Meeting: Nancy Uhlenkamp CDI		
<b>Background:</b> <i>Supporting Documentation enclosed</i> <input checked="" type="checkbox"/>		
The section of Lateral 6 west of County Road 7 has upland soils, and a large amount of trees and brush. The amphibian excavator is not useful for this section because the tracks need to be kept wet, and that contractor does not have tree removal equipment. Because of this, the plan is to have another contractor clean this section of ditch. Attachment 1 - Project Details & Pictures Attachment 2 - Estimate Details - Corbin Excavating		
<b>Options:</b>		
<b>Approve contractor estimate</b>		
<b>Do not approve contractor estimate</b>		
<b>Recommendation:</b>		
The Todd County Board of Commissioners approves the following by Motion: Acting as the Todd County Ditch Authority approves hiring Corbin Excavating for services detailed in his Estimate 1005, dated March 9, 2026, for Maintenance of approximately 1,330 feet of Lateral 6 on County Ditch 41, located on parcels 08-00172 & 08-0019401.		

<b>Additional Information:</b>	<b>Budgeted:</b>	<b>Comments</b>
<b>Financial Implications: \$ 8,125.00</b> <b>Funding Source(s):</b> CD41 Maintenance Fund	<input type="checkbox"/> Yes <input type="checkbox"/> No	There will not be an assessment to the CD41 assessment roll because there is enough money in the Maintenance Fund to cover the expense.
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:

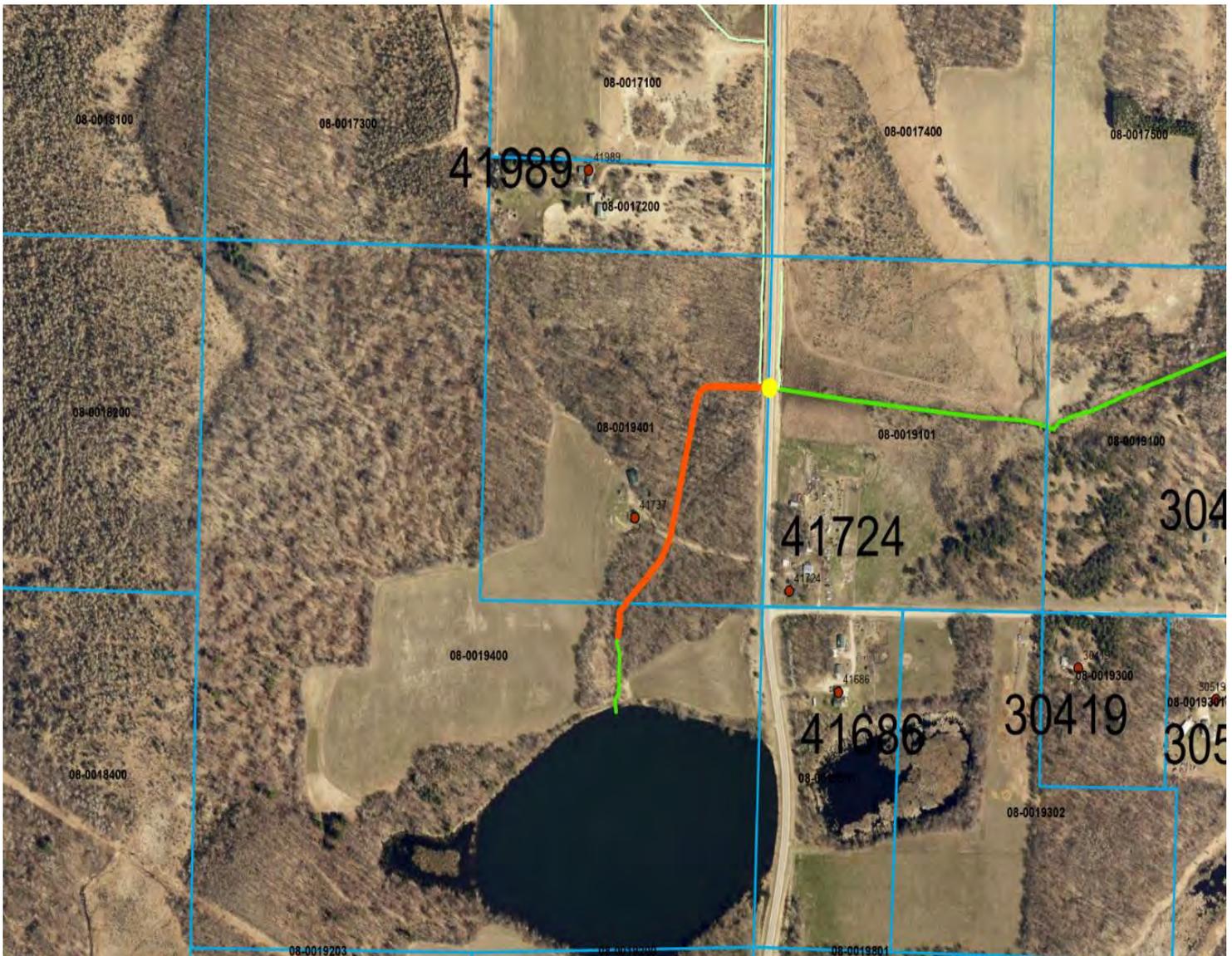
Seal



DITCH & AG INSPECTOR  
Nancy Uhlenkamp  
44 Riverside Drive  
Long Prairie, MN 56347  
[nancy.uhlenkamp@co.todd.mn.us](mailto:nancy.uhlenkamp@co.todd.mn.us)  
[www.co.todd.mn.us](http://www.co.todd.mn.us)  
Phone: 320-533-4651

**County Ditch 41 - Minor Maintenance – Lateral 6  
Commissioner’s Board Meeting - March 17, 2026**

The section of Lateral 6 West of County Road 7 has larger trees and upland soils compared to the rest of Lateral 6. Because of this the amphibian excavator will not be used to clean this section of ditch. I got a quote from Corbin Excavating for tree removal, excavation, and leveling spoil. The length to be cleaned is approximately 1,330 feet.





**DITCH & AG INSPECTOR**  
**Nancy Uhlenkamp**  
44 Riverside Drive  
Long Prairie, MN 56347  
[nancy.uhlenkamp@co.todd.mn.us](mailto:nancy.uhlenkamp@co.todd.mn.us)  
[www.co.todd.mn.us](http://www.co.todd.mn.us)  
Phone: 320-533-4651

**County Ditch 41 - Minor Maintenance – Lateral 6**  
**Commissioner’s Board Meeting - March 17, 2026**

Looking west off County Road 7 culvert



**County Ditch 41 - Minor Maintenance – Lateral 6  
Commissioner’s Board Meeting - March 17, 2026**

Looking north off driveway culvert





**DITCH & AG INSPECTOR**  
**Nancy Uhlenkamp**  
44 Riverside Drive  
Long Prairie, MN 56347  
[nancy.uhlenkamp@co.todd.mn.us](mailto:nancy.uhlenkamp@co.todd.mn.us)  
[www.co.todd.mn.us](http://www.co.todd.mn.us)  
Phone: 320-533-4651

**County Ditch 41 - Minor Maintenance – Lateral 6**  
**Commissioner’s Board Meeting - March 17, 2026**

Looking south off driveway culvert



# ESTIMATE

Corbin Excavating, Inc.  
17631 300th St  
Sebeka, MN 56477-5034

corbinexcavating2004@outlook.com  
+1 (218) 639-8271



**Bill to**  
Nancy Uhlenkamp, Todd Co Ditch Inspt  
44 River Side Drive  
Long Prairie, MN 56347

**Ship to**  
Nancy Uhlenkamp, Todd Co Ditch Inspt  
44 River Side Drive  
Long Prairie, MN 56347

## Estimate details

Estimate no.: 1005  
Estimate date: 03/09/2026

#	Product or service	Description	Qty	Rate	Amount
1.	<b>Land Clearing/Brushing</b>	Brushing and tree removal ditch 41. This is a estimate if we finish in less time I will adjust price.	24	\$200.00	\$4,800.00
2.	<b>Backhoe Services</b>	Backhoe Services Cleaning of ditch 41 1330 Ft.	1330	\$2.50	\$3,325.00
				<b>Total</b>	<b>\$8,125.00</b>

**Accepted date**

**Accepted by**



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b> <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	<b>20260317-14</b>
<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Resolution	
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other	

<b>Agenda Topic Title for Publication:</b>	<b>Amendment to the Sauk River CWMP</b>
--	---

Date of Meeting: 3/17/2026	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

The Sauk River CWMP Policy Committee has recommended an amendment to the plan to include the the priority implementation action to assess the Cold Spring Dam for modification opportunities to improve ecological functions. Additional details are identified in the resolution.

Amendments to the CWMP require approval by local boards in order for the amendment to be completed.

**Options:**

1. Approve the amendment to the CWMP.
2. Do not approve the amendment.

**Recommendation:**

The Todd County Board of Commissioners approves the following by Motion:  
to approve the amendment to the Sauk River Comprehensive Watershed Management Plan to include priority implementation actions to the Cold Spring Dam.

<b>Additional Information:</b>	<b>Budgeted:</b>	<b>Comments</b>
--------------------------------	------------------	-----------------

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

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

**Resolution for a Minor Amendment to  
the Sauk River Watershed 10-Year  
Comprehensive Watershed Management Plan (CWMP)**

**WHEREAS**, Minnesota Statutes §103B.801 establishes the Comprehensive Watershed Management Planning Program, also known as the One Watershed, One Plan program (1W1P) administered by the Board of Water and Soil Resources (BWSR), to align local water planning on major watershed boundaries with state strategies toward prioritized, targeted, and measurable implementation plans; and

**WHEREAS**, Todd County adopted the Sauk River Comprehensive Watershed Management Plan (CWMP) established through 1W1P for the area of the Collaborative Member’s jurisdiction identified within the Sauk River Watershed; and

**WHEREAS**, the Sauk River CWMP includes implementation tables in Chapter 6 for the Watershed-wide Data, Monitoring, and Planning Implementation Program to direct funding to targeted resource management and development of biennial work plans, to be reviewed by a Policy Committee established via the execution of a joint powers collaborative agreement amongst collaborative entities implementing the Sauk River CWMP.

**WHEREAS**, Todd County entered into a joint powers collaborative agreement with collaborating entities to implement the Sauk River CWMP, and under this agreement a Policy Committee was established to, amongst other duties, review and recommend approval of 10-year CWMP amendments to collaborative member’s governing boards.

**WHEREAS**, Todd County has received notice from said Policy Committee that: 1) the Policy Committee has reviewed the proposed minor amendment to the CWMP Chapter 6, Page 6-7, the addition of the priority implementation action “assess the Cold Spring Dam for modification opportunities to improve ecological functions; fish passage; water quality and altered hydrology improvements.” (full language in Exhibit A), 2) the Policy Committee recommends approval of the same by each collaborative member’s governing board and 3) the Policy Committee will upon receipt of support from all the collaborative member governing board, follow the required BWSR 1W1P Operating Procedures for a minor plan amendment which includes providing a 30-day comment for plan review authorities, holding a public hearing to respond to comments received, and then submitting the minor plan amendment to BWSR.

**NOW, THEREFORE, BE IT RESOLVED**, Todd County hereby approves of a minor amendment to the Sauk River Comprehensive Watershed Management Plan Chapter 6, page 6-7, “assess the Cold Spring Dam for modification opportunities to improve ecological functions; fish passage; water quality and altered hydrology improvements.” (full language in exhibit A) and direct the Policy Committee to fulfill the required BWSR 1W1P Operating Procedures for a minor plan amendment.

**Exhibit A for a Minor Amendment to  
 the Sauk River Watershed 10-Year  
 Comprehensive Watershed Management Plan (CWMP)**

Chapter 6: Watershed-Wide Programs Implementation Schedule  
 Implementation Program: Data, Monitoring, and Planning  
 Page 6-7

Priority Implementation Action	Location	Measurable Output for This Activity	Timeframe	Estimated Cost	Lead LGU	Supporting Entities
Assess the Cold Spring Dam for modification opportunities to improve ecological functions; fish passage; water quality and altered hydrology improvements.	City of Cold Spring downstream from Sauk River Chain of Lakes	Complete a Feasibility Study on the Cold Spring Dam Modification.	Year 5 & 6	\$115,000	Stearns SWCD	MNDNR, City of Cold Spring, Sauk River Chain of Lakes Association



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b>
<input type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	<i>(Issued by Auditor/Treasurer Office)</i>
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution	<b>20260317-15</b>
<input checked="" type="checkbox"/> Information Item	<input type="checkbox"/> Other	
<b>Agenda Topic Title for Publication:</b>	<b>March Planning Commission Information</b>	
Date of Meeting: 3/17/2026	Agenda Time Requested: 0	<input type="checkbox"/> Consent Agenda
Organization / Department Requesting Action: Planning and Zoning		
Person Presenting Topic at Meeting: Adam Ossefoort		
<b>Background:</b> Supporting Documentation enclosed <input checked="" type="checkbox"/>		
Attached here is the March 2026 Planning Commission minutes in draft form along with the March staff report. Information is provided for review of the following Board Action.		
<b>Options:</b>		
<b>Recommendation:</b>		
The Todd County Board of Commissioners approves the following by Motion:		

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

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 COUNTY OF TODD }  
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Seal

## Planning Commission Meeting Minutes

March 5<sup>th</sup>, 2026

Completed by: Sue Bertrand, P&Z Staff

All site visits completed by Adam Ossefoort and Jim Pratt on 2/26/2026

Meeting attended by board members: Chairman 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.

Ken motioned to have the February 5, 2026 meeting minutes approved as amended. Lloyd seconded the motion. Voice vote, no dissent heard. Motion carried.

Roger motioned to have the agenda approved as presented. Andy seconded the motion. Voice vote, no dissent heard. Motion carried.

