



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

## BOARD OF COMMISSIONERS Regular Board Meeting Agenda

Tuesday, April 21, 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 - April 7th, 2026	
4.2	Resignation of Dylan Pratt - Resource Conservationist 05/01/2026	
<b>5</b>	<b>County Auditor-Treasurer</b>	9:05
5.1	Commissioner Warrants	
5.2	Health & Human Services Commissioner Warrants	
5.3	Health & Human Services SSIS Warrants	
<b>6</b>	<b>Planning &amp; Zoning</b>	9:10
6.1	Amendment to Article XII - Regulation of Cannabis Businesses	
6.2	The Towers Request for CUP	
<b>7</b>	<b>Solid Waste</b>	9:20
7.1	Professional Services from Barr	
7.2	Power Broom Purchase	
7.3	30 yard Roll-Off Purchase	
<b>8</b>	<b>Health &amp; Human Services</b>	9:30
8.1	Approve the updated Todd County Mental Health Local Advisory Council Bylaws	
<b>9</b>	<b>Administration</b>	9:40
9.1	Authorization to submit Sourcewell Community Benefit Grant Application	

### **Standing Reports**

County Auditor-Treasurer Report

County Attorney Report

County Coordinator's Report

County Commissioners' Report

### **Adjourn**



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# Todd County

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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 checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	<b>20260421-01</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 - April 7<sup>th</sup>, 2026</b>
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Date of Meeting: April 21 <sup>st</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: April 7<sup>th</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 April 7<sup>th</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  
April 7<sup>th</sup>, 2026*

**Public Comment**

John Young provided information to the County Board regarding a tax-forfeited parcel that currently is serving as a cemetery which was originally owned by his family and concerns about the cost and process to restore the ownership.

**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 7<sup>th</sup> day of April, 2026 at 9:00 AM. The meeting was called to order by Chairperson Byers. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

**Approval of Agenda**

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

**Consent Agenda**

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

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

**GAMBLING PERMIT – DUCKS UNLIMITED MAIN STREET CHAPTER**

**WHEREAS**, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Ducks Unlimited Main Street Chapter through this resolution;  
**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a Gambling Permit for the Ducks Unlimited Main Street Chapter to hold a paddlewheel and raffle event at the Diamond Point in Birchdale Township at the address 12867 Bayview Dr, Sauk Centre, MN on April 23<sup>rd</sup>, 2026.

**GAMBLING PERMIT – LITTLE BIRCH ALKE IMPROVEMENT ASSOCIATION**

**WHEREAS**, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Little Birch Lake Improvement Association through this resolution;  
**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a Gambling Permit for the Little Birch Lake Improvement Association to hold a raffle event at the Shattuck's Hub Supper Club in Burnhamville Township at the address 30905 County 13, Burtrum, MN on September 19<sup>th</sup>, 2026.

To approve a Seasonal On Sale, Off Sale and Sunday Liquor License for Double Eagle Golf LLC dba Double Eagle Golf & Grille at the address of 31886 County 3, Eagle Bend, MN in Burleene Township effective April 10<sup>th</sup>, 2026 through January 10<sup>th</sup>, 2027.

Approve hiring Chet Hudalla to fill the Public Works Summer Help Position (Maintenance) with a start date to be determined.

Approve hiring Brandon Cline to fill the Public Works Summer Help Position (Engineering) with a start date to be determined.

Hire Reilly Jones for the part time Correctional Officer position start date TBD at a pay rate of \$26.36 per hour Grade 6/F step A

Hire Caleb Nurnberger for the part time Road Deputy position start date TBD at a pay rate of \$28.48 per hour Grade 10 step 1

Hire Jeremy Puff for the full time Road Deputy position start date TBD at a pay rate of \$29.33 per hour Grade 10 step 2

Approve the hire of Kayla Fah to fill the open Care Coordinator position. Grade I/9, Step D, \$36.09. Start date: TBD.

Approve the resignation of Registered Sanitarian David Determan, effective April 10th, 2026.

### **Auditor-Treasurer**

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous rollcall vote: To approve the March 2026 Auditor Warrants number (ACH) 905883 through 905948 in the amount of \$229,071.87 (Manual) 1235 through 1276 in the amount of \$2,486,876.56 and (Regular) 246036 through 246196 in the amount of \$459,967.79 for a total of \$3,175,916.22.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 404421 through 404453 in the amount of \$10,072.06 and (Regular) 59690 through 59730 in the amount of \$57,966.50 for a total of \$68,038.56.

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 807395 through 807448 and (Regular) 713964 through 714024 for a total of \$271,091.44.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601966 through 601970 and (Regular) 518882 through 518911 for a total amount of \$85,866.79.

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

### **RESOLUTION FOR A DIRECT SALE OF TAX-FORFEITED PROPERTY IN TODD COUNTY CONTINGENT UPON AUTHORIZATION VIA THE STATE LEGISLATURE**

**WHEREAS:** Parcel 17-0032700 located at Lot 4, SECT 29 Township 128 Range 34 in Todd County forfeited to the State of Minnesota due to non-payment of property taxes on August 31<sup>st</sup>, 2016, and;

**WHEREAS,** pursuant to Minnesota Statute § 282.018, this parcel was withdrawn from public sale due to its geographical features and location, and;

**WHEREAS,** there exists burial plots on this parcel exclusively related to the Young family who has expressed interest in reacquiring the property to be maintained as a private cemetery, and;

**WHEREAS,** in order for this parcel to be released for sale the county must provide a request for inclusion of this parcel's authorization of release within the state's legislative session.

**NOW, THEREFORE BE IT RESOLVED,** that the Todd County Board of Commissioners do hereby approve said private land sale of property to the Young Family for \$11,446.01 after fees.

**BE IT FURTHER RESOLVED,** that the terms of sale are as follows:

All property is sold for cash or check only, no payment plans will be offered and full payment is due on the date of sale.

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



A charge of \$46.00 will be made to record the State Deed.  
State Deed Tax on the amount of purchase will be collected. (0.0033 x purchase price or minimum of \$1.65)  
A \$50.00 fee for well certificate, if applicable, will be collected.  
A Tax Forfeiture Administration fee of \$250.00 will be collected.  
A 3% Assurance Fund charge will be made (as per M. S. 284.28, Subd. 8).

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

**BE IT FURTHER RESOLVED**, that the sale of this property is directly dependent upon the state legislature's authorization to release said parcel for county sale.

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

**Hands of Hope Resource Center**

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

**SEXUAL ASSAULT AWARENESS MONTH  
APRIL 2026**

**WHEREAS**, April marks Sexual Assault Awareness Month (SAAM) – a time to honor 25 years of progress and recommit to creating safer communities for all. This year's theme, "**25 Years Strong: Look Back, Moving Forward,**" celebrates the resilience of survivors and the communities that have worked for change, and;

**WHEREAS**, for 25 years, Sexual Assault Awareness Month (SAAM) has supported survivors, raised awareness, and inspired action to prevent sexual assault, abuse, and harassment. As we reflect on how far we have come, we also recognize the work that lies ahead, and;

**WHEREAS**, prevention starts with all of us. It is in how we support one another, practice consent, and create spaces rooted in care and respect. When we act with intention, we move closer to a future free from violence, and;

**WHEREAS**, this month provides an opportunity to show solidarity with advocates, victim service organizations, crisis hotline staff, law enforcement, and prosecutors who dedicate their lives to supporting victims, and;

**WHEREAS**, we must continue to hold offenders accountable, support survivors in their healing, and foster environments where everyone can live free from fear and harm, and;

**NOW, THEREFORE, BE IT RESOLVED**, the Todd County Board of Commissioners hereby proclaim the month of April 2026 as

**Sexual Assault Awareness Month**

renewing our commitment to build a future free from sexual violence through strengthened prevention, support healing, and creating communities where everyone feels safe and valued.



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

**NATIONAL CRIME VICTIMS' RIGHTS WEEK, APRIL 19-25, 2026**

**WHEREAS**, crime in America has a devastating impact on victims and survivors, and tears at the social fabric of our society as a whole; and

**WHEREAS**, no victim or survivor should have to endure the trauma of victimization and its impact – physical, financial, emotional, spiritual and social – along; and

**WHEREAS**, the community of crime victims and survivors, those who serve them, and countless allies work together to ensure that victims' needs are identified and met with quality, collaborative and comprehensive services; and

**WHEREAS**, there are more than 12,000 system- and community-based victim services programs across the Nation that help crime survivors and promote community safety, and over 32,000 laws that define and protect victims' rights; and

**WHEREAS**, 2026 is the 45<sup>th</sup> anniversary of National Crime Victims' Rights Week, first proclaimed by President Ronald Reagan in 1981, and

**WHEREAS**, this time-honored tradition unites all who care about crime, victimization and survivors to acknowledge and honor survivors, their challenges and their strengths;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners do hereby proclaim the week of April 19-25, 2026, as Crime Victims' Rights Week in Todd County, with this proclamation amplifying our commitment to ensure that crime victims' rights and services are not only recognized annually, but provided daily.



**Great River Regional Library**

Brandi Carter, Executive Director and Amanda Wehrspann, Library Services Coordinator provided a summary of the 2025 activities for GRRL for discussion.

**Public Works**

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

**AWARD OF CONSTRUCTION CONTRACT FOR 2026 BITUMINOUS HIGHWAY CONSTRUCTION**

**WHEREAS**, sealed bids were received on March 2<sup>nd</sup>, 2026 by the Todd County Public Works Director for SP 077-602-021, SP 077-611-036, SAP 077-648-005, CP 26:98, CP 26:104 and CP 77-26-01, said projects for highway construction related work at various locations in Todd County, and;

**WHEREAS**, the following sealed bids were received:

Central Specialties, Inc.	Alexandria, Minnesota	\$5,068,251.05
Anderson Brothers Construction	Brainerd, Minnesota	\$5,568,310.50
Knife River Corporation	Sauk Rapids, Minnesota	\$5,697,158.77
Mark Sand & Gravel Co.	Fergus Falls, Minnesota	\$5,789,585.42
R.J. Zavoral and Sons, Inc.	East Grand Forks, Minnesota	\$6,179,920.37
Duininck, Inc.	Prinsburg, Minnesota	\$6,431,637.18

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners does hereby accept and award the contract for the above said construction projects to Central Specialties, Inc. of Alexandria, Minnesota based on their low bid of \$5,068,251.05.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the attached Engineering Services Agreement from Widseth for the Bridge L9447 Replacement Project.



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

**STATE OF MINNESOTA COOPERATIVE AGREEMENT FOR LAKE OSAKIS, BATTLE POINT PARK WATER ACCESS BETWEEN STATE OF MINNESOTA AND TODD COUNTY**

**WHEREAS**, the Commissioner of Natural Resources has the authority, duty, and responsibility under Minnesota Statutes Section 97A.141 to provide public water access on lakes and rivers, where access is inadequate, and;

**WHEREAS**, under Minnesota Statutes § 471.59, subd. 10, the State is empowered to engage such assistance as deemed necessary, and;

**WHEREAS**, the State of Minnesota and Todd County have determined that the public water access on Lake Osakis - Battle Point Park is high priority for improvements to better serve boaters and anglers of all ages and abilities, and;

**WHEREAS**, the County owns land described as the Battle Point Park public water access at Faraway Lane, Osakis, of which is in need a new and improved boat ramp, and the County is willing to take the lead to hire a qualified engineer/architect to develop the design and project specifications for future construction of the double boat ramp, and;

**WHEREAS**, the County desires a 50/50 cost share with the State to complete the design for the improved boat ramp project, and the State has funding available to assist with public water access projects.

**NOW, THEREFORE BE IT RESOLVED**, be it resolved that Todd County does hereby agree to the terms and conditions of the State of Minnesota Cooperative Agreement for Lake Osakis – Battle Point Public Water Access consistent with Minnesota Statutes, Section 471.59.

**BE IT FURTHER RESOLVED**, that the Todd County Board Chairperson and Todd County Auditor/Treasurer are authorized to execute the cooperative agreement and any amendments thereto with the Commissioner of Natural Resources concerning the above-referenced.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the attached agreement from Wiseth based on their proposed cost of \$20,510.00 for the Battle Point Park Boat Ramp Project.

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

**AWARD OF CONSTRUCTION CONTRACT FOR 2026 GRAVEL SURFACING PROJECTS**

**WHEREAS**, sealed bids were received on March 31<sup>st</sup>, 2026 by the Todd County Public Works Director for CP 26:88 and CP 26:93, said projects for gravel surfacing located on County Road 88 and County Road 93, and;

**WHEREAS**, the following sealed bids were received:

Swenson Aggregate Construction, LLC	Pine River, Minnesota	\$178,405.00
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Sanders Construction, Inc.	Randall, Minnesota	\$178,870.00
DLL Excavating, Inc.	Little Falls, Minnesota	\$201,035.00
Braaten Aggregate, Inc.	Bertha, Minnesota	\$209,343.00
Central Specialties, Inc.	Alexandria, Minnesota	\$263,775.00
Mark Sand & Gravel	Fergus Falls, Minnesota	\$378,905.00

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners does hereby accept and award the contract for the above said construction projects to Swenson Aggregate Construction, LLC of Pine River, Minnesota based on their low bid of \$178,405.

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

**AWARD OF CONSTRUCTION CONTRACT FOR 2026 HSIP PAVEMENT STRIPING PROJECT**

**WHEREAS**, sealed bids were received on March 31<sup>st</sup>, 2026 by the Todd County Public Works Director for SP 077-070-017, said project for ground-in pavement striping work at various locations in Todd County, and;

**WHEREAS**, the following sealed bids were received:

Century Traffic	Pewaukee, Wisconsin	\$148,344.30
Sir Lines-A-Lot	Edina, Minnesota	\$149,261.56

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners does hereby accept and award the contract for the above said construction project to Century Traffic of Pewaukee, Wisconsin based on their low bid of \$148,344.30.

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

**AWARD OF CONSTRUCTION CONTRACT FOR 2026 PAVEMENT MARKING PROJECT**

**WHEREAS**, sealed bids were received on March 31<sup>st</sup>, 2026 by the Todd County Public Works Director for CP 77-26-03, said project for pavement markings located on various highways in Todd County, and;

**WHEREAS**, the following sealed bids were received:

Sir Lines-A-Lot, LLC	Edina, Minnesota	\$162,700.19
KAMCO Inc.	Dassel, Minnesota	\$176,857.71



**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners does hereby accept and award the contract for the above said construction projects to Sir Lines-A-Lot, LLC of Edina, Minnesota based on their low bid of \$162,700.19.

#### **County Assessor**

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the reduction of the 2026 property value by \$122,900 and abate the property tax by \$1,326 for parcel 03-0015400 which was destroyed by fire.

#### **Facilities**

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the low bid from Arnzen Construction for a total cost of \$57,932.23 to add a bathroom to the north half of the Northern Government Center.

#### **Planning & Zoning**

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: Approve Ken Hovet to serve as District 4 representative on the Todd County Board of Adjustments and move Richard Johnson to serve as an alternate to the Board of Adjustments.

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

#### **Final Plat Approval – “First Creek Addition” Subdivision**

**WHEREAS**, Applicants and property owners Robert and Judith Berscheid applied to subdivide a property that is described as part of Section 24 of Birchdale Township with the plat to be known as “First Creek Addition”,

**WHEREAS**, First Creek Addition consists of six (6) lots; Block 1, Lot 1, 41,921± square feet, Lot 2, 44,807± square feet, Lot 3, 49,573± square feet, Lot 4, 42,000± square feet, Lot 5, 42,000± square feet, and Lot 6, 61,321± square feet located in Shoreland Recreational Environment Zoning District (Little Birch Lake) in Birchdale Township,

**WHEREAS**, On January 8<sup>th</sup>, 2026, the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance:

That part of Government Lot 2 and that part of Government Lot 3, Section 24, Township 127 North, Range 33 West, Todd County, Minnesota, described as follows:

Beginning at the southeast corner of Lot 10, Block 1, LONG VIEW ADDITION, according to the recorded plat thereof;

thence South 24 degrees 56 minutes 36 seconds East, assumed bearing along the southeasterly extension of the northeasterly line of said Lot 10, a distance of 100.00 feet to the northerly line of the land described in Document No. 243540;



thence North 65 degrees 03 minutes 24 seconds East, along said northerly line of Document No. 243540, a distance of 66.00 feet;

thence North 33 degrees 55 minutes 43 seconds East, along said northerly line of Document No. 243540, a distance of 206.97 feet;

thence North 42 degrees 28 minutes 40 seconds East, along said northerly line of Document No. 243540, a distance of 111.37 feet;

thence North 24 degrees 56 minutes 36 seconds West 504.70 feet;

thence North 09 degrees 56 minutes 36 seconds West 405.86 feet;

thence South 78 degrees 31 minutes 23 seconds West 233.90 feet to the easterly line of said LONG VIEW ADDITION;

thence South 25 degrees 03 minutes 24 seconds West, along said easterly line of LONG VIEW ADDITION, a distance of 80.52 feet;

thence South 09 degrees 56 minutes 36 seconds East, along said easterly line of LONG VIEW ADDITION, a distance of 279.19 feet;

thence southeasterly, along said easterly line of LONG VIEW ADDITION and along a tangential curve concave to the northeast, radius 693.58 feet, central angle 15 degrees 00 minutes 00 seconds, 181.58 feet;

thence South 24 degrees 56 minutes 36 seconds East, along said easterly line of LONG VIEW ADDITION and along tangent, 500.00 feet to the southerly line of said LONG VIEW ADDITION;

thence South 65 degrees 03 minutes 24 seconds West, along said southerly line of LONG VIEW ADDITION, a distance of 66.00 feet to the point of beginning.

**WHEREAS**, On January 20<sup>th</sup>, 2026, the Todd County Board of Commissioners considered the Preliminary Plat for the above-described property and approved the First Creek Addition preliminary plat with three (3) conditions,

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

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

**NOW, THEREFORE BE IT RESOLVED**, the final plat of “First Creek Addition” be approved as presented.

**Health & Human Services**



On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Opioid Settlement funding request from Long Prairie Police Dept.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: Transfer fund to Public Health - Fund 20, designating HHS Director Jackie Och to lead the community project.

**County Auditor-Treasurer’s Report**

The County Auditor-Treasurer reminded of the upcoming special elections on April 14<sup>th</sup>. State Election conference is happening yet in April. Tax statements have been fully released to the public. A visit from OSS Election Security was held to discuss planning and protocols for secure procedures for the upcoming busy election year and some areas for improvement for our current building layouts. A note was made that the notice has been released seeking applicants for the upcoming appointment to the Sauk River Watershed Board of Managers through April 24<sup>th</sup>, 2026.

**County Coordinator’s Report**

The County Coordinator reported attending interviews, sourcewell internship, leadership summit, wellness, spring road, facilities and personnel meetings. An announcement that further information regarding the MPCA fine is available on the homepage of the Todd County webpage for public education.

**County Commissioner’s Report**

The Commissioners reported on meetings and events attended.  
 Commissioner Becker attended meetings including the Feedlot, Long Prairie Watershed, Spring Road, PC, and Personnel.  
 Commissioner Denny has attended meetings including site visits, Emergency Services, Spring Road, SWCD, Prairie Lakes, PC, and Property Tax calls.  
 Commissioner Noska has attended meetings including Feedlot and Spring Road. Reminder of Wellness program for County Employees to utilize.  
 Commissioner Byers attended meetings including Spring Road, TCDC, Leadership Summit, Long Prairie Airport and Personnel.  
 Commissioner Neumann attended meetings including Feedlot, CPT, Leadership Summit, Spring Road and MRC.