**AGENDA ITEM 1: Harvey Raber-Section 26, Eagle Valley Township, Site Address:** County 20, Clarissa, MN 56440 **PID:** 07-0030100

1. Request for CUP to manufacture and repair wooden pallets with proposed 60' x 120' shop with a 60' x 6' overhang in AF-1 Zoning District

Harvey 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 with the following conditions:

### **Proposed Conditions:**

1. Hours of operation shall be restricted to 7:00 AM to 6:00 PM CST, Monday through Saturday.
2. Operation of the sawmill shall be conducted within a permitted structure.
3. Outdoor storage of products shall be allowed but shall be conducted in compliance with Section 9.01B of the Todd County Planning and Zoning Ordinance. All outdoor storage must be placed on the west and north sides of the proposed structure.
4. There shall be no loading or unloading of materials within the road right-of-way.
5. Establishment of additional driveway accesses must be approved by the road authority.
6. Applicant shall abide by all other applicable federal, state, and local standards.

Correspondence received: Yes, letter from Loren Fellbaum. This letter may be reviewed in full upon request at the Planning and Zoning office.

Public comment:

Bryan Pesta half mile to the West. Has traffic concerns with that curve and concerned for accidents. He travels on that curve all the time and is wondering if that is going to be addressed. He noticed the applicant already had materials out there, and asked what effect that has on his application?

Adam stated we do tell them they can bring in materials for building, but not to start the project as the applicant runs the risk of it being denied.

On Site Visit Report by: Jim Pratt and he stated it was basically a hay field. He suggested talking to the County Engineer on placement of the second driveway. This report may be viewed in full, upon request, at the Planning and Zoning office.

Board discussion:

Ken asked to see where the driveway was now.

Adam, just off the South end of the trees and showed photos on the overhead.

Andy, kind of an "s"-curve.

Ken suggested adding a condition that they consult County Engineer on the placement of the second driveway.

Roger, the road either curves one way or the other, looks like there is good visibility where it is, then up there on the North, there is good visibility.

Andy agreed to consult with County on placement.

Ken, no one is close enough to be bothered by dust or noise.

Tim agreed with amended condition #5.

Ken motioned to approve, Roger seconded with the 6 conditions as amended.

1. Hours of operation shall be restricted to 7:00 AM to 6:00 PM CST, Monday through Saturday.
2. Operation of the sawmill shall be conducted within a permitted structure.
3. Outdoor storage of products shall be allowed but shall be conducted in compliance with Section 9.01B of the Todd County Planning and Zoning Ordinance. All outdoor storage must be placed on the west and north sides of the proposed structure.
4. There shall be no loading or unloading of materials within the road right of way.
5. Relocation of the existing driveway to a location approved by the road authority. Establishment of additional driveway accesses must be approved by the road authority.
6. Applicant shall abide by all other applicable federal, state, and local standards.

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 March 17<sup>th</sup>, 2026.

**AGENDA ITEM 2: USS Eagle Bend Solar LLC-Section 02, Wykeham Township, Site Address: 14910 380<sup>th</sup> Street, Eagle Bend, MN 56446 PID: 28-0001100**

1. Request CUP to construct and operate an up-to 10-megawatt solar farm in AF-1 Zoning District

Jean and Tena were present as the applicants.

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 with the following conditions:

**Proposed Conditions:**

1. Submittal of an interconnection agreement with the electric service provider prior to issuance of land use permits.
2. Development and submittal if a decommissioning plan in compliance with Section 9.20 of the Todd County Planning and Zoning Ordinance.
3. Establishment of a bond, letter of credit, or escrow account in the amount of \$1,250,000 in which Todd County is made party too for the purposes of decommissioning.
4. Development and approval of a Stormwater Pollution and Prevention Plan (SWPPP) prior to land use permitting.
5. Establishment of a road maintenance agreement with Wykeham Township and submittal of the agreement to Todd County prior to issuance of land use permits.
6. There shall be no loading or unloading of equipment or materials within the road right of way. Roadways shall be kept clear at all times during and after construction.
7. Noxious weeds and invasive species shall be controlled at all times.
8. Applicant must abide by all other applicable federal, state, and local standards.

Tena confirmed the staff report was accurate.

Site visit completed for US Solar by Adam Ossefoort and Jim Pratt on 2/26/2026

Correspondence received: Yes, from Todd County Corn and Soybean growers, Chris Odden with the Todd County Assessor’s office and a letter from Jean Greenwaldt. Adam read all three into the record. These may be viewed in full, upon request, at the Planning and Zoning office.

Tena Monson presented information regarding this project and solar in General. This informational slide may be viewed in full, upon request, at the Planning and Zoning office. Addressed the fire situation, which if any, would be only ground fire underneath and will be contained on site for control by the fire department.

Public comment:

Dale Katterhagen, had concerns, gave an example of the poplar trees to use for paper, back in the 80's. The quality was not there for sale and it created problems, left poplar plantations all over and that was not a good deal for the County. Solar has the same allure. Heavily subsidized, energy produced goes back on the lines. Puts the financial burden on all of the neighbors, the profit margins are slim, just thinking, be careful.

Dave Harren, nearby landowner, concerns about run off as it leads right to his place, concerns about weed control and this will not help the community. This is a twenty-year thing that has happened time and time again, it is not "if", it is "when". Sometimes he thinks of putting his land in, as well, but it is not going to help the community.

Tom Henrich, has grandson who works installing solar panels and must wear a hazmat suit if panels break. Down in Arizona built the big solar farm and it overloaded the system, and had to triple the size of system. Found there are different grades of panels, el-cheepos, and ones that follow the sunlight and also some with the heaters to melt the snow off. If you're going to put up el-cheepos, you will get el-cheepo in return. Same thing with wind power. There are heavy metals in these panels, an off grade of lead, if we start putting lead back into the system that is not a good thing. They will preach one way and what he has learned is they are not as safe as they are preached, they are.

Bob Byers, staff note, the minimum tree height must be stated. Took six years for a six-foot tree to grow. More details on decommissioning, monstrosity if left out there. We need more information.

Aaron Wendell, what is the County's definition of a variance?

Adam read from the ordinance.

Aaron stated it really doesn't seem to pertain to this. Why have a moratorium if we are not going to follow it? Tornados, hail and winds have blown shards of glass onto neighbor's land and cannot grow potatoes on that land.

Board discussion:

Jim went through his site visit report, this report may be viewed in full, upon request, at the Planning & Zoning office. He stated that when we developed the Solar ordinance, we invited everybody, townships, cities and we all came together meeting after meeting, and decided it would be an allowed use in Ag districts but no Solar Farms on Prime Farmland. Now, are we going to ignore what we came up with? He stated he had a problem with that. We asked the community when we developed our ordinance. He does realize the Board of Adjustment granted the variance but has a problem with that.

Andy stated he needs to see the reasoning behind the Board of Adjustment's decision for granting the variance and would like a copy of the minutes.

Adam stated he could do that.

Jim asked what the Comprehensive Plan has to say about solar farms.

Tim questioned whether the application demonstrated a need for the proposed use and if the decommissioning plan has been adequately addressed. He further noted that the County is dealing with MPCA and they are talking about closing our landfills and some decisions will need to be made.

\$19,000 a year for the County seems like a nice number, but that same farmland generates jobs from feed, fertilizer, equipment repair, trucking and could be in the same ball park figure for our local jobs from farming. He can find a lot of local negative impact, and this opens the door, although this seems to be well thought out and reviewed. He further agreed with the ten-foot-tall trees at the date of planting, people would rather see a nice grove of trees instead of solar farm. He agrees that snow drifting could be an issue for the Township.

Jim heard a tree can produce a snow drift ten times the height of a tree.

Adam does not have an accurate measurement for a snowdrift.

Tim, not trying to make it difficult for a county resident.

Roger, who is the one who says it is Prime Farmland?

Adam stated that the prime farmland acres are mapped and identified as prime by the USDA.

Tena, Solar farm is on 55 acres, approximately. Tena also asked for clarification on if the discussion should be held to just the CUP and not the variance that was previously granted.

Adam confirmed that the discussion should remain on the CUP request.

Lloyd stated he hates to drive by Solar Farms. He thinks it is ugly.

Ken, decommissioning, how far down will you be digging?

Tena, low enough to be able to farm it, 3 to 4 feet, and they leave the bottom of the pole in the ground so as not to disturb the lower soil layers.

Ken, are panels considered impervious surface, for Mr. Harren's questions, concentrate and run-off?

Harren stated water will run into his ditch.

Adam read the definition of impervious out of the ordinance.

Roger assumed it is similar to a deck, water is still displaced even though there are spaces between boards.

Ken, talking about screening, there should be a condition that there must be a written agreement with the township.

Adam stated to keep in mind, we must be able to enforce the condition.

Ken, are we asking for more than one row of trees for screening. Where?

Adam the ordinance requires along the road right of way.

Andy, just the solar panel area distance?

Adam, yes.

Ken stated it should be along the south side as well.

Adam, how many rows?

Ken initially suggested 3 rows of trees, further discussion amongst the board concluded that two rows is appropriate.

Tena proposed 4 – 6 feet upon planting, so they do not lose the time if they need to replace the ones that don't make it.

Adam suggested whatever SWCD recommends for trees, as Dylan provided, alternating in an offset manner.

More discussion on tree screening.

Tim asked Tena what she meant by “these are going to happen regardless”.

Tena, State law requires it of MN Power. The most challenging aspect is “to win over” the landowner. Lack of demand, we are at the end of negotiations. MN power is expecting them to deliver.

Tim agrees with Harren and Jim, the public supported to not take Prime Farmland, and the first request off the bat is for a Solar Farm on Prime farmland.

Andy two fronts: Saw a number 20 million capital cost. Looking at decommission number 1.25 million, will that be enough including inflation?

Tena explained the decommissioning value of 1.25 million is generally the higher number in MN.

Andy stated the safety isn't there.

Discussion on Solar Ordinance.

Public member asked, where is US Solar located?

Tena, the main office is in Minneapolis. There are many other locations throughout the Country, many out east.

Andy, the references to a time frame are around 25-30 years, but not solid.

Tena, in her opinion, the backstop is 25-30 years in the unlikely event. With repowering and upgrades, it could be longer. None of us have a crystal ball.

Andy, it could be 100 years.

Tena, we assume a 35- year life matches the panel life. There are some Counties that have a term life, but not in Todd County. Reminded this farmland has a low yield, has been wet and not high producing. They did not believe it was Prime Farmland.

Andy mentioned the maps on the environmental reviews that parcel 28-0001600 was also reviewed. Andy wanted to confirm that that parcel is not a part of this application. It was confirmed, only parcel 28-0001100 is involved with this application.

Bob requested the minutes be given to John Lindemann, attorney, for review on the decision, and he would also like a copy of the BOA minutes from January 22, 2026.

Lloyd, questioned the post removal process.

Tena offered to bring more information on that.

Tena added she will bring more info on drainage and will also bring her engineer. Will address Bob Byers' questions. She wanted to mention that she is familiar with the panels used on the Becker project and that style of panel is not being used on this project.

Tim hates to see all this acreage going to someone outside of the County.

Tina offered to table.

Ken motioned to table until next month and Andy seconded.

Roll call vote commenced as follows:

<b>Board member</b>	<b>Vote (yes or no)</b>
Ken Hovet	Yes
Roger Hendrickson	Yes
Lloyd Graves	Yes

Andy Watland	Yes
Jim Pratt	Yes

Motion carried.

**AGENDA ITEM 3: Jacob Swartzentruber-Section 36, Reynolds Township, Site Address: 21431 221<sup>st</sup> Avenue, Long Prairie, MN 56347 PID: 20-0040500**

1. Request an after-the-fact CUP to operate a sawmill for wholesale and retail with proposed 40' x 44' shop addition in AF-1 Zoning District

Jacob was present as the applicants,

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 with the following conditions:

**Proposed Conditions:**

1. Hours of operation shall be restricted to 7:00 AM to 6:00 PM CST, Monday through Saturday.
2. Operation of the sawmill shall be conducted within a permitted structure.
3. Outdoor storage of products shall be allowed but shall be conducted in compliance with Section 9.01B of the Todd County Planning and Zoning Ordinance.
4. There shall be no loading or unloading of materials within the road right of way.
5. Applicant shall abide by all other applicable federal, state, and local standards.

Public comment: None.

Board discussion:

On Site Visit Report by: Jim went through his site visit report. This may be viewed in full, upon request, at the Planning and Zoning office.

Ken asked if the sawmill will be indoors?

Jacob, all enclosed.

Correspondence received: None

Roger motioned to approve, Lloyd seconded with the conditions as presented.

1. Conditions: Hours of operation shall be restricted to 7:00 AM to 6:00 PM CST, Monday through Saturday.
2. Operation of the sawmill shall be conducted within a permitted structure.
3. Outdoor storage of products shall be allowed but shall be conducted in compliance with Section 9.01B of the Todd County Planning and Zoning Ordinance.
4. There shall be no loading or unloading of materials within the road right of way.
5. Applicant shall abide by all other applicable federal, state, and local standards.

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. Ken noted the application will be presented to the County Board of Commissioners on March 17<sup>th</sup>, 2026.

**AGENDA ITEM 4: Amendments to Article XII Regulation on Cannabis Businesses, Todd County Planning and Zoning Ordinance.**

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

Correspondence received: Yes, Halbersma letter was read into the record. This letter may be read in full, upon request, at the Planning and Zoning office.

Andy, no language to limit the number of cultivation sites?

Adam, that's correct, only retail can have limits applied.

Andy brought up precedence.

Bob, Bruce township has a proposal in front of them, and they are following the County Ordinance, so there is a sense of urgency to set these forth. To request 40 acres will be limiting, but a lot easier to enforce and a lot easier to regulate.

Roger, feedlots must have enough land available to spread the manure, that is why there is a certain number of acres required.

Ken, the Department of Agriculture office thinks differently than the Office of Cannabis Management.

Bob, a long time ago, a kid had an amazing garden, nothing stopped other kids from sneaking in there at night and helping themselves. The THC in Cannabis is much more potent these days and who is to stop people from helping themselves in the middle of the night just cutting flower off those gardens?

Barb Becker noted that there is definitely a smell from cannabis cultivation and should be factored into the site limitations.

Bob, cannabis grown in MN must sell in MN, formerly 5% THC is being sold as 25% to 30% THC and is a much higher level of THC if young people got into a field.

Andy, it rivals crop engineering.

Bob stated he could harvest two acres of sweet corn in a day, by hand, he thought maybe the size of acreage should come into play.

Barb, commercial verses industrial, should it be industrial, and not rural? She'd rather it be closer to cities.

Adam stated we do not have an industrial zoning district but allowed commercial "uses" in some districts.

Ken, should we require 40 acres in commercial to plant indoor?

Andy, we can't look too crazy or they will think we are trying not to allow it.

Tim, we are trying to generate income for the County.

Adam asked if we are trying to create separate parcel sized for indoor vs outdoor cultivation?

Barb mentioned that the setback requirements should be looked at all. Particularly the distance to neighboring homes.

Jim confirmed that we are only looking for a larger parcel size requirement for outdoor growth.

Bob, if it is 40 acres, and a person pays a \$10,000 application fee, \$20,000 license fee and \$30,000 renewal fee, would it be cost prohibitive to even start the cultivation?

Ken it will for some, except for your big, out of state companies.

Bob, they are not going to be putting combines out there to harvest.

Ken, all for limiting outdoor, he considers 20 acres for commercial zoning.

Andy, we need language to secure the facilities.

Ken noted that outdoor growth is visible.

Tim suggested to establish it on a 40-acre piece, so neighbors can't see it as well.

Andy, smell would be less also.

Andy, start with 40.

Ken, 40.

Jim, 40.

Adam, both restricted to commercial, not expanding the outdoor cultivation into ag zones? And Indoor cultivation needs to meet all property setbacks.

Barb, they need a lot of space.

Adam, change neighboring setback?

Jim, 1000'.

Barb asked if they could apply for a variance to be allowed in other zones.

Adam stated that an applicant cannot apply for a use variance.

The existing setback requirements were reviewed. Jim stated that we might as well do 1000 feet for a setback to a neighboring residence.

Adam setbacks are measured from the growing area/facility to the local school, daycare, residence etc.

Barb, why not from the property line. There are a lot of children in the school district of Moran Township.

Adam read setbacks.

Jim, 1000 from school, daycare 500? So do you only have to be 500 feet from a daycare to grow Cannabis?

Andy, be restrictive, until reasons to loosen.

Adam highlighted and reviewed the areas that will need to be edited in yellow to be more specific. He will have Jason look through changes and try to get them in the next board packet.

Ken motioned to table, Andy seconded.

Roll call vote commenced as follows:

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

Motion carried.

Adam noted to the board that annual training will be held on March 24<sup>th</sup> at 2:00 PM in the Commissioner's Room.

Roger motioned to adjourn and Lloyd seconded. Voice vote to adjourn the March Planning Commission Meeting, no dissention heard. Motion carried and meeting adjourn 8:37 PM.

# Planning Commission Staff Report

March 5th, 2026

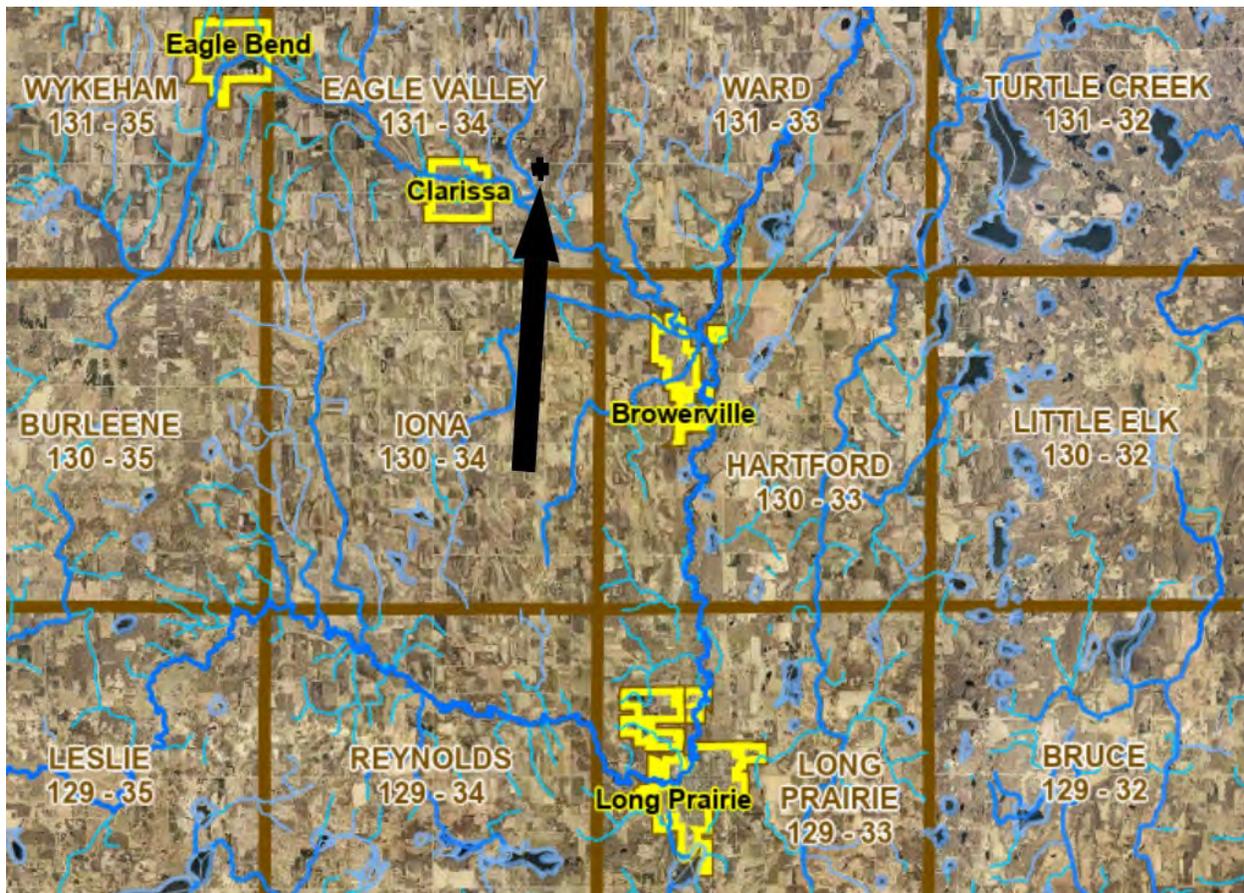
Completed by: Adam Ossefoort

Site visit completed by Adam Ossefoort and Jim Pratt on 2/26/2026

## AGENDA ITEM 1:

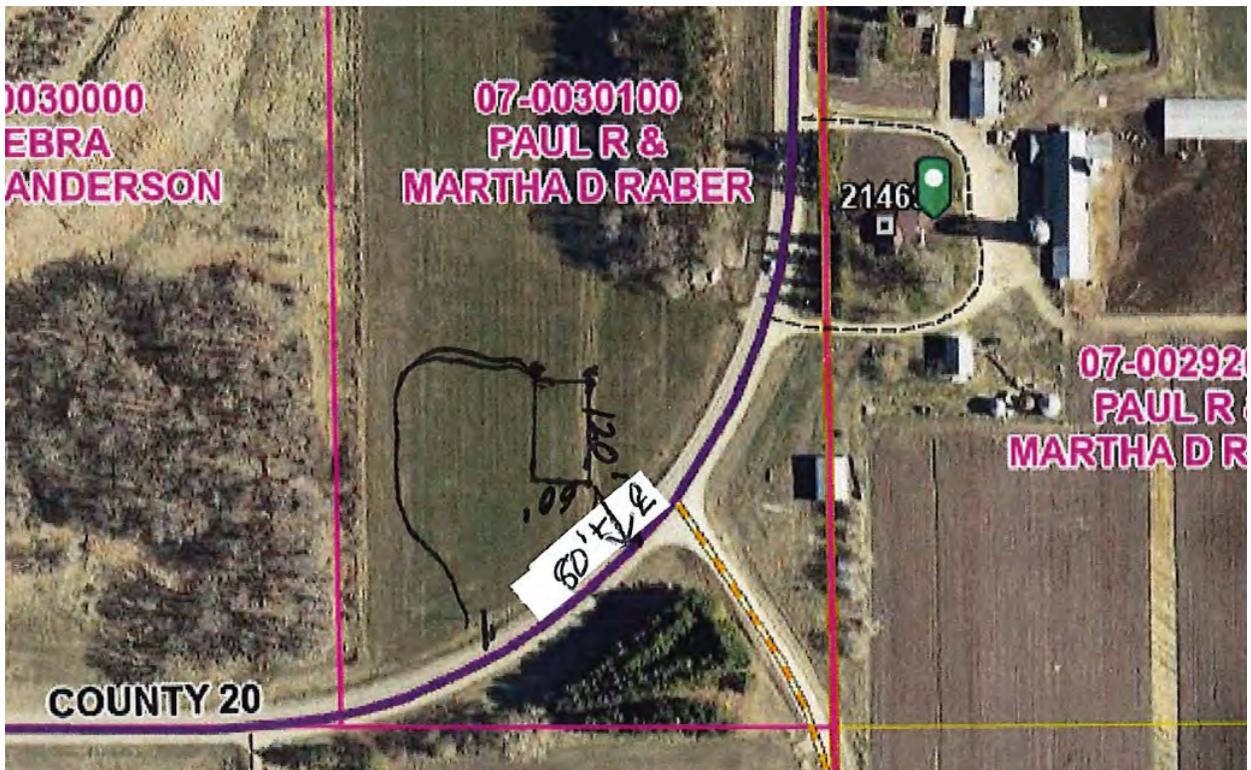
Applicant	Harvey Raber
PIN	07-0030100
Site Address	N/A County 20
Zoning District	AF1

**Applicant Request:** Request for CUP to manufacture and repair wooden pallets with proposed 60' x 120' shop with a 60' x 6' overhang in AF-1 Zoning District