**Adjourn**

On motion by Becker and second by Denny, the meeting was recessed until April 21, 2026.

AUDITOR WARRANTS VENDOR NAME	AMOUNT
CITY OF LONG PRAIRIE	\$ 5,345.62
DEPUTY REGISTRAR	\$ 3,007.52
JOHNSON CONTROLS BUILDING SOLUTIONS	\$ 5,541.03
KARL CHEVROLET, INC.	\$ 42,836.53
LINCOLN FINANCIAL GROUP	\$ 7,145.04
METROPOLITAN LIFE INSURANCE COMPANY	\$ 13,203.22
MINNESOTA POWER & LIGHT	\$ 2,675.75
MN TEAMSTERS NO 320	\$ 2,733.24
PHILIP’S REPAIRABLES & COLLISION CENTER	\$ 15,632.61



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

● MINNESOTA ● EST. 1855 ●

25 PAYMENTS LESS THAN 2000	\$	12,815.50
ARC ELECTRIC SERVICE	\$	2,060.60
CENTRA CARE	\$	13,350.31
CLIFTON LARSONALLEN, LLP	\$	10,395.00
COWING ROBARDS INC	\$	2,146.00
FLEET SERVICES/WEX BANK	\$	6,654.42
LONG PRAIRIE SANITATION INC	\$	6,512.52
METRO SALES INC	\$	2,919.05
MN DEPT OF FINANCE	\$	6,310.50
MOTOROLA	\$	28,301.78
PACIFIC LIFE INSURANCE CO	\$	2,325.00
PETERS LAW OFFICE, P.A.	\$	3,475.00
POPE DOUGLAS SOLID WASTE MANAGEMENT	\$	25,776.00
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH STEP	\$	98,136.20
VERIZON	\$	10,321.25
VOYANT COMMUNICATIONS, LLC	\$	6,212.70
WEST CENTRAL REG JUVENILE CTR	\$	3,287.65
38 PAYMENTS LESS THAN 2000	\$	6,554.00
CENTERPOINT ENERGY	\$	19,146.36
COUNTIES PROVIDING TECHNOLOGY	\$	2,117.13
GALLAGHER BENEFIT SERVICES INC	\$	7,448.00
KEYL KXDL HOTROD RADIO	\$	2,000.00
LONG PRAIRIE OIL COMPANY	\$	2,920.00
MADDEN GALANTER HANSEN, LLP	\$	5,499.22
MINNESOTA POWER	\$	2,422.44
MORRISON COUNTY	\$	20,635.92
SMITH/CARL	\$	6,456.43
STAPLES ADVANTAGE	\$	3,400.00
STREICHER'S	\$	3,393.30
WARNER LAW, LLC	\$	5,869.99
WONDERLICH/SCOTT A	\$	4,485.00
57 PAYMENTS LESS THAN 2000	\$	5,687.50
AFSCME COUNCIL 65	\$	27,266.13
CENTERPOINT ENERGY	\$	5,163.10
FRISK-NOSKA MECHANICAL LLC	\$	8,329.40
LAW ENFORCEMENT LABOR SERV INC	\$	5,290.00
LIBERTY TIRE SERVICES LLC	\$	2,321.32
LINCOLN FINANCIAL GROUP	\$	2,724.00
LONG PRAIRIE LEADER	\$	7,175.35
METROPOLITAN LIFE INSURANCE COMPANY	\$	5,460.00
MN TEAMSTERS NO 320	\$	12,822.52
PACIFIC LIFE INSURANCE CO	\$	2,733.24
TODD CO AUDITOR-TREASURER	\$	2,325.00
26 PAYMENTS LESS THAN 2000	\$	70,301.57
PAYCOM PAYROLL, LLC	\$	8,814.01
PAYCOM PAYROLL, LLC	\$	40,636.55
PAYCOM PAYROLL, LLC	\$	3,484.97



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

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WEX HEALTH INC - HSA	\$ 4,493.70
WEX HEALTH INC - HSA	\$ 43,403.59
COUNTY OF TODD	\$ 3,808.34
VOYA (MSRS)	\$ 4,400.35
PAYCOM PAYROLL, LLC	\$ 601,923.78
BETTER HEALTH COLLECTIVE	\$ 33,250.00
BETTER HEALTH COLLECTIVE	\$ 322,974.00
MN DEPT OF REVENUE	\$ 63,446.87
US BANK-CC	\$ 7,525.06
PAYCOM PAYROLL, LLC	\$ 3,559.96
PAYCOM PAYROLL, LLC	\$ 42,722.83
VOYA (MSRS)	\$ 19,798.32
WEX HEALTH INC - HSA	\$ 38,657.93
COUNTY OF TODD	\$ 3,499.13
PAYCOM PAYROLL, LLC	\$ 576,344.34
WEX HEALTH INC - HSA	\$ 2,153.70
PAYCOM PAYROLL, LLC	\$ 29,459.01
HUMANA INSURANCE COMPANY	\$ 8,053.44
PERA	\$ 208,908.89
PERA	\$ 207,216.76
PERA	\$ 196,605.62
PERA	\$ 4,999.98
20 PAYMENTS LESS THAN 2000	\$ 15,549.44
AMERDACO SERVICES LLC	\$ 3,800.00
ANOKA CO GOVERNMENT CENTER	\$ 8,375.00
CLARISSA BALLROOM	\$ 3,685.81
PETERS LAW OFFICE, P.A.	\$ 2,096.25
RJ CONTRACTING & REMODELING LLC	\$ 5,447.19
TODD CO AUD-TREAS	\$ 24,871.00
TODD TRAILS ASSOCIATION	\$ 29,550.75
USDA-RD	\$ 2,538.14
23 PAYMENTS LESS THAN 2000	\$ 10,794.55
<b>TOTAL:</b>	<b>\$ 3,175,916.22</b>

## COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
D & D AUTO REPAIR	\$ 2,846.38
LONG PRAIRIE LEADER	\$ 2,750.00
MILLER BROTHER'S CONSTRUCTION	\$ 24,868.75
MORRIS ELECTRONICS INC	\$ 11,020.47
TRAFERA LLC	\$ 7,911.00
69 PAYMENTS LESS THAN 2000	\$ 18,641.96
<b>Total:</b>	<b>\$ 68,038.56</b>

## HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
CHILDREN YOUTH & FAMILIES DEPT	\$ 3,015.01



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

CREMATION SOCIETY INC	\$	2,674.05
DHS - SWIFT	\$	186,887.47
ITEN FUNERAL HOME	\$	3,450.00
VENDOR# 14262	\$	2,520.78
TRAFERA LLC	\$	2,460.00
TRANSUNION RISK & ALTERNATIVE DATA	\$	4,590.00
93 PAYMENTS LESS THAN 2000	\$	39,917.91
COST EFF HEALTH INS	\$	5,750.00
COST EFF HEALTH INS	\$	5,000.00
MCCC, MI33	\$	6,993.33
TEN POINT CONSTRUCTION	\$	3,681.01
11 PAYMENTS LESS THAN 2000	\$	4,151.88
<b>Total:</b>	<b>\$</b>	<b>271,091.44</b>

VENDOR NAME		AMOUNT
CARLSON/BARBARA	\$	3,800.00
DHS - MOOSE LAKE RTC - 462	\$	2,569.00
DHS - MSOP - MN SEX OFFENDER PROG - 462	\$	4,452.00
GREATER MN FAMILY SRVS INC	\$	4,811.60
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$	2,863.95
MAIN STREET FAMILY SERVICES	\$	2,371.64
MERIDIAN SERVICES INC	\$	2,266.93
NEXUS - MILLE LACS FAMILY HEALING	\$	16,504.32
PRAIRIE LAKES YOUTH PROGRAMS	\$	15,400.00
VOLUNTEERS OF AMERICA	\$	15,641.96
WEST CENNTRAL REG JUVENILE CTR	\$	3,811.00
24 PAYMENTS LESS THAN 2000	\$	11,374.39
<b>Total:</b>	<b>\$</b>	<b>85,866.79</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>20260421-02</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>Resignation of Dylan Pratt - Resource Conservationist</b>
--	--

Date of Meeting: 4/21/2026	Agenda Time Requested:	<input checked="" 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

A letter of resignation has been submitted by Dylan Pratt - Resource Conservationist. Dylan's final day with Todd County will be May 1st, 2026.

**Options:**

**Accept the resignation**

**Recommendation:**

The Todd County Board of Commissioners approves the following by Motion:  
 Accept the Resignation of Dylan Pratt effective May 1st, 2026.

<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



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>20260421-03</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: April 21 <sup>st</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 Commissioner Warrants number (ACH) 404454 through 404478 in the amount of \$18,979.53 and (Regular) 59731 through 59779 in the amount of \$111,637.75 for a total of \$130,617.28.

<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

4/15/26 3:54PM

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

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

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



WARRANTS FOR PUBLICATION

Warrants Approved On 4/21/2026 For Payment 4/24/2026

<u>Vendor Name</u>	<u>Amount</u>
ASSOC OF MN COUNTIES	2,700.00
AXON ENTERPRISE, INC.	7,728.00
BRAATEN AGGREGATE INC	10,547.97
BROWERVILLE GARAGE LLC	3,189.18
DAKOTA WHOLESALE TIRE	4,300.40
ESRI	6,818.00
F-M FORKLIFT	3,549.18
FORUM COMMUNICATIONS PRINTING	9,024.07
HY-TEC CONSTRUCTION	35,150.00
LEXIPOL, LLC	8,293.50
MJ LAWN CARE SERVICES	2,700.00
NORTHERN STAR COOP	4,103.42
SHI CORP	2,707.00
TODD COUNTY TREASURER	2,739.18
WIDSETH SMITH NOLTING INC	2,099.25
59 Payments less than 2000	24,968.13
Final Total:	130,617.28



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>20260421-04</b>

<b>Agenda Topic Title for Publication:</b>	<b>Health &amp; Human Services Commissioner Warrants</b>
--	--

Date of Meeting: April 21 <sup>st</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 Commissioner Warrants number (ACH) 807449 through 807484 and (Regular) 714025 through 714073 for a total of \$108,848.78.

<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>		

<b>Attorney Legal Review:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<b>Facilities Committee Review:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<b>Finance Committee Review:</b> <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

ADRIANA

4/15/26 8:23AM

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

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

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



WARRANTS FOR PUBLICATION

Warrants Approved On 4/21/2026 For Payment 4/24/2026

<u>Vendor Name</u>	<u>Amount</u>
4TH STREET APAPRTMENTS, LLC	2,490.00
11 Payments less than 2000	5,997.52
Final Total:	8,487.52

# Warrants for Publication

**Approval Date**

4/21/2026

**Payment Date**

4/24/2026

**Vendor name or #**

**Amount**

VENDOR# 11481  
NEXT CHAPTER TECHNOLOGY, INC.  
RURAL MN CEP INC  
70 PAYMENTS LESS THAN 2000

\$ 2,065.80  
\$ 60,296.50  
\$ 11,519.44  
\$ 26,479.52

**Final Total**

**\$100,361.26**



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<b>Type of Action Requested</b> (Check one):		<b>Board Action Tracking Number :</b> <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	<b>20260421-05</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>Health &amp; Human Services SSIS Warrants</b>
--	--

Date of Meeting: April 21 <sup>st</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

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) 601971 through 601988 and (Regular) 518912 through 518926 for a total amount of \$112,274.72.

<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:

4/24/2026

Approval Date:

4/21/2026

**Vendor name or #**

**Amount**

HEARTLAND GIRLS RANCH  
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL  
NEXUS - MILLE LACS FAMILY HEALING  
NEXUS - KINDRED FAMILY HEALING  
VALLEY LAKE BOYS HOME INC  
VILLAGE RANCH INC  
WEST CENTRAL REG JUVENILE CTR

17635.80  
3779.21  
10506.72  
6241.37  
21328.00  
25530.53  
11161.00

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\$16,092.09      26 Pymts less than \$2000

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**\$112,274.72**

**Final Total**



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>20260421-06</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 Article XII - Regulation of Cannabis Businesses</b>
--	---

Date of Meeting: 4/21/2026	Agenda Time Requested: 10	<input type="checkbox"/> Consent Agenda
----------------------------	---------------------------	---

Organization / Department Requesting Action: Planning and Zoning

Person Presenting Topic at Meeting: Adam Ossefoort

**Background:** Supporting Documentation enclosed

The Planning Commission has developed a recommendation to adopted an amendment to Article XII of the Planning and Zoning Ordinance. The amendment was reviewed during the February, March and April Planning Commission meetings. During these meetings, the Planning Commission heard public comments on the proposed amendments and considered these comments in their recommendation.

**Options:**

1. Adopt the amendments to Article XII
2. Do not adopt the amendments
3. Remand back to the Planning Commission

**Recommendation:**

The Todd County Board of Commissioners approves the following by Motion:  
Adopt the recommendation of the Planning Commission and amend Article XII of the Planning and Zoning Ordinance as presented.

<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
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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



## **Resolution to Amend Article XII of the Todd County Planning and Zoning Ordinance**

**WHEREAS**, the Minnesota Legislature enacted, and Governor signed, Chapter 63 – H.F. No. 100 which created comprehensive legislation relating to the legalization and establishment of cannabis related businesses in the State of Minnesota; and

**WHEREAS**, Minnesota Statutes, Chapter 342 allows Counties to establish reasonable restrictions as to the time, place, and manner of the operation of a cannabis business; and

**WHEREAS**, the Todd County Planning Commission has held public hearings and reviewed the proposed Ordinance language during the February, March, and April 2026 Planning Commission Meetings; and

**WHEREAS**, the Todd County Planning Commission has recommended an amendment of Article XII – Regulation on Cannabis Businesses; and

**NOW, THEREFORE, BE IT RESOLVED**, at the Todd County Board of Commissioners now has adopted said amendment of Article XII – Regulation on Cannabis Businesses which shall take effect on April 21, 2026.

## 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) 1000' 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.
- (ii) Setbacks shall be measured from the closest point of the cannabis business to the property line of a property containing one of the applicable setback requirements identified above. For the purposes of this section, a perimeter fence shall be identified as a structure.

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) Indoor Cultivation
    - 1. Indoor cultivation shall be a conditional use in Commercial Zoning.
    - 2. Indoor cultivation is prohibited in all other districts.
  - 2) Outdoor Cultivation
    - 1. Outdoor cultivation shall be a conditional use in Commercial Zoning.
    - 2. Outdoor cultivation shall be restricted to parcels of land 40 acres or larger.
    - 3. Outdoor cultivation shall be prohibited in all other districts.

- (ii) Cannabis Manufacturer - Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a Conditional Use in the following zoning districts:
  - 1) 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) Commercial
- (iv) Wholesale - Cannabis businesses licensed or endorsed for wholesale are permitted as a Conditional Use in the following zoning districts:
  - 1) 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) 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) 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.
- (ix) All cannabis operations shall be subject to periodic review by Todd County to verify compliance with this Ordinance.

#### 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 all zoning districts.



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>20260421-07</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>The Towers Request for CUP</b>
--	-----------------------------------

Date of Meeting: 4/21/2026	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 construct a 164' monopole communications tower on parcel 03-0018603 (Birchdale TWP) was submitted on March 4<sup>th</sup>, 2026. The application was reviewed by the Planning Commission during the April 2<sup>nd</sup> public hearing. The final recommendation from the Planning Commission was to grant the CUP with one condition identified below.

**Options:**

1. Grant the CUP with one condition.
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. Applicant must 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:**

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

**Official Certification**

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

Seal



# CONDITIONAL USE PROCEEDINGS

## STATE OF MINNESOTA COUNTY OF TODD

**In The Matter of:** The Towers LLC,  
C/O Justin Gartner, Buell Consulting  
**Mailing Address:** 9973 Valley View Road  
Eden Prairie, MN 55344

**Property Owner:** Ronald R. & Mary Lou Bussmann  
**Mailing Address:** 27950 State 28  
Grey Eagle, MN 56336

**Site Address:** 21794 State Hwy 28  
Grey Eagle, MN 56336

**Parcel Number:** 03-0018603

### REQUEST:

1. Request for construction of a monopole for telecommunications antennas and equipment with a structure height of 155', and an overall height of 164' including the lighting rod in Rural Townsite Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 2nd day of April, 2026 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

See Attachment "A"

Record this document in:  X  abstract records       torrens records.

IT IS ORDERED that the Conditional Use # CUP-2026-005 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. Applicant must abide by all 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

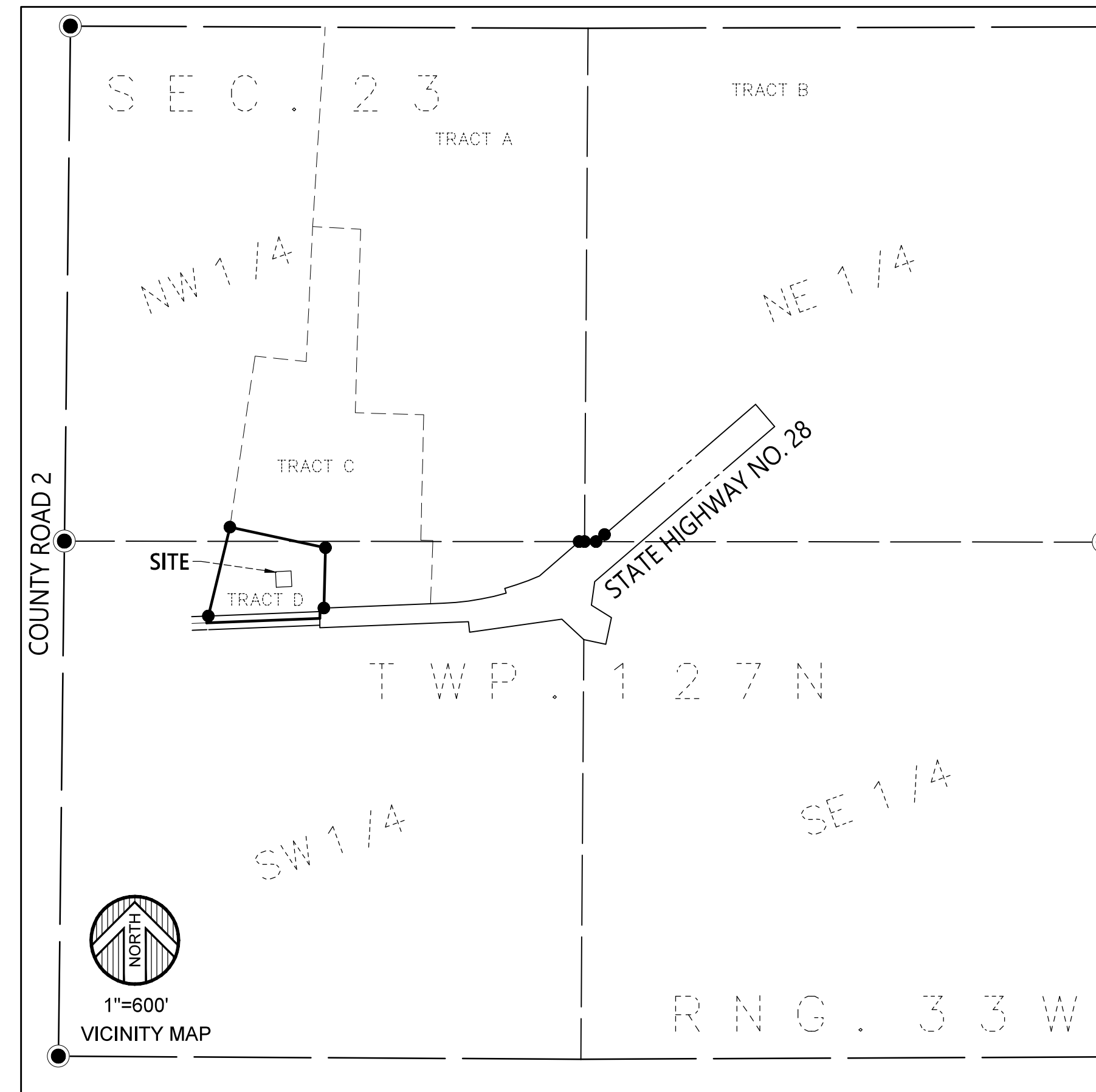
This form mailed to applicant: \_\_\_\_\_  
Date