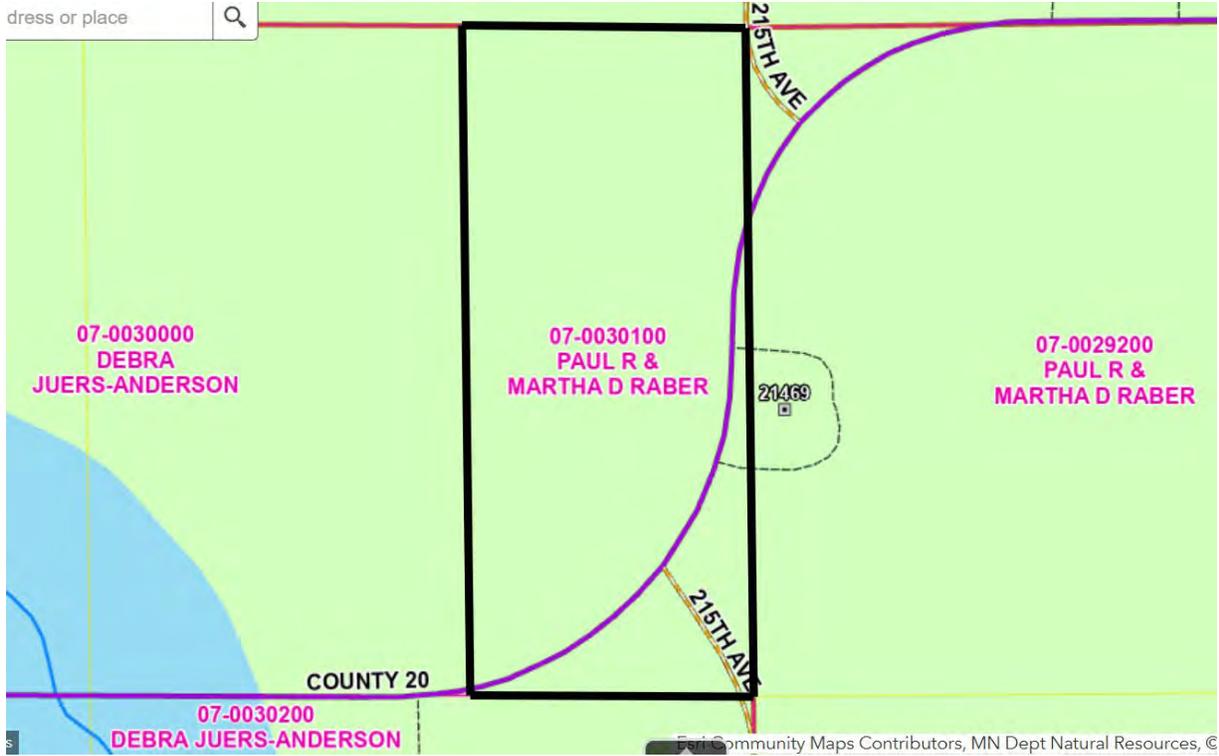




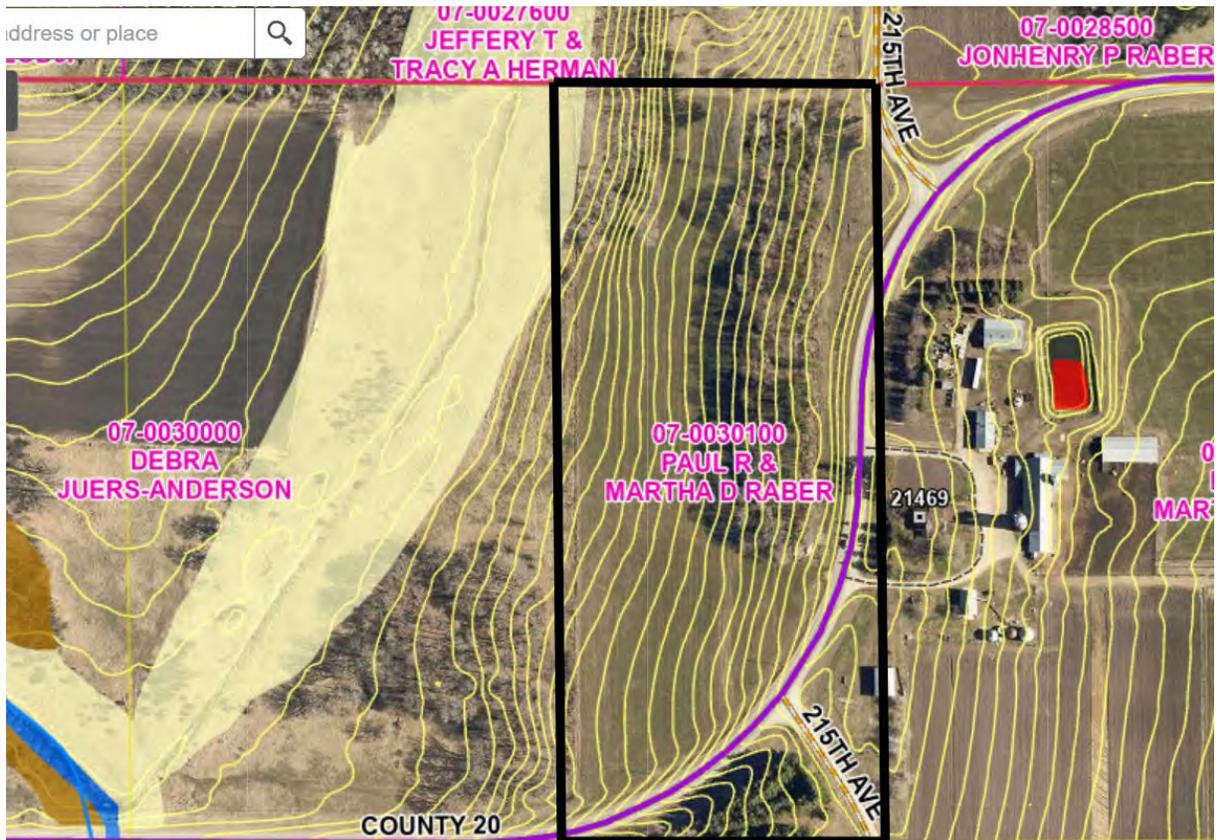
Site Image



Site sketch from application



Zoning



Topography and wetlands



Soils



Looking north down County 20



Looking west from County 20



Proposed building site



Looking south down County 20

**Application Considerations:**

***1. Is the use in conformance with the purposes of the Comprehensive Plan?***

Economic Development Guiding Principle #4-  
Promote, protect, and support existing business and agriculture.

Land Use Guiding Principle #1-  
Promote and guide the orderly development and growth in Todd County in a fair and common-sense manner.

***2. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding property.***

This proposal will not impact the ability to develop or improve neighboring properties.

***3. The applicant, in the opinion of the Planning Commission, has demonstrated a need for the proposed use and is reasonably related to the overall needs of the County and to the existing land use.***

There is a demand for the materials this operation will create and provides an opportunity for a business to operate in Todd County. There are agricultural components to this proposal that will provide services in an agricultural area.

***4. The use will not create an excessive burden on infrastructure, including parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.***

There are no parks, schools, or other public infrastructure of concern other than the roadway. There is not an anticipated large increase in traffic to and from the site but there is potential for impacts to the roadway.

**5. The use will not create a pollution hazard or other detrimental environmental effects both during and after construction. Effects to be considered shall include, but not be limited to, soil erosion and sedimentation, pollution or other degradation of surface waters and ground water supplies, impact on water supply, and adequacy of sewage treatment.**

This proposal will cause very little environmental hazard. This proposal will not cause any erosion concerns nor does it utilize water resources for operation.

**6. That adequate measures have been or will be taken to sufficiently minimize traffic congestion and provide sufficient off-street parking and loading space to serve the proposed use.**

Traffic congestion is of minor concern as this proposal is not anticipated to create a large increase in traffic volume. The type of traffic and the impacts to the roadway are of larger concern.

Adequate space is available for off-street parking and loading space.

**7. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, glare, appearance and vibration so that none of these will constitute a public nuisance.**

The main areas of concern would be dust and noise. Sawmill operations create dust and the engines powering the operation will create noises above normal levels.

Conditions to mitigate these concerns should be considered in the granting of this permit.

**8. The intensity of the proposed use is not inconsistent with the purposes of this ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.**

Sawmills and other fiber processing operations, including window manufacturing, are allowed in AF-1 zoning by conditional use permit.

**Additional Notes:**

**Recommendation:**

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

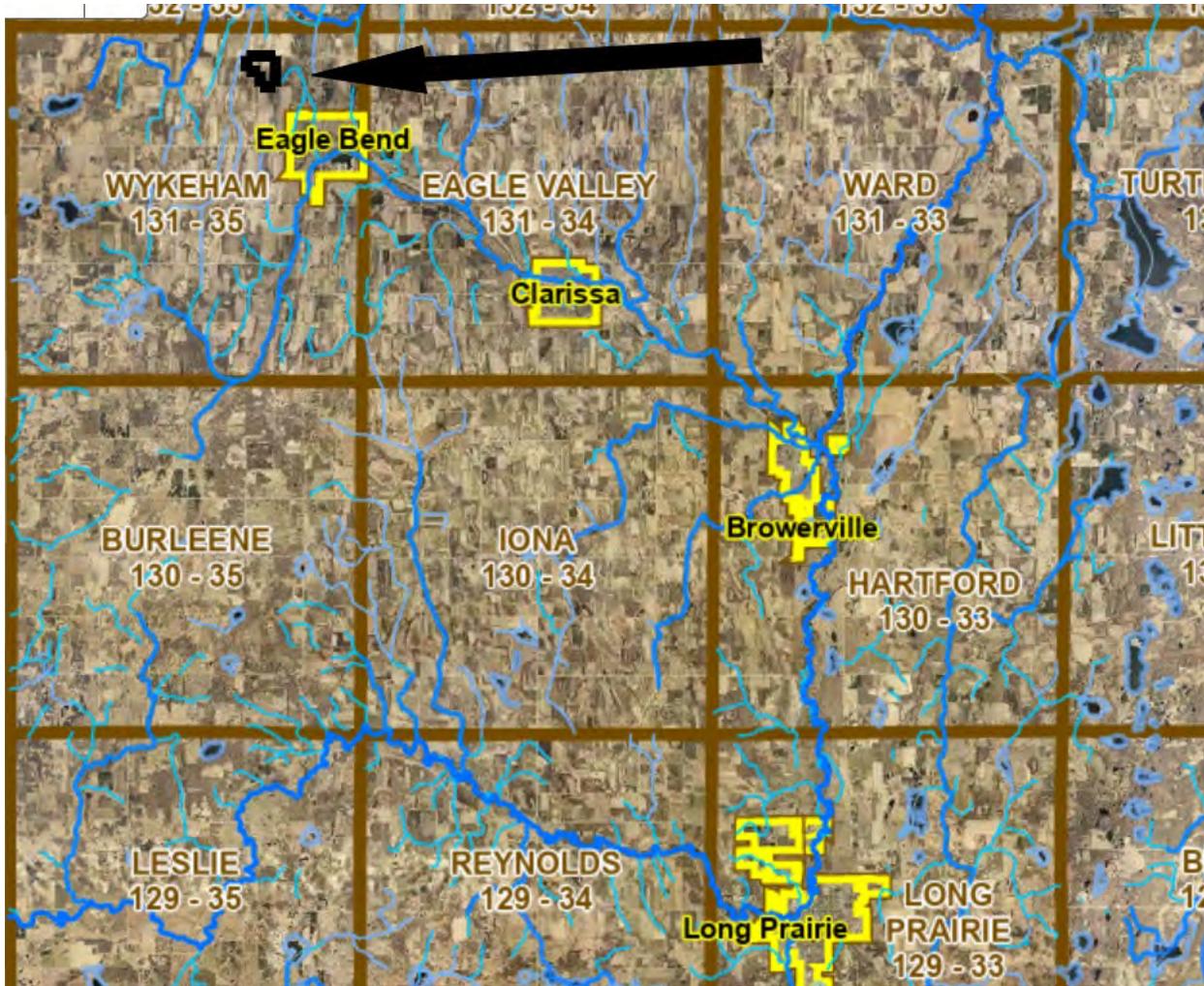
**Proposed Conditions:**

1. Hours of operation shall be restricted to 7:00 AM to 6:00 PM CST, Monday through Saturday.
2. Operation of the sawmill shall be conducted within a permitted structure.
3. Outdoor storage of products shall be allowed but shall be conducted in compliance with Section 9.01B of the Todd County Planning and Zoning Ordinance. All outdoor storage must be placed on the west and north sides of the proposed structure.
4. There shall be no loading or unloading of materials within the road right of way.
5. Relocation of the existing driveway to a location approved by the road authority. Establishment of additional driveway accesses must be approved by the road authority.
6. Applicant shall abide by all other applicable federal, state, and local standards.

**AGENDA ITEM 2:**

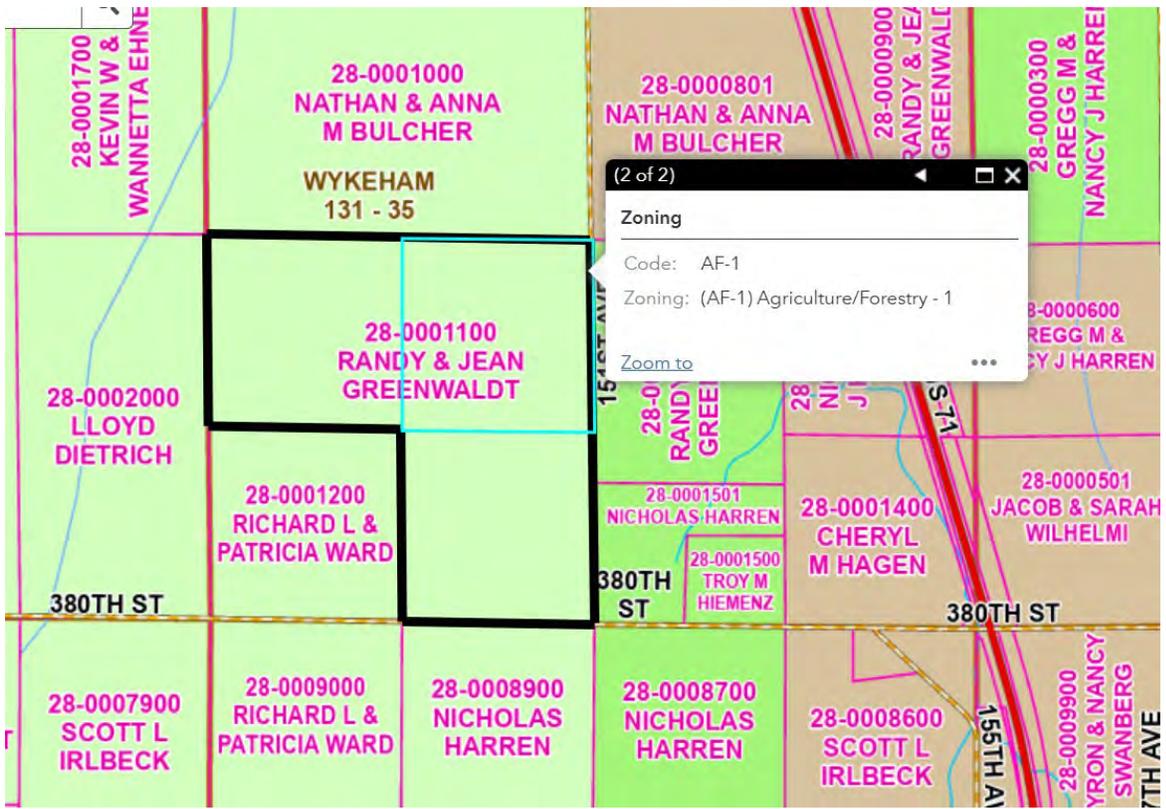
<b>Applicant</b>	USS Eagle Bend Solar LLC
<b>PIN</b>	28-000100
<b>Site Address</b>	14910 380 <sup>th</sup> Street
<b>Zoning District</b>	AF1

**Applicant Request:** Request CUP to construct and operate an up-to 10-megawatt solar farm in AF-1 Zoning District



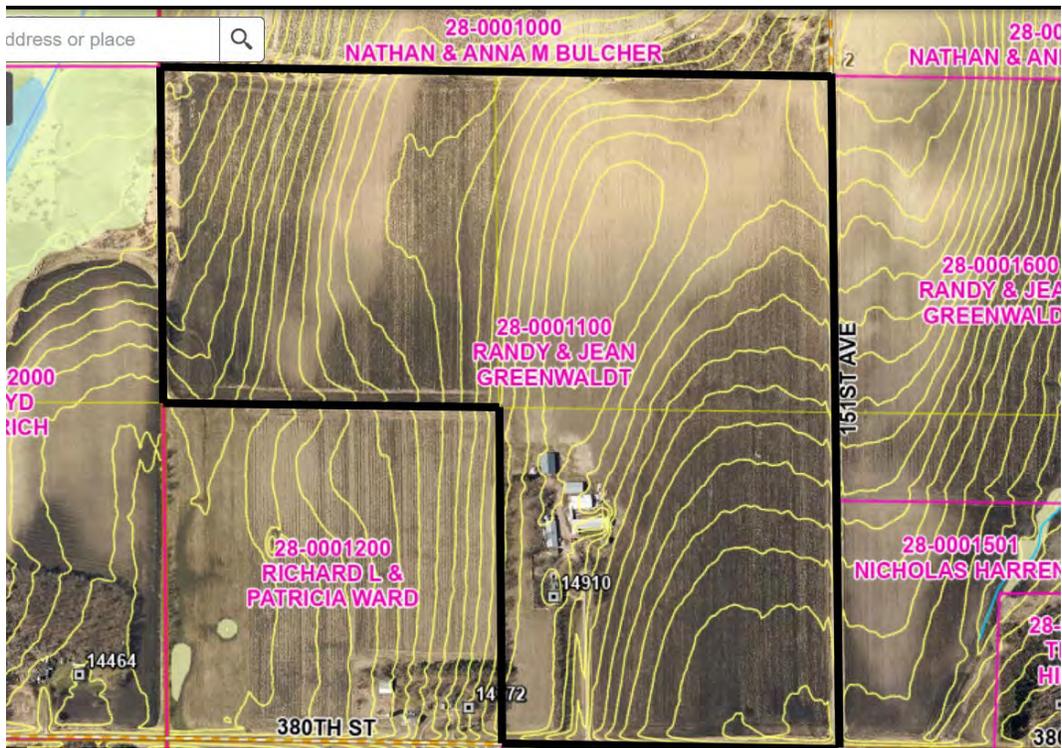


Site Image



Zoning





Topography and wetlands



Looking north



Looking west into the project area



Looking southwest



Looking northwest



Looking north



Looking south



Looking west along the north property line

# VARIANCE PROCEEDINGS

## STATE OF MINNESOTA COUNTY OF TODD

**In the Matter of:** USS Eagle Bend Solar LLC  
323 N Washington Ave, Suite 350  
Minneapolis, MN 55401

**Property Owner:** Randy & Jean Greenwaldt  
**Mailing Address:** 14910 – 380<sup>th</sup> St.  
Eagle Bend, MN 56446

**Site Address:** 14910 – 380<sup>th</sup> St., Eagle Bend, MN 56446

**PIN:** 28-0001100

### REQUEST:

1. Request to remove the prime farmland solar restriction from Section 9.20 to allow for the submission of a CUP application for a 10-megawatt solar energy system.

The above entitled matter was heard before the Board of Adjustment of Todd County on the 22nd day of January, 2026 on the application for a Variance pursuant to the Todd County Zoning Ordinance for the following described property:

SEE: EXHIBIT A TO MEMORANDUM OF LEASE AND SOLAR EASEMENT

Record this document in: X abstract records \_\_\_ torrens records.

It Is Ordered that the Variance # Var\_Permit\_2026-01 be (granted, ~~denied~~) upon the following conditions, reasons or changes:

1. Proposed project must be constructed in compliance with Section 9.20 of the Todd County Planning and Zoning Ordinance.
2. Variance shall lapse and be void if not substantially completed within 36 months from the granting of this variance in compliance with Section 5.03G of the Todd County Planning and Zoning Ordinance.
3. Applicant shall plant a pollinator seed mix consisting of no less than 12 different species of plants. Weeds shall be controlled at all times.
4. Vegetative screening shall consist of trees that will reach no less than 12' in height at full maturity.
5. Applicant shall abide by all other applicable federal, state, and local standards.

### Application Considerations:

#### ***1. Is the use in conformance with the purposes of the Comprehensive Plan?***

Economic Development Guiding Principle #4-  
Promote, protect, and support existing business and agriculture.

Land Use Guiding Principle #1-  
Promote and guide the orderly development and growth in Todd County in a fair and common-sense manner.

Utilities, Energy, and Communications Section

Solar: Currently not feasible in an agricultural application. There are many factors effecting efficiencies for both solar thermal and electrical. Average solar radiation is 150 to 155 watts/m<sup>2</sup>

Guiding Principle #3 – Do not pursue the current standard in utilities, energy, and communications. Always pursue at least one or two generations further down the line, because by the time the current standard is implemented, the County will already be behind other areas.

***2. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding property.***

The establishment of a solar farm on this property will not impede the normal and orderly development of surrounding properties.

***3. The applicant, in the opinion of the Planning Commission, has demonstrated a need for the proposed use and is reasonably related to the overall needs of the County and to the existing land use.***

In the application, the applicants have stated that the project provides local economic benefits while having minimal impacts to the surrounding area. The site is flat, open and the project can be constructed with minimal disturbance to the natural landscape.

***4. The use will not create an excessive burden on infrastructure, including parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.***

The main public infrastructure of concern with this application would be the roadways during the construction phase. Road maintenance conditions should be established to protect the road during and after construction is complete.

***5. The use will not create a pollution hazard or other detrimental environmental effects both during and after construction. Effects to be considered shall include, but not be limited to, soil erosion and sedimentation, pollution or other degradation of surface waters and ground water supplies, impact on water supply, and adequacy of sewage treatment.***

Surface and groundwater concerns are minimal with this application. Water supply and sewage treatment are not proposed with the application. The application identifies grading and stormwater pollution prevention practices. A SWPPP will be developed and obtained due to the project impact area.

***6. That adequate measures have been or will be taken to sufficiently minimize traffic congestion and provide sufficient off-street parking and loading space to serve the proposed use.***

Adequate space is available to create off-street parking and loading space during the construction phase. Conditions can be established to ensure that traffic congestion is minimized. Once construction is complete, traffic to and from the site will be minimal as to not create any traffic hazards.

**7. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, glare, appearance and vibration so that none of these will constitute a public nuisance.**

Characteristics during construction would include dust from the roadway and noise from the construction. Conditions can be established to limit dust on the roadway. Noise potential will need to be established in order to determine if it will exceed normal levels.

Characteristics during operation would be limited to glare from panels. Glare can be addressed with screening or other remedies to limit glare.

**8. The intensity of the proposed use is not inconsistent with the purposes of this ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.**

Solar farms are identified as a conditional use in Agricultural Zoning Districts.

**Additional Notes:**

Section 9.20 of the Todd County Planning and Zoning Ordinance states that solar farms are not allowed to be sited within agricultural land identified as prime farmland as defined by the United States Department of Agriculture. On January 22, 2026, The Todd County Board of Adjustments granted a variance to allow for the placement of this proposed solar farm to be placed in prime farmland.

Solar projects ranging from 5 MW to 25 MW are subject to discretionary EAW. A Phase 1 Environmental Site Assessment was completed for this project. A Wetland Delineation was completed also. No environmental concerns were identified, and no wetlands will be impacted as proposed.

Vegetative screening is proposed as a single row of Eastern Red Cedar or similar tree along the eastern boundary abutting the right of way. Is there potential for snow accumulation within the road right of way as proposed? Is additional screening needed? Is there a need to establish a minimum tree height at time of planting?

Eastern Red Cedars are not a native tree to this area of Minnesota.

CTSG 5		Windbreak Suitability Zones (20 year heights)	
(#) = view notes sheet	Symbol	C	C
Common Name	Case sensitive	Feet	Meters
Black Hills spruce	PIGLD	18	5.5
Blue spruce	PIPU	16	4.9
Eastern white pine	PIST	31	9.4
Jack pine	PIBA2	30	9.1
Northern white-cedar (4)	THOC2	16	4.9
Norway spruce	PIAB	24	7.3
Red pine	PIRE	25	7.6
Scotch pine (Scots)	PISY	19	5.8
Tamarack (Eastern larch)	LALA	30	9.1
White spruce	PIGLD	16	4.9

Data from the NRCS Field Office Technical Guide

Drifting of snow in the road right of way may be a concern for the township road. Should a setback be applied to the vegetative screening to reduce drift potential?

Access to the site consists of approximately one mile of travel on township gravel roads from US Hwy 71. Road maintenance agreements can be established with the local township.

What are the considerations of fire hazards with a solar farm? If hazards exist, what mitigating efforts can be established?

If the electrical grid in the area is down, do the solar panels remain live during the shutdown?

The Ordinance requires decommissioning if the system is in disuse for a period of 12 months. Is there a need to establish a timeframe to complete decommissioning once it's required to start?

Will there be any back up battery storage on the site?

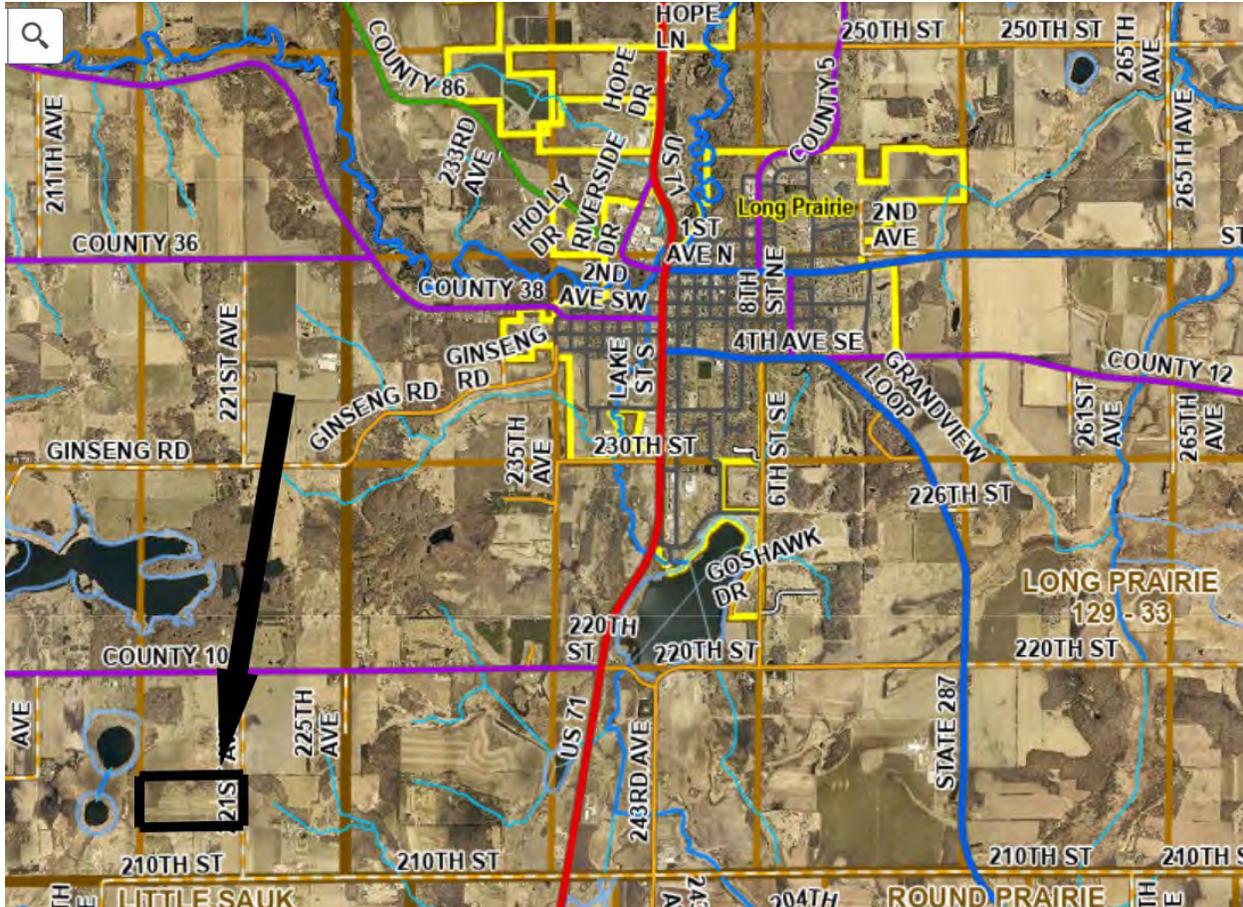
**Proposed Conditions, if approved:**

1. Submittal of an interconnection agreement with the electric service provider prior to issuance of land use permits.
2. Development and submittal of a decommissioning plan in compliance with Section 9.20 of the Todd County Planning and Zoning Ordinance.
3. Establishment of a bond, letter of credit, or escrow account in the amount of \$1,250,000 in which Todd County is made party too for the purposes of decommissioning.
4. Development and approval of a Stormwater Pollution and Prevention Plan (SWPPP) prior to land use permitting.
5. Establishment of 3 rows of trees to serve as vegetative screening. Screening shall be established on the east and south sides of the project areas. Trees shall be planted in an offset pattern to provide maximum screening.
6. Establishment of a road maintenance agreement with Wykeham Township and submittal of the agreement to Todd County prior to issuance of land use permits. Township agreement shall also include a setback distance of the vegetative screening from the road right of way approved by Wykeham Township.
7. There shall be no loading or unloading of equipment or materials within the road right of way. Roadways shall be kept clear at all times during and after construction.
8. Noxious weeds and invasive species shall be controlled at all times.
9. Vegetative screening shall be no less than 10' in height at the time of establishment. Trees selected for vegetative screening shall be approved by the local Soil and Water Conservation District.
10. Applicant must abide by all other applicable federal, state, and local standards.