*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.*

A

# SITE SURVEY FOR: THE TOWERS, LLC

# DESIGN 1



**PARENT PARCEL DESCRIPTION:** (per Tower Title, LLC, Commitment No. VTB-220401-C, dated September 30, 2025)

**SURVEYOR'S NOTE:** Exhibit A of the Commitment refers to a Survey dated July 18, 2019 by David A. Engelmeyer, RLS No. 54838. Said survey depicts and describes several tracts which are shown in the vicinity map. The parent parcel is Tract "D" from said survey. The following description is of said Tract "D".

That part of the NW1/4 and that part of the SW1/4 of Section 23, Township 127 North, Range 33 West, Todd County, Minnesota described as follows:

Commencing at the northwest corner of said Section 23;

thence South 89° 45' 16" East, assumed bearing, along the north line of said NW1/4, a distance of 1,309.45 feet;

thence South 03° 35' 49" West, 1,026.42 feet;

thence South 02° 42' 00" West, 694.87 feet;

thence North 83° 47' 22" West, 265.05 feet;

thence South 08° 21' 01" West, 888.67 feet to the point of beginning of the land to be described;

thence South 13° 39' 27" west, 502.56 feet to the north line of TOWNSITE OF BIRCH LAKE CITY, according to the recorded plat thereof on file and of record in the office of the County Recorder, Todd County, Minnesota;

thence North 88° 03' 11" East along said north line, 581.54 feet to the west line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 77-23, according to the recorded plat thereof on file and of record in the office of the County Recorder, Todd County, Minnesota;

thence North 00° 32' 27" East along said west line, 35.05 feet to the north line of said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 77-23;

thence North 87° 42' 38" East along said north line, 20.02 feet to the west line of said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 77-23;

thence North 00° 32' 27" East along said west line, 17.02 feet to the northwesterly corner of said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 77-23;

thence North 01° 33' 09" East, 310.32 feet;

thence North 77° 52' 54" West, 502.64 feet to the Point of Beginning.

**SCHEDULE "B" EXCEPTIONS:** (per Tower Title, LLC, Commitment No. VTB-220401-C, dated September 30, 2025)

1-9.) Not a plottable survey matter.

10.) Highway Easement between Ronald R. Bussmann, Mary Lou Bussmann; and County of Todd, dated September 13, 2000 and recorded October 20, 2000 in (instrument) 397122, in Todd County, Minnesota.

The highway easement is for County Highway No. 2 in the NE 1/4 of Section 23. The easement does not affect the subject parcel. It is not shown on the survey.

11.) Highway Easement between Ronald R. Bussmann, Mary Lou Bussmann; and County of Todd, dated June 20, 2000 and recorded October 20, 2000 in (instrument) 397123, in Todd County, Minnesota.

The highway easement is for County Highway No. 2 in the NE 1/4 of Section 23. The easement does not affect the subject parcel. It is not shown on the survey.

12.) Terms and conditions of an unrecorded agreement, as evidenced by a(n) Best Management Practice Financial Assistance Agreement for Cost Share Projects between Ronald Bussmann (husband) and Mary Lou (wife) and Sauk River Watershed District, dated March 25, 2016 and recorded July 1, 2016 in (instrument) 499732, in Todd County, Minnesota.

Not a plottable survey matter.

13.) Declaration of Driveway & Utility Easement between Ronald R. Bussmann and Mary Lou Bussmann, husband and wife; and Daniel J. Tomsche, Trustee of the Daniel J. Tomsche Revocable Trust under agreement dated October 13, 2017, dated December 29, 2023 and recorded January 5, 2024 in (instrument) A539628, in Todd County, Minnesota.

The private driveway easement affects the parent parcel. A specific description is not provided. However, said Survey dated July 18, 2019 by David A. Engelmeyer, RLS No. 54838 depicts a proposed easement along the east line of the parent parcel. It does not affect the surveyed area and is not shown on the survey

**SURVEYOR NOTES:**

- THE UTILITIES SHOWN ON THIS SURVEY ARE ACCORDING TO VISIBLE EVIDENCE ALONG WITH MARKINGS FROM GOPHER STATE ONE CALL LOCATE REQUEST TICKET No. 253361173, DATED DECEMBER 2, 2025. WIDSETH ASSUMES NO RESPONSIBILITY FOR THE COMPLETENESS AND ACCURACY OF THESE LOCATIONS.
- DUE TO SNOW AND ICE DURING THE TIME OF THE SURVEY, SOME UTILITIES AND IMPROVEMENTS MAY NOT HAVE BEEN LOCATED.
- THIS IS NOT A BOUNDARY SURVEY OF THE PARENT PARCEL. THIS SURVEY REPRESENTS THE LEASE PARCEL AND ACCESS AND UTILITY EASEMENT ONLY.
- THE PRESENCE AND LOCATION OF WETLANDS HAS NOT BEEN DETERMINED ON THE PROPERTY. WETLANDS SHOULD ONLY BE DETERMINED BY AN ACTUAL FIELD DELINEATION PERFORMED BY A QUALIFIED WETLAND SPECIALIST.
- THE TOWER SITE LIES WITHIN ZONE "X" (AREAS DETERMINED TO HAVE MINIMAL FLOOD HAZARD) AS DEPICTED BY FEMA FLOOD INSURANCE RATE MAP NO. 27153C0595D, DATED 2/4/2011.
- THE LEASE PARCEL IS CONTIGUOUS ALONG ITS COMMON BOUNDARIES TO THE ACCESS AND UTILITY EASEMENT, WHICH IN TURN IS CONTIGUOUS ALONG ITS COMMON BOUNDARIES TO THE RIGHT OF WAY OF STATE HIGHWAY NO. 28, AND THERE ARE NO GAPS, GORES, SPACES OR OVERLAPS BETWEEN OR AMONG ANY OF SAID LEASE PARCEL, EASEMENT AND PUBLIC RIGHT OF WAY.
- THE LEASE PARCEL TOGETHER WITH ALL ACCESS AND UTILITY EASEMENTS ARE WITHIN THE AREA DESCRIBED IN THE PROPERTY DESCRIPTION CONTAINED HEREIN.
- DURING THE TIME OF THE SURVEY THERE WERE NO VISIBLE ENCROACHMENTS TO THE LEASE PARCEL OR ACCESS AND UTILITY EASEMENT.
- THIS SURVEY WAS PREPARED BY WIDSETH. 610 FILLMORE ST., ALEXANDRIA, MN 56308 PHONE NUMBER: 320-762-8149
- THIS SURVEY WAS PREPARED FOR DESIGN 1.

**LEASE AREA DESCRIPTION:**

That part of the Southwest Quarter of Section 23, Township 127 N, Range 33 W of the Fifth Principal Meridian, Todd County, Minnesota, described as follows:

Commencing at the Northwest corner of said Southwest Quarter; thence South 00 degrees 39 minutes 50 seconds West along the West line of said Southwest Quarter, a distance of 200.05 feet; thence North 87 degrees 42 minutes 30 seconds East, a distance of 1088.34 feet to the Point of Beginning of the lease area to be described; thence continuing North 87 degrees 42 minutes 30 seconds East, a distance of 80.00 feet; thence South 02 degrees 17 minutes 30 seconds East, a distance of 80.00 feet; thence South 87 degrees 42 minutes 30 seconds West, a distance of 80.00 feet; thence North 02 degrees 17 minutes 30 seconds West, a distance of 80.00 feet to the Point of Beginning.

Said lease area contains 6,400.00 Sq. Ft. ± or 0.15 Acres ±.

**ACCESS AND UTILITY EASEMENT DESCRIPTION:**

A 30.00 foot wide easement for ingress, egress and utility purposes over, under and across the Southwest Quarter of Section 23, Township 127 N, Range 33 W of the Fifth Principal Meridian, Todd County, Minnesota, the centerline of said easement is described as follows:

Commencing at the Northwest corner of said Southwest Quarter; thence South 00 degrees 39 minutes 50 seconds West along the West line of said Southwest Quarter, a distance of 200.05 feet; thence North 87 degrees 42 minutes 30 seconds East, a distance of 1073.34 feet to the Point of Beginning of the centerline to be described; thence South 02 degrees 17 minutes 30 seconds East, a distance of 169.00 feet; thence South 87 degrees 42 minutes 30 seconds West, a distance of 181.87 feet; thence South 57 degrees 02 minutes 13 seconds West, a distance of 70.20 feet; thence South 00 degrees 00 minutes 00 seconds East, a distance of 9.24 feet to the north right of way line of State Highway No. 28 and said centerline there terminating.

The sidelines of said easement shall be shortened or lengthened to terminate at said north right of way line of State Highway No. 28.

Said access and utility easement contains 12,909.54 Sq. Ft. ± or 0.30 Acres ±.



PROPERTY OWNER:

**RONALD R & MARY LOU BUSSMANN**

PARCEL NO:

**03-0018603**

ZONED:

**RURAL TOWNSITE**

DEED REFERENCED:

**QUIT CLAIM DEED  
INSTRUMENT NO. 356416**

VERTICAL BRIDGE SITE NAME:  
**STC AMARYLLIS**

VERTICAL BRIDGE SITE NUMBER:  
**US-MN-5479**

SITE ADDRESS:  
**27244 STATE 28  
GREY EAGLE, MN 56336**

I HEREBY CERTIFY TO: VERTICAL BRIDGE REIT, LLC, A DELEWARE LIMITED LIABILITY COMPANY, ITS SUBSIDIARIES, AND THEIR RESPECTIVE SUCCESSORS AND/OR ASSIGNS; ITS LENDERS, AND ADMINISTRATIVE AGENTS AND EACH OF THEIR RESPECTIVE SUCCESSORS AND/OR ASSIGNS, AND TOWER TITLE, LLC.

I FURTHER CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS REVIEWED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: *Bryan T. Balcome*  
DATE: 1/12/26  
BRYAN T. BALCOME, L.S.  
LICENSE # 42594

FULL SCALE ON 22"x34"  
HALF SCALE ON 11"x17"  
2025-12060

1	1/21/26	CLIENT COMMENTS	BAM	JBR	BTB
No.	Date	REVISIONS	By	CHK	APP'D
FIELD WORK: 12/09/25			CHECKED BY: BTB	DRAWN BY: LMS	



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>20260421-08</b>

<b>Agenda Topic Title for Publication:</b>	<b>Professional Services from Barr</b>
--	--

Date of Meeting: April 21, 2026	Agenda Time Requested: 5 minutes	<input type="checkbox"/> Consent Agenda
---------------------------------	----------------------------------	---

Organization / Department Requesting Action: Solid Waste

Person Presenting Topic at Meeting: Mike Eberle

**Background:** Supporting Documentation enclosed

Todd County has historically used Barr for professional services related to annual groundwater quality data review, analysis and reporting. For 2025, Barr has provided the attached proposal to perform these services for \$17,500.00. In 2024 the cost was slightly lower for similar tasks. This work is required by state law and Minnesota Pollution Control Agency permits for the demolition landfill

**Options:**

1. Authorize Solid Waste Director to sign proposal with Barr for professional services for \$17,500.00.
2. Deny Solid Waste Director authority to sign proposal with Barr for professional services

**Recommendation:**

The Todd County Board of Commissioners approves the following by Motion:  
 Authorize Solid Waste Director to sign proposal with Barr for professional services for \$17,500.00.

<i>Additional Information:</i>	<b>Budgeted:</b>	<b>Comments</b>
<b>Financial Implications: \$ \$17,500</b> <b>Funding Source(s):</b> Solid Waste	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

**Auditor/Treasurer Archival Purposes Only:**

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

**Official Certification**

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

# Board Action Form

**Requestor to Complete:**

<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	
<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>Professional Services from Barr</b>
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Date of Meeting: April 21, 2026	Agenda Time Requested: 5 minutes	<input type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Solid Waste

Person Presenting Topic at Meeting: Mike Eberle

**Background:** Supporting Documentation enclosed

Todd County has historically used Barr for professional services related to annual groundwater quality data review, analysis and reporting. For 2025, Barr has provided the attached proposal to perform these services for \$17,500.00. In 2024 the cost was slightly lower for similar tasks. This work is required by state law and Minnesota Pollution Control Agency permits for the demolition landfill

**Options:**

1. Authorize Solid Waste Director to sign proposal with Barr for professional services for \$17,500.00.
2. Deny Solid Waste Director authority to sign proposal with Barr for professional services

**Recommendation:**

The Todd County Board of Commissioners approves the following by Motion:  
Authorize Solid Waste Director to sign proposal with Barr for professional services for \$17,500.00.

<b>Additional Information:</b>	<b>Budgeted:</b>	<b>Comments</b>
<b>Financial Implications: \$ \$17,500</b> <b>Funding Source(s):</b> Solid Waste	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

**Auditor/Treasurer Archival Purposes Only:**

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

**Official Certification**

STATE OF MINNESOTA }  
COUNTY OF TODD }

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Seal

March 31, 2026

Mr. Chris McConn, P.E.  
Todd County Solid Waste Director  
Via Email at Chris McConn <cmcconn@co.ottertail.mn.us>

**Re: Proposal for 2026 Groundwater Monitoring Services – Todd County Demolition Landfill**

Dear Mr. McConn:

Barr Engineering is pleased to offer this proposal for groundwater reporting services. The purpose of the reporting is to maintain compliance with the terms of Minnesota Solid Waste Permit SW-403 for the Todd County demolition landfill (Landfill) located in Todd County, approximately 1.5 miles southeast of Browerville, MN.

**Background**

Barr has reviewed and reported on the groundwater monitoring program for the Landfill since 2022, including the completion of a hydrogeologic evaluation of the Site in 2022, implementing surface water elevation monitoring and additional laboratory analytical sampling beginning in 2023, and the completion of spring and annual groundwater monitoring reports. This Proposal includes budget for routine spring and annual groundwater reporting efforts in 2026.

**Proposal**

We propose the following tasks going forward to maintain compliance for the facility:

1. Prepare the Spring (Routine) Monitoring Report – We will summarize the monitoring data for the routine event in a letter report format, similar to the 2025 spring report. We assume that we will receive the data in our standard electronic deliverable format or .CSV file for review prior to its uploading to the MPCA database to ensure accuracy. The report is due on June 30th of the monitoring year. Our estimated cost for this task is **\$4,500**.
2. Prepare the Annual Groundwater Monitoring Report – We will prepare an annual report similar to the 2025 report format continuing the evaluation of routine data and additional data received to better define the groundwater condition at the Site. The report is due on March 1 of the year following the monitoring year. Our estimated cost for this task is **\$9,000**.
3. Project Management and Communications – This task includes project management and communications with Todd County and the project team at a rate of approximately 20% of other costs plus an additional \$1,000 for any requested review or assistance with permit re-issue tasks. This task will be billed on a time and materials basis, not to exceed **\$4,000**.

**Assumptions and Terms**

We understand that Widseth Smith and Nolting Consultants (Widseth) will provide annual surveying, field sampling and surface water permit related services as in years past.

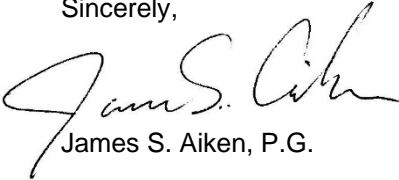
Our costs are estimates based on our anticipated level of effort for similar projects. We will manage our costs to these budgets and bill you on a time and expense basis not to exceed these amounts without

explanation of additional costs and your approval of additional budget. The estimated costs are proposed as a package due to the interdependence of the tasks and timing assumptions. Pricing for individual tasks will increase the costs for each task. Our 2026 fee schedule is included in Attachment A.

You may halt our work at any time without cause, and we will submit a final invoice for hours worked to that date. Please see our short form contract for additional terms and insurance information in Attachment B.

We hope that this proposal meets your needs. However, we are flexible and can modify the scope to meet your budget. Please call me at 701-595-4155.

Sincerely,



James S. Aiken, P.G.

Vice President  
Barr Engineering Company



March 31, 2026

Mr. Chris McConn, P.E.  
Todd County Solid Waste Director  
Via Email: cmccon@ottertail.co.mn.us

**Re: Agreement for Todd County Demolition Landfill Groundwater Reporting and Evaluation**

Dear Mr. McConn:

Thank you for retaining us. We will do our best to justify your expression of confidence in us. This letter, together with our Standard Terms (attached) sets forth the Agreement between Todd County (Client) and Barr Engineering Co., its affiliates and subsidiaries (Barr) regarding groundwater reporting and evaluation for the Todd County Demolition Landfill, Permi SW-403.

The scope of professional consulting services Barr will provide are described on the attached proposal.

This Agreement will be effective for the duration of the services unless terminated earlier by either Client or Barr. Barr's Proposal, if any, is not a part of this Agreement except as specifically indicated or referred to in this letter Agreement. Barr will commence work upon receipt of a copy of this letter signed by Client. The estimated schedule for the services is:

*Task 1: Spring Monitoring Report – Begin when data received; complete by June 30<sup>th</sup>, 2026*

*Task 2: Annual Groundwater Monitoring Report – Begin December 2026; Complete by March 1<sup>st</sup> 2027*

*Task 3: Project Management and Communication – Complete by March 1<sup>st</sup> 2027*

Barr will inform you of progress by email and as noted on the monthly invoice.

For the services provided, Client will pay Barr according to the attached Standard Terms. The cost of the services will not exceed \$17,500 (USD) without prior approval by you.

We understand you or your delegate have the authority to direct us. We will direct communications to you at the email address on this letter unless otherwise directed by you. Direction should be provided to me (jaiken@barr.com) or Alex Puetz (apuetz@barr.com).

During the term of this Agreement, Barr agrees to maintain with a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, the type of insurance and policy limits as set forth below (USD):

#### Workers' Compensation and Employers' Liability

1. Coverage A: Per State Statute
2. Coverage B: \$500,000 Each Accident  
\$500,000 Disease – Policy Limit  
\$500,000 Disease – Each Employee

#### Commercial General Liability

1. \$2,000,000 General Aggregate
2. \$2,000,000 Products – Completed Operations Aggregate
3. \$1,000,000 Each Occurrence
4. \$1,000,000 Personal Injury

#### Commercial Automobile Liability

1. \$1,000,000 Combined Single Limit Bodily Injury and Property Damage

The Commercial Automobile Liability shall provide coverage for the following automobiles:

1. All Owned Automobiles
2. All Non-Owned Automobiles
3. All Hired Automobiles

#### Umbrella Liability

1. \$10,000,000 Each Claim  
\$10,000,000 Annual Aggregate
2. The Umbrella Liability provides excess limits for the Commercial General Liability, Employers' Liability, and Commercial Automobile Liability policies.