**AGENDA ITEM 3:**

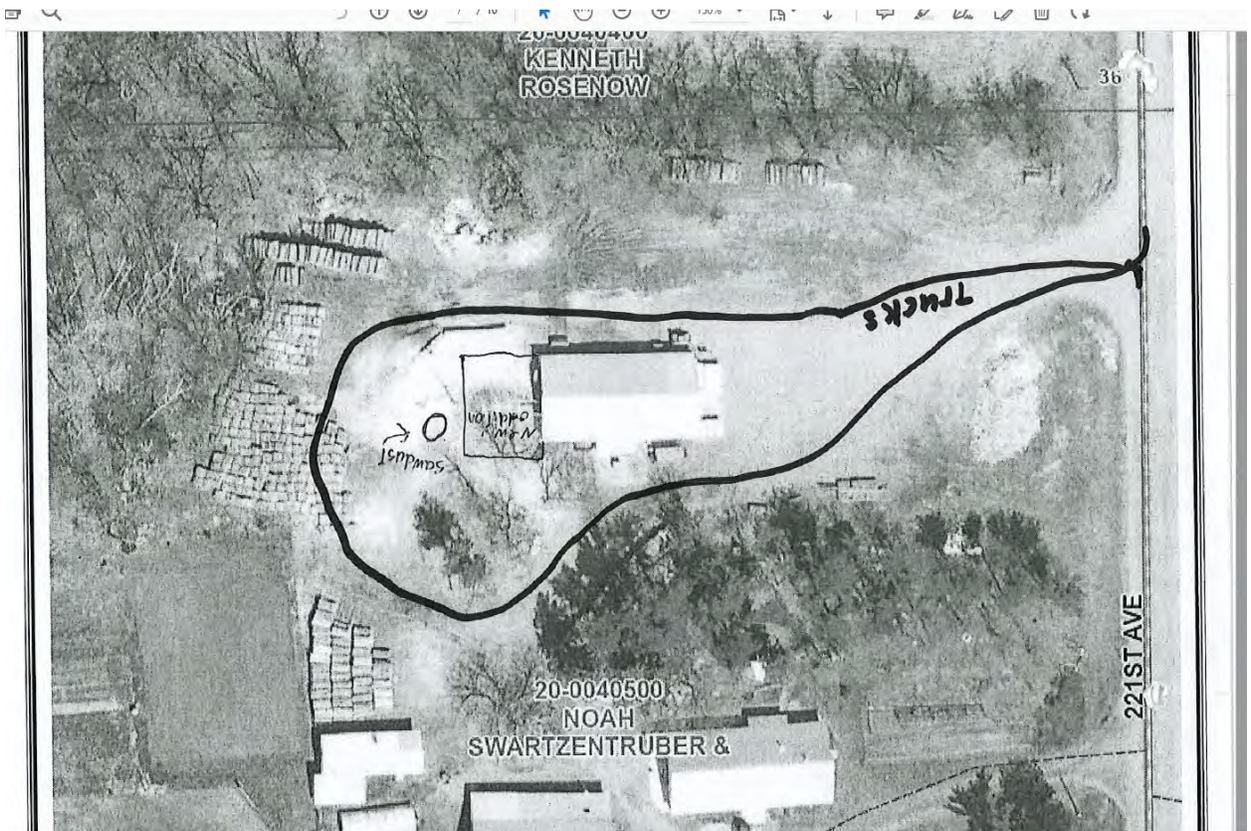
<b>Applicant</b>	Jacob Swartzentruber
<b>PIN</b>	20-0040500
<b>Site Address</b>	21431 221 <sup>st</sup> Avenue
<b>Zoning District</b>	AF1

**Applicant Request:** Request an after-the-fact CUP to operate a sawmill for wholesale and retail with proposed 40' x 44' shop addition in AF-1 Zoning District

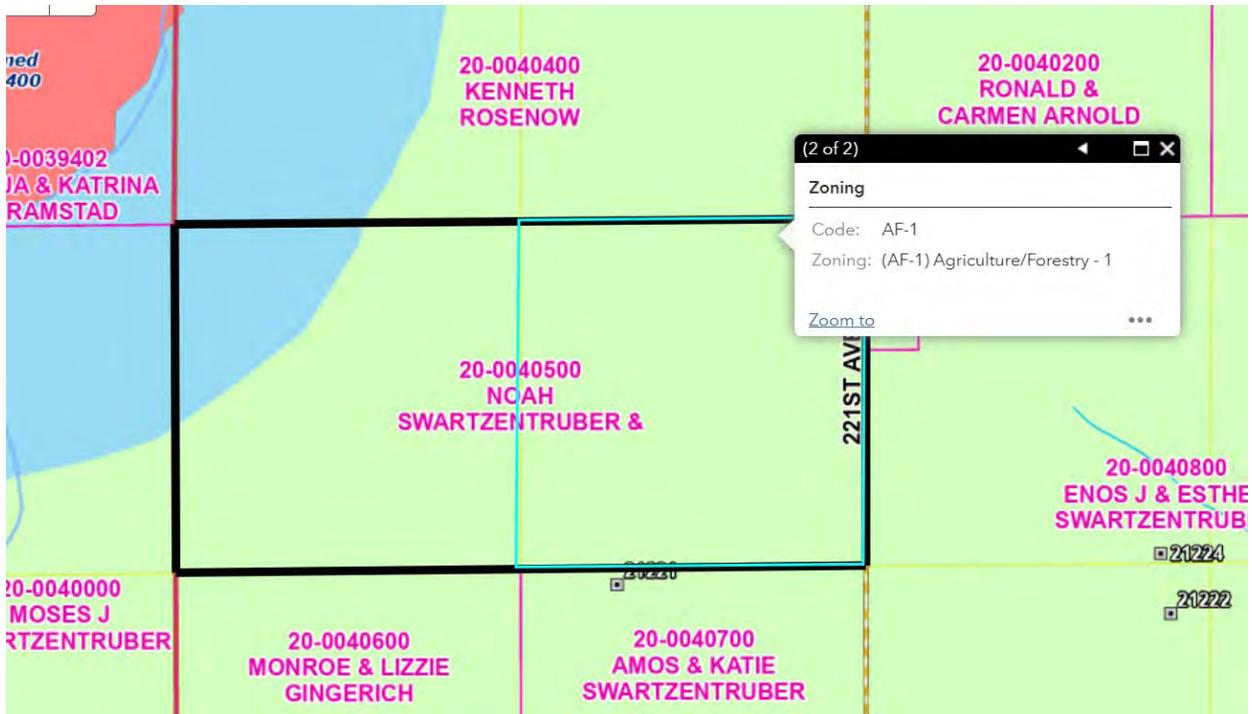




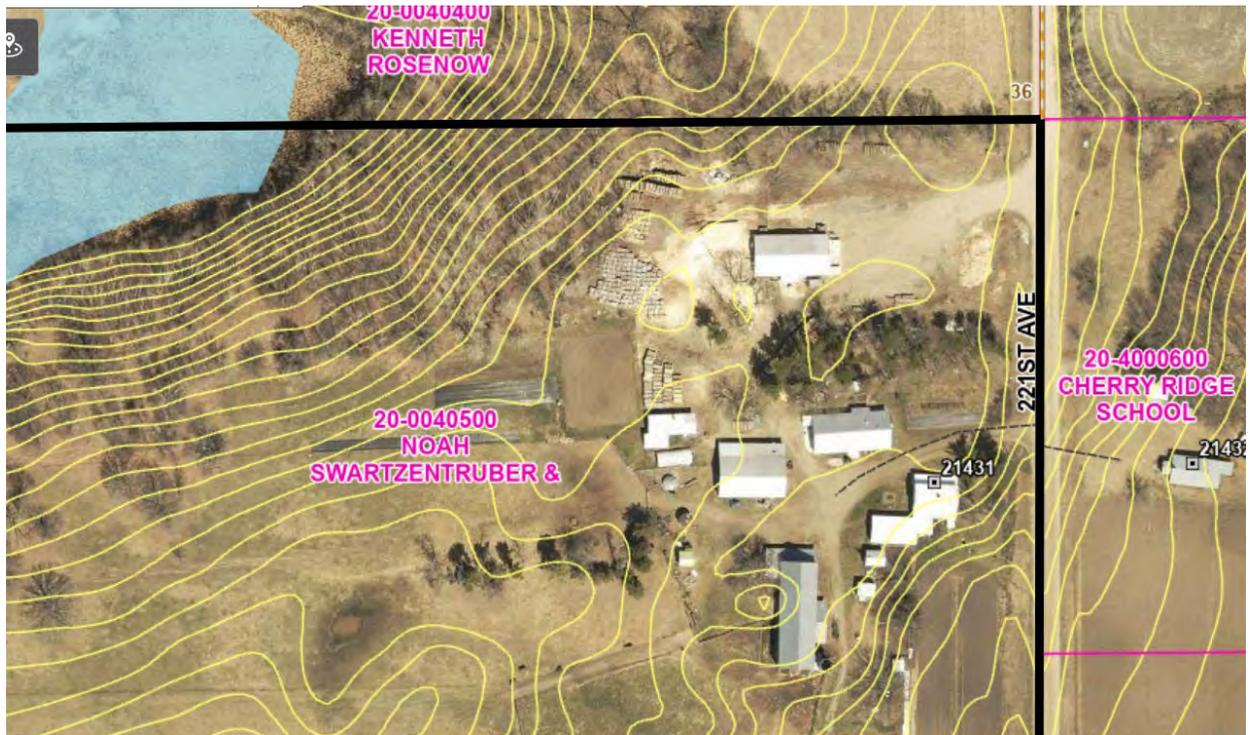
Site Image



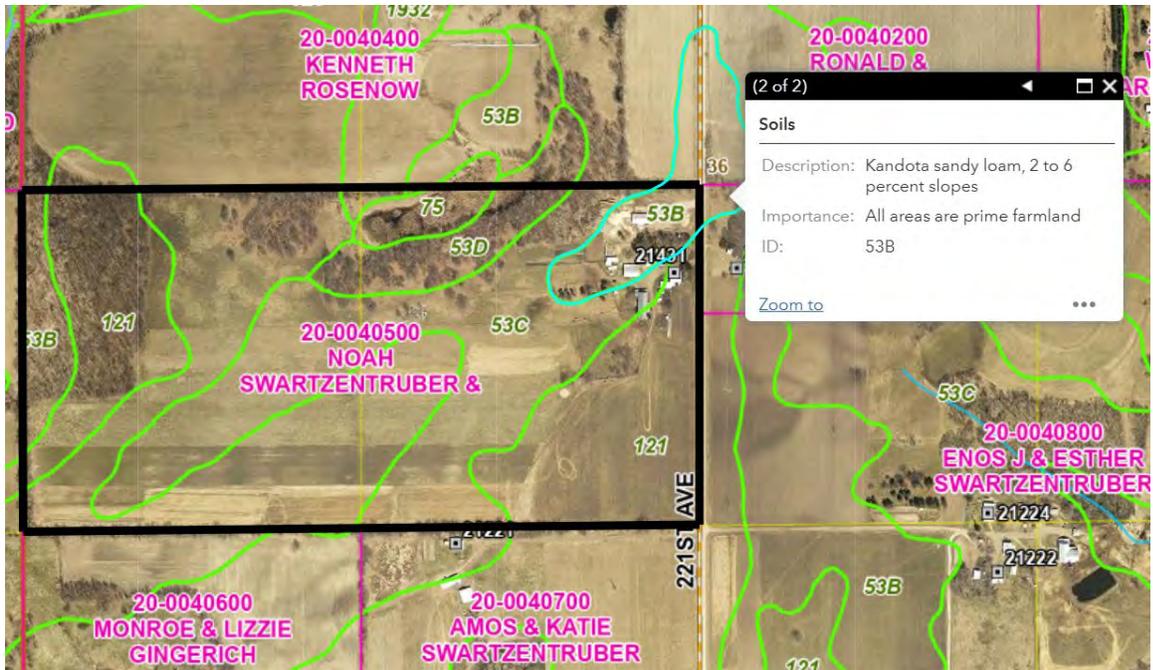
Site sketch from application



Zoning



Topography and wetlands



Soils



Looking south down 221<sup>st</sup> Ave



Looking north



Looking west from 221<sup>st</sup> Ave



**Building housing the sawmill operation**



**Additional view**

**Application Considerations:**

***1. Is the use in conformance with the purposes of the Comprehensive Plan?***

Economic Development Guiding Principle #4-  
Promote, protect, and support existing business and agriculture.

Land Use Guiding Principle #1-  
Promote and guide the orderly development and growth in Todd County in a fair and common-sense manner.

***2. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding property.***

This proposal will not impact the ability to develop or improve neighboring properties.

***3. The applicant, in the opinion of the Planning Commission, has demonstrated a need for the proposed use and is reasonably related to the overall needs of the County and to the existing land use.***

There is a demand for the materials this operation will create and provides an opportunity for a business to operate in Todd County. There are agricultural components to this proposal that will provide services in an agricultural area.

***4. The use will not create an excessive burden on infrastructure, including parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.***

There are no parks, schools, or other public infrastructure of concern other than the roadway. There is not an anticipated large increase in traffic to and from the site.

***5. The use will not create a pollution hazard or other detrimental environmental effects both during and after construction. Effects to be considered shall include, but not be limited to, soil erosion and sedimentation, pollution or other degradation of surface waters and ground water supplies, impact on water supply, and adequacy of sewage treatment.***

This proposal will cause very little environmental hazard. A septic compliance inspection has been completed for the site and passed inspection. The operation will not cause any erosion concerns nor does it utilize water resources.

***6. That adequate measures have been or will be taken to sufficiently minimize traffic congestion and provide sufficient off-street parking and loading space to serve the proposed use.***

There may be a small increase in traffic, but it is expected to be minimal. There is adequate space for off street loading and unloading of materials. The property has a U shaped driveway for flow of traffic through the property.

**7. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, glare, appearance and vibration so that none of these will constitute a public nuisance.**

The main areas of concern would be dust and noise. Sawmill operations create dust and the engines powering the operation will create noises above normal levels.

Conditions to mitigate these concerns should be considered in the granting of this permit.

**8. The intensity of the proposed use is not inconsistent with the purposes of this ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.**

Sawmills and other fiber processing operations are allowed in AF-1 zoning by conditional use permit.

**Additional Notes:**

**Recommendation:**

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

**Proposed Conditions:**

1. Hours of operation shall be restricted to 7:00 AM to 6:00 PM CST, Monday through Saturday.
2. Operation of the sawmill shall be conducted within a permitted structure.
3. Outdoor storage of products shall be allowed but shall be conducted in compliance with Section 9.01B of the Todd County Planning and Zoning Ordinance.
4. There shall be no loading or unloading of materials within the road right of way.
5. Applicant shall abide by all other applicable federal, state, and local standards.

## AGENDA ITEM 4:

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

1. **Additional security requirements that send notifications directly to local law enforcement.**
  - Todd County Sheriff Mike Allen stated that this is not an issue for the Sheriff's Office at all. The private entity will have a security system as required by Rule. The Sheriff's Office would be included on the call list with the security system and be quickly notified if a security event takes place.
2. **Clarification of signage requirements and delineate options for retail sites.**
  - Edited language
3. **Potential for splitting indoor and outdoor cultivation operations**
  - Reached out for legal guidance on this proposal. The response was that Jason hadn't heard of this being done in any other counties but it does make sense to split these land uses.
  - Additionally, is there a need to establish a minimum parcel size for outdoor cultivation sites?
4. **Restricting LPHE to commercial zones only**
  - Edited language to restrict to only Commercial zones.
5. **Routine inspections of other non-retail cannabis operations**
  - Language added to Performance Standards

## Article XII: Regulation on Cannabis Businesses

### Section 12.01 – Administration

- A. **Findings and Purpose:** Todd County makes the following legislative findings: The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes Todd County to protect the public health, safety, welfare of Todd County residents by regulating cannabis businesses within the legal boundaries of Todd County. Todd County finds and concludes that the proposed provisions are appropriate and lawful land use regulations for Todd County, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.
- B. **Authority and Jurisdiction:** Todd County has the authority to adopt this ordinance pursuant to:
  - (i) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
  - (ii) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
  - (iii) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.