#### Professional and Pollution Incident Liability

Professional Liability insurance including Pollution Incident Liability coverage with limits of not less than \$5,000,000 Per Claim / \$5,000,000 Annual Aggregate.

#### Certificates of Insurance

Certificates of Insurance will be provided upon request.

Barr and Client waive all rights, including their insurers' subrogation rights, against each other, their subcontractors, agents, and employees, and the other's consultants, separate contractors, and their subcontractors, agents, and employees for losses or damages covered by their respective property or casualty insurance, commercial general liability, or Builder's Risk insurance. This waiver of subrogation is effective notwithstanding any duty of indemnity.

If this Agreement is satisfactory, please sign the enclosed copy of this letter in the space provided, and return it to Barr. This Agreement will be open for acceptance until April 30, 2026, unless earlier withdrawn by us.

Sincerely yours,

BARR ENGINEERING CO.



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James S. Aiken  
Its Vice President

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

TODD COUNTY

By \_\_\_\_\_

Its \_\_\_\_\_

Attachments  
Standard Terms—Professional Services



## STANDARD TERMS—PROFESSIONAL SERVICES

Our Agreement with you consists of the accompanying letter or other authorization, Work Orders, and these Standard Terms – Professional Services.

### Section 1: Our Responsibilities

- 1.1 We will provide the professional services (“Services”) described in this Agreement. We will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality.
- 1.2 We will select the means, methods, techniques, sequences, or procedures used in providing our Services. If you direct us to deviate from our selections, you agree to hold us harmless from claims, damages, and expenses arising out of your direction.
- 1.3 We will acquire all licenses applicable to our Services and we will comply with applicable law.
- 1.4 Our duties do not include supervising your contractors or commenting on, supervising, or providing the means and methods of their work unless we accept any such duty in writing. We will not be responsible for the failure of your contractors to perform in accordance with their undertakings.
- 1.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, job, or site health or safety unless we accept that duty in writing.
- 1.6 Estimates of our fees or other project costs will be based on information available to us and on our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should add a contingency.
- 1.7 The information you provide to us will be maintained in confidence except as required by law.

### Section 2: Your Responsibilities

- 2.1 You will provide access to property.
- 2.2 You will provide us with prior reports, specifications, plans, changes in plans, and other information about the project that may affect the delivery of our Services. You will hold us harmless from claims, damages, and related expenses, including reasonable attorneys’ fees, involving information not timely called to our attention or not correctly shown on documents you furnish to us.
- 2.3 You agree to provide us with information on contamination and dangerous and hazardous substances and processes we may encounter in performing the Services and related emergency procedure information.
- 2.4 You agree to hold us harmless as to claims that we are an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of any law governing the handling, treatment, storage, or disposal of dangerous or hazardous materials.
- 2.5 Site remediation services may involve risk of contamination

of previously uncontaminated air, soil, or water. If you are requesting that we provide services that include this risk, you agree to hold us harmless from such contamination claims, damages, and expenses, including reasonable attorneys’ fees, unless and to the extent the loss is caused by our negligence.

- 2.6 You agree to make disclosures required by law. If we are required by law or legal process to make such disclosures, you agree to hold us harmless and indemnify us from related claims and costs, including reasonable attorneys’ fees.

### Section 3: Reports and Records

- 3.1 We will retain analytical data relating to the Services for seven years and financial data for three years.
- 3.2 Monitoring wells are your property and you are responsible for their permitting, maintenance and abandonment unless we accept that duty in writing. Samples remaining after tests are conducted and field and laboratory equipment that cannot be adequately cleansed of contaminants are your property. They will be discarded or returned to you, at our discretion, unless within 15 days of the report date you give written direction to store or transfer the materials at your expense.
- 3.3 Our reports, notes, calculations, and other documents, and our computer software, programs, models, and data are instruments of our Services, and they remain our property, subject to a license to you for your use in the related project for the purposes disclosed to us. You may not use or transfer such information and documents to others for a purpose for which they were not prepared without our written approval.
- 3.4 Because electronic documents may be modified intentionally or inadvertently, you agree that we will not be liable for damages resulting from change in an electronic document occurring after we transmit it to you. In case of any difference or ambiguity between an electronic and a paper document, the paper document shall govern. When accepting document transfer in electronic media format, you accept exclusive risk relating to long-term capability, usability, and readability of documents, software application packages, operating systems, and computer hardware. We will submit a harcopy of all final documents to you at the completion of this engagement.
- 3.5 If you do not pay for the Services in full as agreed, we may retain reports and work not yet delivered to you and you agree to return to us our reports and other work in your possession or under your control.

#### **Section 4: Compensation**

- 4.1** You will pay for the Services as agreed or according to our then current fee schedules according to the terms of our proposal and within 30 to 45 days of receipt of our invoice.
- 4.2** You agree to notify us of billing disputes within 15 days and to pay undisputed portions of invoices within 30 days of invoice date. No interest or late fees are allowed to accrue.
- 4.3** You agree to compensate us in accordance with our fee schedule if we are asked or required to respond to legal process arising out of a proceeding to which we are not a party.
- 4.4** If we are delayed by factors beyond our control, or if the project conditions or the scope of work change, or if the standards change, we will receive an equitable adjustment of our compensation.
- 4.5** In consideration of our providing insurance to cover claims made by you, you hereby waive any right of offset as to payment otherwise due us.

#### **Section 5: Disputes, Damage, and Risk Allocation**

- 5.1** Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include a meeting attended by each party's representative empowered to resolve the dispute. Disputes (except collections) will be submitted to mediation as a condition precedent to litigation.
- 5.2** We will not be liable for special, incidental, consequential, or punitive damages, including but not limited to those arising from delay, loss of use, loss of profits or revenue, loss of financing commitments or fees, or the cost of capital. Each of us waives against the other and its subcontractors, agents, and employees all rights to recover for losses covered by our respective property/casualty or auto insurance policies.
- 5.3** We will not be liable for damages unless you have notified us of your claim within 30 days of the date of your discovery of it and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages, and unless suit is commenced within two years of the earlier of the date of injury or loss and the date of completion of the Services.

**5.5** We will remind you of past due invoices after 30 days. Failure to pay within 60 days of the invoice date, may result in delay of delivery of expected deliverables until payment is received.

**5.6** The law of the state in which the project site is located will govern all disputes. No employee acting within the scope of employment will have any individual liability for his or her acts or omissions and you agree not to make any claim against individual employees working on the project.

#### **Section 6: Miscellaneous Provisions**

- 6.1** We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured will be limited to losses caused by our negligence as policy holder.
- 6.2** This Agreement is our entire agreement, and it supersedes prior agreements. Only a writing signed by an authorized representative for each of us making specific reference to the provision modified may modify it.
- 6.3** Neither of us will assign this Agreement without the written approval of the other. No other person has any rights under this Agreement.
- 6.4** Only a writing may terminate this Agreement. We will receive an equitable adjustment of our compensation as well as our earned fees and expenses through the day of termination.
- 6.5** We will not discriminate against any employee or applicant for employment because of race, color, creed, ancestry, national origin, sex, religion, age, marital status, affectional preference, disability, status with regard to public assistance, membership or activity in a local human-rights commission, or status as a specially disabled, Vietnam-era, or other eligible veteran. We will take affirmative action to ensure that applicants are considered, and employees are treated during their employment, without regard to those factors. Our actions will include, but are not limited to notifications, hiring, promotion or employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoffs or terminations, rates of pay and other forms of compensation, and selection for training or apprenticeship.
- 6.6** Neither we nor you, including our officers, employees, and agents, are agents of the other, except as agreed in writing. Except as agreed in writing, nothing in this Agreement creates in either party any right or authority to incur any obligations on behalf of, or to bind in any respect, the other party. Nothing contained herein will prevent either party from procuring or providing the same or similar products or services from or to any third person, provided that there is no breach of any obligations pertaining to confidentiality.

*End of Standard Terms*



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>20260421-09</b>

<b>Agenda Topic Title for Publication:</b>	<b>Power Broom Purchase</b>
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Date of Meeting: 4-21-2026	Agenda Time Requested: 5 min	<input type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Solid Waste

Person Presenting Topic at Meeting: Mike Eberle

**Background:** Supporting Documentation enclosed

In support of our new Transfer Station facility, the department request a purchase of a Bobcat power broom attachment. This equipment will provide the facility a safer and more effective means for cleaning our tipping floor areas as well as assisting with our snow removal efforts. State bid pricing through Farm-Rite for this power broom attachment is \$7,416.00. This was discussed among our Solid Waste committee.

**Options:**

- 1) Approve purchase for Bobcat Power Broom for the amount of \$7,416.00 from Farm Rite.
- 2) Do not Approve the purchase.