- (iv) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.
- C. **Severability:** If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.
- D. **Enforcement:** The Director is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

#### Section 12.02 - Registration of Cannabis Business

- A. Consent to registering of Cannabis Business
  - (i) No individual or entity may operate a state-licensed cannabis retail business within Todd County without first registering with Todd County as described herein. Any violations of this section may result in criminal, civil and/or administrative consequences, as outlined in Article X of this Ordinance and in Minn. Stat. § 342.22 and similar statutes as may be amended. Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.
- B. Pre-registration compliance inspection
  - (i) Prior to issuance of a cannabis retail business registration, Todd County shall conduct a preliminary compliance check to ensure compliance with local ordinances. Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, Todd County shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.
- C. Registration and Application Procedures
  - (i) Fees – Todd County shall not charge an application fee. A registration fee, as established in Todd County’s fee schedule, shall be charged to applicants depending on the type of retail business license applied for. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee. Any renewal retail registration fee imposed by Todd County shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.
  - (ii) Application Submittal – Todd County shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

- 1) An applicant for a retail registration shall fill out an application form, as provided by Todd County. Said form shall include, but is not limited to:
  - a) Full name of the property owner and applicant
  - b) Address, email address, and telephone number of the applicant
  - c) The address and parcel ID for the property which the retail registration is sought
  - d) Certification that the applicant complies with the requirements of local ordinances established pursuant to MN Statute 342.13
  - e) Identification of participation in offsite temporary cannabis events.
  - f) Any additional information requested by Todd County.
- 2) The applicant shall include with the form:
  - a) The registration fee as required in part (i)
  - b) A copy of a valid state license or written notice of OCM license preapproval
  - c) Any additional information requested by Todd County.
- 3) Once an application is considered complete, Todd County shall inform the applicant as such, process the registration fees, and move the application forward to the Todd County Board of Commissioners for approval or denial.
- 4) The registration fee shall be non-refundable once processed.
- 5) Approved registration shall be posted within the business in a location that is available for public viewing.

(iii) Application Approval or Grounds for Denial

- 1) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section F.
- 2) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- 3) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

(iv) Annual Compliance Checks

- 1) Todd County shall complete at minimum one compliance check per calendar year of every cannabis retail business to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24 and this Ordinance. Todd County shall conduct at minimum one unannounced age verification compliance check at least once per calendar year. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government. Any failures under this section must be reported to the Office of Cannabis Management.

(v) Changes to retail establishment

1) If a state-licensed cannabis retail business seeks to move to a new location, has a change of ownership, change in hours of operation, or other change in the registration status, it shall notify Todd County of the proposed changes, and submit necessary information to meet all the criteria in this Ordinance.

- D. Renewal of Registration: Todd County shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license. A state-licensed cannabis retail business shall apply to renew registration on a form established by Todd County. A cannabis retail registration issued under this ordinance shall not be transferred.
- (i) Renewal Fees – Todd County may charge a renewal fee for the registration starting at the second renewal, as established in Todd County's fee schedule.
  - (ii) Renewal Application - The application for renewal of a retail registration shall include, but is not limited to:
    - 1) Items required under Section C(ii)
- E. Suspension of Registration
- (i) When Suspension is Warranted – Todd County may suspend a cannabis retail business's registration if it violates the ordinance of Todd County or poses an immediate threat to the health or safety of the public. Todd County shall immediately notify the cannabis retail business in writing the grounds for the suspension.
  - (ii) Notification to OCM – Todd County shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide Todd County and the cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.
  - (iii) Length of Suspension - The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended. Todd County may reinstate a registration if Todd County and OCM determines that the violations have been resolved.
  - (iv) Civil Penalties - Subject to Minn. Stat. 342.22, subd. 5(e), Todd County may impose a civil penalty, as specified in the County's Fee Schedule, for registration violations, not to exceed \$2,000.
- F. Limiting Registrations
- (i) Todd County shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within Todd County.
  - (ii) If Todd County has one active cannabis retail businesses registration for every 12,500 residents, the County shall not be required to register additional state-licensed cannabis retail businesses.
  - (iii) The County shall limit the number of cannabis retail businesses to three (3) businesses.
  - (iv) Applications shall be reviewed on a first-come, first-serve basis when there are more applicants than registrations available. Applications will be time stamped at the time of submittal. Incomplete applications or those not following the requirements of this Ordinance will be removed from the order.

## Section 12.03 – Requirements for Cannabis Businesses

### A. Minimum Setback Requirements

- (i) Todd County shall prohibit the operation of a cannabis business within:
  - 1) 1,000' of a school
  - 2) 500' of a day care
  - 3) 500' of a residential treatment facility
  - 4) 500' of a public park including playgrounds and athletic fields
  - 5) 500' of a legally established residence
    - 1. Setbacks to residence on the same property as the application for a cannabis business shall not be applicable.
  - 6) All setback requirements shall be reciprocal.

3

**B. Zoning and Land Use**

(i) Cultivation - Cannabis businesses licensed or endorsed for cultivation are permitted as Conditional Use in the following zoning districts:

- 1) Agriculture/Forestry 1
- 2) Agriculture/Forestry 2
- 3) Commercial

(ii) Cannabis Manufacturer - Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a Conditional Use in the following zoning districts:

- 1) Agriculture/Forestry 1
- 2) Agriculture/Forestry 2
- 3) Commercial

(iii) Hemp Manufacturer - Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a Conditional Use in the following zoning districts:

- 1) Agriculture/Forestry 1
- 2) Agriculture/Forestry 2
- 3) Commercial

(iv) Wholesale - Cannabis businesses licensed or endorsed for wholesale are permitted as a Conditional Use in the following zoning districts:

- 1) Agriculture/Forestry 1
- 2) Agriculture/Forestry 2
- 3) Commercial

(v) Cannabis Retail - Cannabis businesses licensed or endorsed for cannabis retail are permitted as a Conditional Use in the following zoning district:

- 1) Commercial

(vi) Cannabis Transportation - Cannabis businesses licensed or endorsed for transportation are permitted as a Conditional Use in the following zoning districts:

- 1) Agriculture/Forestry 1
- 2) Agriculture/Forestry 2
- 3) Commercial

(vii) Cannabis Delivery - Cannabis businesses licensed or endorsed for delivery are permitted as an allowed use in all zoning districts.

**C. Performance Standards and Conditional Use Criteria**

(i) Cannabis businesses are limited to retail sale of cannabis, cannabis flower, and cannabis products between the hours of 10 a.m. and 9 p.m.

- (ii) ~~Cannabis businesses are allowed to erect up to two fixed signs on the exterior of the building or property of the business. Cannabis business signs shall not exceed 32 square feet in size. Signs larger than 32 square feet shall only be allowed when affixed to the exterior of a building. Electronic signs shall not be allowed. Outdoor display is prohibited. Outdoor display is an outdoor arrangement of objects, items, products or other materials typically not in a fixed position and capable of rearrangement, designed and used for the purpose of advertising or identifying a business, product or service.~~
- 1) Retail operations shall be allowed one (1) sign of not more than thirty-two (32) square feet in total surface area. No sign shall project higher than ten (10) feet above grade. Additional signage shall be affixed to the side of the structure containing the retail business.
  - 2) No photos, pictures, digital representations or visual depictions of products, devices, or services related to the use of cannabis shall be displayed on any sign.
- (iii) All outdoor lighting on the property shall be hooded and directed towards the ground in a manner that does not cast light beyond the property boundary.
- (iv) Off-street parking shall be provided for all employees and customer traffic.
- (v) Outdoor storage of goods and hazardous materials is prohibited. Outdoor storage of equipment may be allowed. The outdoor storage area shall be limited to the rear or side yard locations and at no time shall storage equipment extend beyond the front building line of the principal structure. The outdoor storage area shall be fenced and adequately screened from adjacent properties and public roadways.
- (vi) The sale of cannabis plants, cannabis flower, cannabis products, or lower-potency hemp edibles from a moveable place of business shall be prohibited.
- (vii) An outdoor cultivation area must be securely surrounded by fencing and locked gates on the entire perimeter of the cultivation area to prevent access to the area by unauthorized persons set forth in Minnesota Rules, Chapter 9810.1500, subp. 15.
- (viii) An application for a conditional use permit shall include the following items.
- 1) A copy of the business standard operating procedures submitted in accordance with Minnesota Rules Chapter 9810.1000
  - 2) A waste disposal plan to address storage, handling, use, and potential hazards in accordance with Minnesota Rules Chapter 9810.1200.
  - 3) A security and lighting plan in accordance with Minnesota Rules Chapter 9810.1500. Security plans shall contain provisions of direct alerts to a local law enforcement office.
  - 4) A plan for property ventilation and filtration for odor control in accordance with Minnesota Rules Chapter 9810
  - 5) If the application for Conditional Use involves cultivation of cannabis, the cultivator must indicate whether cultivation will be conducted indoors or outdoors. A cultivation plan shall be submitted in accordance with Minnesota Rules Chapter 9810.200, subp. 3.
  - 6) An indoor cultivation site proposal shall include fully detail building plans designed by a licensed architect, engineering, or person of similar qualifications.

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1

(ix) All cannabis operations shall be subject to periodic reviews by Todd County to verify compliance with this Ordinance.

5

#### Section 12.04 – Temporary Cannabis Events

##### A. License or Permit Required for Temporary Cannabis Events

(i) License Required - A license or permit is required to be issued and approved by Todd County prior to holding a Temporary Cannabis Event.

(ii) Registration and Application Procedure - A registration fee, as established in Todd County's fee schedule, shall be charged to applicants for Temporary Cannabis Events.

(iii) Application Submittal and Review – Todd County shall require an application for Temporary Cannabis Events.

i. An applicant for a retail registration shall fill out an application form, as provided by Todd County. Said form shall include, but is not limited to:

1. Full name of the property owner and applicant.
2. Address, email address, and telephone number of the applicant
3. Emergency Contact number of the applicant for the event.
4. Length of duration of the temporary cannabis event.
5. Any other information requested by Todd County.

ii. The applicant shall include with the form:

1. the application fee as required in Part A.
2. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.
3. Detailed plans for the event.

iii. The application shall be submitted to Todd County Planning and Zoning, or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

iv. Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the Todd County Board of Commissioners for approval or denial.

v. The application fee shall be non-refundable once processed.

vi. The application for a license for a Temporary Cannabis Event shall meet the following standards:

1. Except for low-potency cannabis edibles, onsite consumption shall be prohibited.
2. Temporary cannabis events shall only be held between the hours of 10:00 am a.m. and 9:00 p.m.
3. Temporary cannabis events shall be prohibited in Shoreland and Residential Zones.
4. Adequate off-street parking shall be provided for all event attendees.
5. Restroom facilities shall be provided for the duration of the event.
6. Disposal of trash, garbage, and recyclables shall be provided for the duration of the event.

7. Event security shall be provided for the duration of the event at the expense of the permit holder.
  8. Temporary cannabis events shall comply with all requirements of MN Statute 342.40, subds. 3,4,5,6,7 and 8.
- vii. Once an application for a temporary cannabis event is considered complete, Todd County shall inform the applicant as such, process the applicable fees, and move the application forward to the Todd County Board of Commissioners for approval or denial.
  - viii. Failure to obtain the proper authorizations prior to participation of a temporary cannabis event shall result in a civil administrative fine in the amount of \$300.

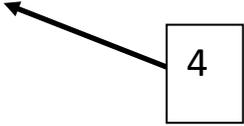
**Section 12.05 – Lower-Potency Hemp Edibles**

**A. Sale of Low-Potency Hemp Edibles**

- a. The sale of Low-Potency Edibles is permitted, subject to the conditions within the Section.
- b. Businesses must register the sale of Low-Potency Edibles with Todd County following the procedures of Section 12.02 of this Ordinance but shall not be limited by Section 12.02F.

**B. Zoning Districts**

- a. Low-Potency Edible businesses are an allowed use in Commercial Districts.



4



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b> <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	<b>20260317-16</b>
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other	

<b>Agenda Topic Title for Publication:</b>	<b>Raber Request for CUP</b>
--	------------------------------

Date of Meeting: 3/17/2026	Agenda Time Requested: 3	<input type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Planning and Zoning

Person Presenting Topic at Meeting: Adam Ossefoort

**Background:** Supporting Documentation enclosed

An application for CUP to manufacture and repair wooden pallets in a 60'x120' shop with a 60'x6' overhang on parcel 07-0030100 (Eagle Valley Township) was submitted on February 10<sup>th</sup>, 2026. The application was reviewed by the Planning Commission during the March public hearing. The final recommendation from the Planning Commission was to grant the CUP with the conditions identified below.

**Options:**

1. Grant the CUP with conditions.
2. Developing findings to deny the CUP.
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 CUP with the following conditions:

1. Hours of operation shall be restricted to 7:00 AM to 6:00 PM CST, Monday through Saturday.
2. Operation of the sawmill shall be conducted within a permitted structure.
3. Outdoor storage of products shall be allowed but shall be conducted in compliance with Section 9.01B of the Todd County Planning and Zoning Ordinance. All outdoor storage must be placed on the west and north sides of the proposed structure.
4. There shall be no loading or unloading of materials within the road right of way.
5. Relocation of the existing driveway to a location approved by the road authority. Establishment of additional driveway accesses must be approved by the road authority.
6. Applicant shall abide by all other applicable federal, state, and local standards.

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

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
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**Auditor/Treasurer Archival Purposes Only:**

<b>Action Taken:</b>	<b>Voting in Favor</b>	<b>Voting Against</b>
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:	

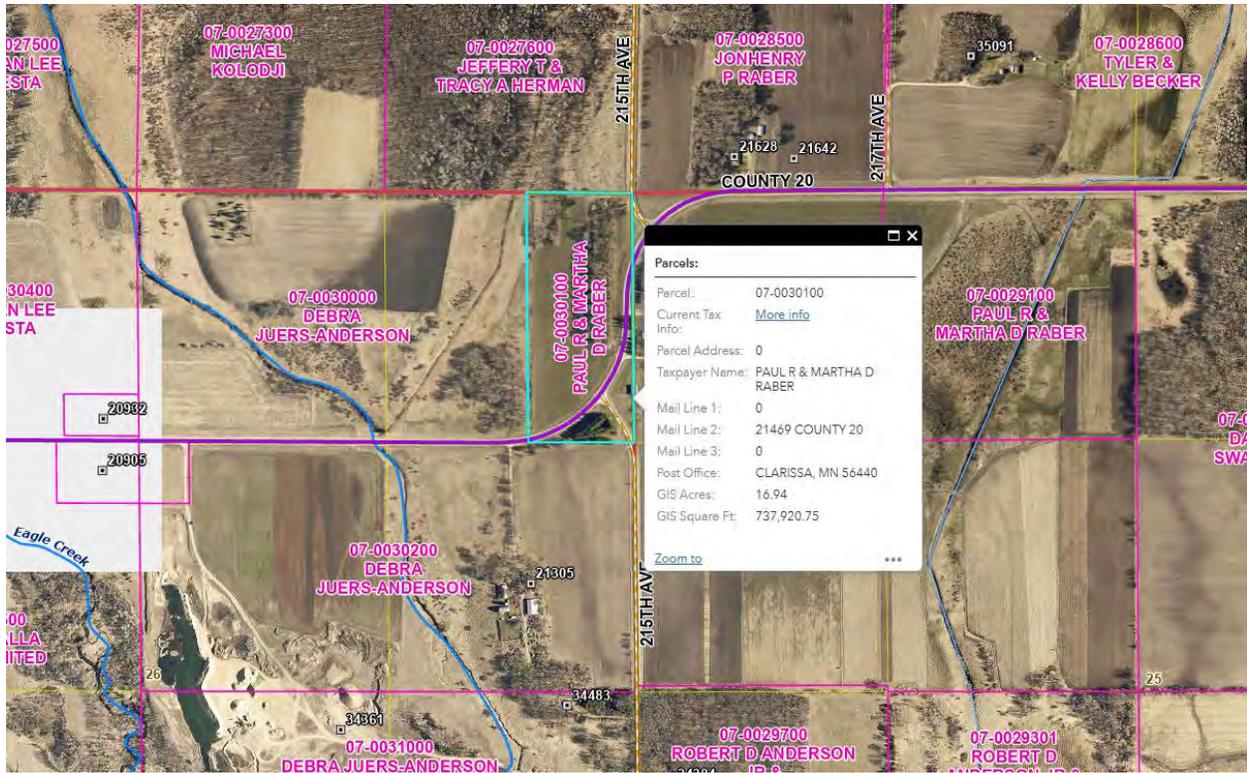
**Official Certification**

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:



WHERE THE FOREST MEETS THE PRAIRIE  
**Todd County**  
• MINNESOTA • EST. 1855 •

# Board Action Form



# CONDITIONAL USE PROCEEDINGS

## STATE OF MINNESOTA COUNTY OF TODD

**In The Matter of:** Harvey Raber  
**Mailing Address:** 21469 County 20  
Clarissa, MN 56440

**Property Owner:** Paul R. and Martha D. Raber  
**Mailing Address:** 21469 County 20  
Clarissa, MN 56440

**Site Address:** County 20, Clarissa, MN 56440

**Parcel Number:** 07-0030100

### REQUEST:

1. Request for CUP to manufacture and repair wooden pallets with proposed 60' x 120' shop with a 60' x 6' overhang in AF-1 Zoning District

**The above entitled matter was heard before the Todd County Planning Commission on the 5th day of March, 2026 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:**

The East 34 rods of the NE ¼ NE ¼, Section 26, Township 131 North, Range 34 West of the 5<sup>th</sup> P.M., Todd County, MN.

**Record this document in:   X   abstract records   \_\_\_\_\_ torrens records.**

**IT IS ORDERED that the Conditional Use # CUP-2026-002 be (granted, denied) as upon the following conditions, changes or reasons:**

1. Hours of operation shall be restricted to 7:00 AM to 6:00 PM CST, Monday through Saturday.
2. Operation of the sawmill shall be conducted within a permitted structure.
3. Outdoor storage of products shall be allowed but shall be conducted in compliance with Section 9.01B of the Todd County Planning and Zoning Ordinance. All outdoor storage must be placed on the west and north sides of the proposed structure.
4. There shall be no loading or unloading of materials within the road right of way.

5. Relocation of the existing driveway to a location approved by the road authority. Establishment of additional driveway accesses must be approved by the road authority.
6. Applicant shall 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.*



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b> <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	<b>20260317-17</b>
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other	

<b>Agenda Topic Title for Publication:</b>	<b>Swartzentruber Request for CUP</b>
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Date of Meeting: 3/17/2026	Agenda Time Requested: 3	<input type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Planning and Zoning

Person Presenting Topic at Meeting: Adam Ossefoort

**Background:** Supporting Documentation enclosed

An application for CUP to establish a sawmill for wholesale and retail sales in a 40'x44'x shop on parcel 20-0040500 (Reynolds Township) was submitted on February 10<sup>th</sup>, 2026. The application was reviewed by the Planning Commission during the March public hearing. The final recommendation from the Planning Commission was to grant the CUP with the conditions identified below.

**Options:**

1. Grant the CUP with conditions.
2. Developing findings to deny the CUP.
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 CUP with the following conditions:

1. Hours of operation shall be restricted to 7:00 AM to 6:00 PM CST, Monday through Saturday.
2. Operation of the sawmill shall be conducted within a permitted structure.
3. Outdoor storage of products shall be allowed but shall be conducted in compliance with Section 9.01B of the Todd County Planning and Zoning Ordinance.
4. There shall be no loading or unloading of materials within the road right of way.
5. Applicant shall abide by all other applicable federal, state, and local standards.

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

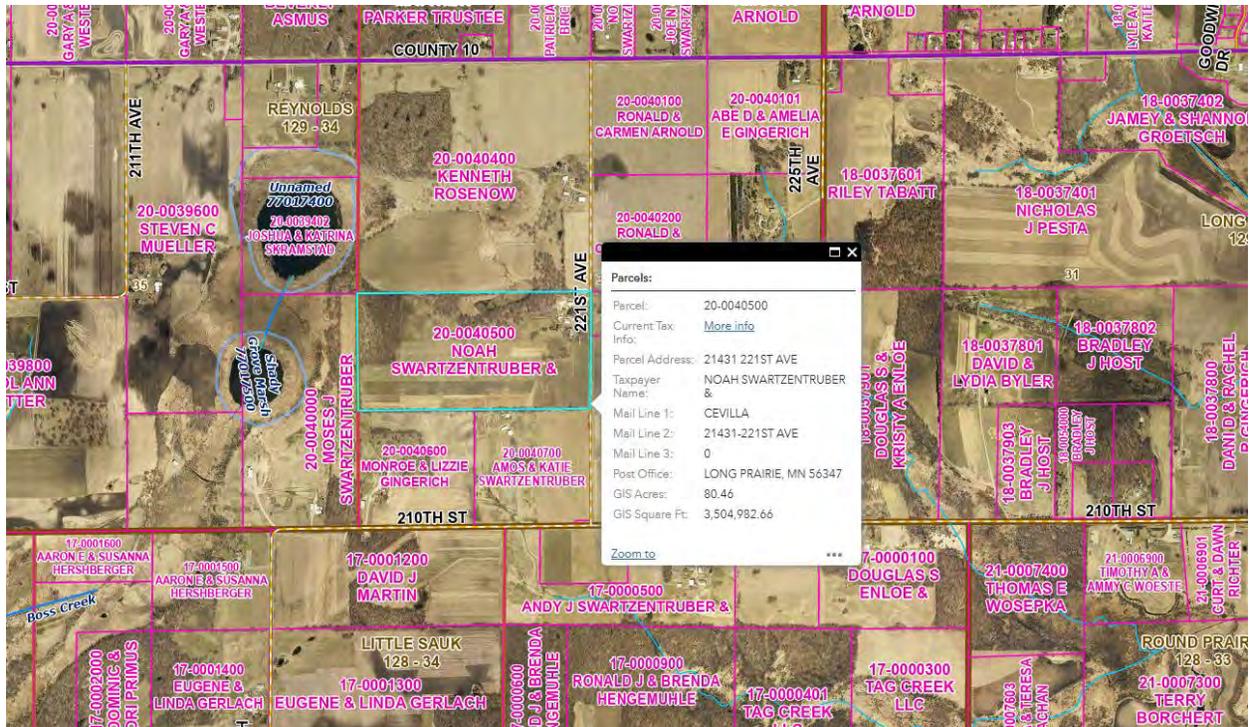
**Auditor/Treasurer Archival Purposes Only:**

<b>Action Taken:</b>	<b>Voting in Favor</b>	<b>Voting Against</b>
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:** Jacob N. Swartzentruber  
**Mailing Address:** 21431 221<sup>st</sup> Ave.  
Long Prairie, MN 56347

**Property Owner:** Noah M. and Cevilla M. Swartzentruber  
**Mailing Address:** 21431 221<sup>st</sup> Ave.  
Long Prairie, MN 56347

**Site Address:** 21431 221<sup>st</sup> Ave.  
Long Prairie, MN 563647

**Parcel Number:** 20-0040500

### REQUEST:

1. Request an after-the-fact CUP to operate a sawmill for wholesale and retail with proposed 40' x 44' shop addition in AF-1 Zoning District

**The above entitled matter was heard before the Todd County Planning Commission on the 5th day of March, 2026 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:**

N ½ SW ¼ of Section 36, Township 129 North, Range 34 West of the Fifth P.M., Todd County, MN

**Record this document in:   X   abstract records   \_\_\_\_\_ torrens records.**

**IT IS ORDERED that the Conditional Use # CUP-2026-004 be (granted, denied) as upon the following conditions, changes or reasons:**

1. Hours of operation shall be restricted to 7:00 AM to 6:00 PM CST, Monday through Saturday.
2. Operation of the sawmill shall be conducted within a permitted structure.
3. Outdoor storage of products shall be allowed but shall be conducted in compliance with Section 9.01B of the Todd County Planning and Zoning Ordinance.
4. There shall be no loading or unloading of materials within the road right of way.
5. Applicant shall 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.*



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b>
<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	<i>(Issued by Auditor/Treasurer Office)</i>  <b>20260317-18</b>

<b>Agenda Topic Title for Publication:</b>	<b>Elimination of one Administrative Assistant II position</b>
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Date of Meeting: 3/17/2026	Agenda Time Requested: 5 mins	<input type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Health & Human Services

Person Presenting Topic at Meeting: Jackie Och

**Background:** Supporting Documentation enclosed

The Health & Human Services Unit has one Administrative Assistant II position vacant due to retirement. The Administrative Assistant II position can be eliminated from the organizational chart in the Financial Services unit.

**Options:**

1. Approve the elimination of one Administrative Assistant II position from the Financial Services Unit from the organizational chart.
2. Do not approve.

**Recommendation:**

The Todd County Board of Commissioners approves the following by Motion:  
 Approve the elimination of one Administrative Assistant II position from the Financial Services Unit from the organizational chart.

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

**Auditor/Treasurer Archival Purposes Only:**

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

**Official Certification**

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b>
<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	<i>(Issued by Auditor/Treasurer Office)</i>  <b>20260317-19</b>

<b>Agenda Topic Title for Publication:</b>	<b>Elimination of one Paraprofessional Case Aide position</b>
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Date of Meeting: 3/17/2026	Agenda Time Requested: 5 mins	<input type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Health & Human Services

Person Presenting Topic at Meeting: Jackie Och

**Background:** Supporting Documentation enclosed

The Health & Human Services Department has one Paraprofessional Case Aide position vacant due to retirement. The Paraprofessional Case Aide position can be eliminated from the organizational chart in the Adult Services unit.

**Options:**

- Approve the elimination of one Paraprofessional Case Aide position from the Adult Services Unit from the organizational chart.
- Do not approve.

**Recommendation:**

The Todd County Board of Commissioners approves the following by Motion:  
 Approve the elimination of one Paraprofessional Case Aide position from the Adult Services Unit from the organizational chart.

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

**Auditor/Treasurer Archival Purposes Only:**

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

**Official Certification**

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested (Check one):</b>		<b>Board Action Tracking Number :</b> <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	<b>20260317-20</b>
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other	

<b>Agenda Topic Title for Publication:</b>	<b>Energy Assistance Program Delivery for Federal Fiscal Year (FFY) 2027</b>
--	--

Date of Meeting: 3/17/2026	Agenda Time Requested: 5 min	<input type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Health & Human Services
--

Person Presenting Topic at Meeting: Jackie Och/Steven McCoy/Amy Zimmerman
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<b>Background:</b> Supporting Documentation enclosed <input type="checkbox"/>
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The critical role of Service Providers in the administration and delivery of the Energy Assistance Program (EAP) requires the Minnesota Department of Commerce to request early notice of possible EAP Service Provider changes for FFY 2027. The Department of Commerce requires a written letter no later than March 31, 2026, clearly stating the county's intent to administer and deliver EAP for FFY 2027.

**Options:**

**1. Approve notification to the Minnesota Department of Commerce, Todd County's intent to administer and deliver the Energy Assistance Program for FFY 2027.**

**2. Not approve**

**Recommendation:**

The Todd County Board of Commissioners approves the following by Motion:  
Approve notification to the Minnesota Department of Commerce, Todd County's intent to administer and deliver the Energy Assistance Program for FFY 2027.

<b>Additional Information:</b>	<b>Budgeted:</b>	<b>Comments</b>
<b>Financial Implications: \$ 23,852.47</b> <b>Funding Source(s): 11- Social Services</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	EAP Program Year 2025 funding from LIHEAP was \$114,555.63 and funding from county levy was \$23,852.47
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:**

<b>Action Taken:</b>	<b>Voting in Favor</b>	<b>Voting Against</b>
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