**Recommendation:**

The Todd County Board of Commissioners approves the following by Motion:  
 Approve the purchase for Bobcat Power Broom attachment for the amount of \$7,416.00

<i>Additional Information:</i>	<b>Budgeted:</b>	<b>Comments</b>
<b>Financial Implications: \$ \$7,416.00</b> <b>Funding Source(s):</b> Fund 51	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Auditor/Treasurer Archival Purposes Only:**

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

**Official Certification**

STATE OF MINNESOTA }  
 COUNTY OF TODD }  
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Seal



Quotation Number: **DS1733586**  
 Quote Sent Date: **Apr 01, 2026**  
 Expiration Date: **Apr 30, 2026**  
 Prepared By: **DEAN SCHREINER**  
 Phone: +13203390084  
 Email: dean.schreiner@farmriteequip.com

Customer  
**TODD COUNTY SOLID WASTE  
 TRANSFER STATION**  
 30433 US 71  
 BROWERVILLE, MN, 56438-4773  
 Phone: +1 320 594 2210

Contact  
**MIKE EBERLE**  
 Phone: +13205331828  
 Email: mike.eberle@co.todd.mn.us

Dealer  
**Farm-Rite Equipment of Long Prairie,  
 Inc.**  
 19612 US 71  
 Long Prairie, MN, 56347

Item Name	Item Number	Quantity	Price Each	Total
<b>84" Angle Broom</b>	7337715	1	7,092.00	7,092.00
<b>Total for 84" Angle Broom</b>				<b>7,092.00</b>
Quote Subtotal				7,092.00
Dealer PDI				50.00
Destination Charges				274.00
Sales Total before Taxes				7,416.00
Taxes				0.00
<b>Quote Total - USD</b>				<b>7,416.00</b>

<b>Customer Acceptance:</b>	
Quotation Number: <b>DS1733586</b>	Purchase Order: _____
<b>Authorized Signature:</b>	
Print: _____	Sign: _____
Date: _____	Email: _____ Tax Exempt: Y <input type="checkbox"/> / N <input type="checkbox"/>



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>20260421-10</b>

<b>Agenda Topic Title for Publication:</b>	<b>30 yard Roll-Off Purchases</b>
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Date of Meeting: 4-21-2026	Agenda Time Requested: 5 min	<input type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Solid Waste

Person Presenting Topic at Meeting: Mike Eberle

**Background:** Supporting Documentation enclosed

In support of our new Transfer Station facility, the department request a purchase of 2-30 yard roll off containers. These containers are replacing old inventory that is no longer viable. The department received 3 bids: Pro-Tainer quote was \$9,400 each Wastequip quote was \$8,900.00 each and low bid was Metal Werxs at \$7,600.00 each. This purchase was discussed among our Solid Waste committee.

**Options:**

- 1) Approve purchase of 2 - 30 yard Roll Offs from Metal Werxs for the amount of \$15,200.00.
- 2) Do not Approve the purchase.

**Recommendation:**

The Todd County Board of Commissioners approves the following by Motion:  
 Approve the purchase for 2 - 30 yard Roll Off's from Metal Werxs for the amount of \$15,200.00

<i>Additional Information:</i>	<b>Budgeted:</b>	<b>Comments</b>
<b>Financial Implications: \$ \$15,200.00</b> <b>Funding Source(s): Fund 51</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Attorney Legal Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Auditor/Treasurer Archival Purposes Only:**

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

**Official Certification**

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

Seal

# Estimate

32



Issue Date: 1/28/26

To:  
Todd county

From:  
Metalwerx Inc  
14950 Iris Rd  
Little Falls, MN 56345

Item	Description	Price	Qty	Total
40 YD 22 FT HD HOOK	22' long 80" walls 94" wide 6x2x1/4" main rails 3" c-channel 12" on center 7ga walls 1/4" floor 4x3x3/16" top tube	\$9,000.00	1	\$9,000.00
40 YD 22 FT MD HOOK	22' long 80" walls 94" wide 6x2x1/4" main rails 3" c-channel 18" on center 10ga walls 1/4" floor 4x3x3/16" top tube	\$8,300.00	1	\$8,300.00
30 YD 22 FT HD HOOK	22' long 61" walls 94" wide 6x2x1/4" main rails 3" c-channel 12" on center 7ga walls 1/4" floor 4x3x3/16" top tube	\$7,600.00	1	\$7,600.00
30 YD 22 FT MD HOOK	22' long 61" walls 94" wide 6x2x1/4" main rails 3" c-channel 18" on center 10ga walls 1/4" floor 4x3x3/16" top tube	\$7,200.00	1	\$7,200.00
20 YD 22FT HD HOOK	22' long 42" walls 94" wide 6x2x1/4" main rails 3" c-channel 12" on center 7ga walls 1/4" floor 4x3x3/16" top tube	\$7,100.00	1	\$7,100.00

Name	Description	Price	Quantity	Total
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20YD 22FT MD HOOK	22' long 42" walls 94" wide 6x2x1/4" main rails 3" c-channel 18" on center 10ga walls 1/4" floor 4x3x3/16" top tube	\$6,700.00	1	\$6,700.00
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Subtotal \$45,900.00



Color -



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>20260421-11</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 the updated Todd County Mental Health Local Advisory Council Bylaws</b>
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Date of Meeting: 4/21/2026	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 and Kim DeCock

**Background:** *Supporting Documentation enclosed*

The mission of the Todd County Mental Health Advisory Council (LAC) is to review, evaluate, and make recommendations regarding any element of the local mental health care system to the Region V+ Mental Health Local Advisory Council, and annually report those recommendations to the Todd County Board of Commissioners and the State Advisory Council on Mental Health. The updated LAC bylaws have been reviewed by the County Attorney and approved by the Todd County LAC. The Bylaws need to be reviewed annually and signed by the Todd County Board of Commissioners.

**Options:**

1. To approve the Todd County Mental Health Advisory Council Bylaws.
2. Not approve.

**Recommendation:**

The Todd County Board of Commissioners approves the following by Motion:  
To approve the Todd County Mental Health Advisory Council Bylaws.

<b>Additional Information:</b>	<b>Budgeted:</b>	<b>Comments</b>
<b>Financial Implications: \$ None</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Funding Source(s):</b>		
Attorney Legal Review: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Facilities Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Finance Committee Review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input 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

# **BYLAWS OF THE TODD COUNTY MENTAL HEALTH LOCAL ADVISORY COUNCIL**

## **MISSION STATEMENT**

The mission of the Todd County Mental Health Advisory Council is to review, evaluate, and make recommendations regarding any element of the local mental health care system to the Region V+ Mental Health Local Advisory Council, and annually report those recommendations to the Todd County Board of Commissioners and the State Advisory Council on Mental Health, by:

- A. Arranging for input from regional treatment center’s mental illness program unit, inpatient mental health programs and community-based providers serving Todd County regarding coordination of care between the regional treatment center’s mental illness program unit, inpatient mental health treatment programs and other entities with community-based services;
- B. Identifying the providers, agencies, and associations that provide education and prevention services (i.e., services designed: to educate, to increase understanding and acceptance of problems associated with mental health, to increase awareness of the availability of resources and services, and to improve people's skills in dealing with high-risk situations known to affect people's mental health and functioning. The services include the distribution of information to individuals and agencies identified by the Todd County Mental Health Local Advisory Council, on predictors and symptoms of mental health, where mental health services are available in the region, and how to access the services.);
- C. Providing to the county board a report of unmet mental health needs of adults and children residing in Todd County to be included in the county’s mental health plan, and participate in developing the mental health plan; and
- D. Coordinating its review, evaluation, and recommendations regarding the local mental health care system with the Region V+ Mental Health Local Advisory Council, the Region V+ Adult Mental Health Initiative, the Region V+ Children’s Mental Health Initiative, and with the state advisory council on mental health.

## **ARTICLE I NAME AND DEFINITIONS**

### **Section I-Name:**

This organization shall be known as the Todd County Mental Health Local Advisory Council, hereafter referred to as the Council or LAC in this document.

### **Section II-Legal Citation:**

The statutory purpose of the Council is stated in the Minnesota Comprehensive Adult Mental Health Act (Minn. Stat. § 245.461 *et seq.*) and the Minnesota Comprehensive Children's Mental Health Act (Minn. Stat. § 245.487 *et seq.*).

### **Section III-Jurisdictional Area:**

The area in which the Council shall exercise its activities shall be the County of Todd.

## **ARTICLE II PURPOSE**

Section I: Support educational activities about mental health and services to residents of Todd County.

Section II: Advise the Regional LAC on programs and services that support adults with lived mental health experiences, adults with serious and persistent mental illness, and children with severe emotional disturbance within the county.

Section III: Identify the needs of individuals with lived mental health experiences and consumers of mental health services within Todd County, including the needs of families of children with severe emotional disturbances.

Section IV: Monitor, review, and evaluate mental health services within Todd County on a continual basis.

Section V: Serve as an advocate for individuals with lived mental health experiences, adults with serious and persistent mental illness, and children with severe emotional disturbance.

Section VI: Arrange for periodic input from the Department of Human Services regarding coordination of care between state mental health services and community-based service providers.

## **ARTICLE III POLICIES**

Section I: All Council meetings are open to the public.

Section II: The Council will strive to have at least 51 percent of people with a lived mental health experience and family members. It will actively recruit these members in order to be inclusive of all voices. The Council will also strive to assure that members who represent providers or state or county government agencies do not constitute a majority of the total membership.

## **ARTICLE IV COUNCIL STRUCTURE**

### Section I-Membership:

LAC shall be comprised, at a minimum, of:

- 1 individual with lived mental health experience
- 1 family member of an adult with lived mental health experience
- 1 community support program representative
- 1 mental health professional (adult)
- 1 mental health professional (children's)
- 1 person who was in a mental health program as a child or adolescent
- 1 parent of a child or adolescent with severe emotional disturbance
- 1 representative of the children's mental health local coordinating council
- 1 family community support services program representative
- 1 representative of minority populations of significant size residing in the county

- 1 lay member who represents the community at large
- Additional members will be selected to provide a broad community perspective of agencies and providers involved in mental health services.
- In addition to these required members, each county commissioner shall appoint a community representative from their respective districts.
- Those present and, on the roster, will be voting members.
- Health and Human Services staff on the Council will be *ex-officio* members.

Section II-Terms:

Members will be appointed to three-year terms. There will be no limit on reappointments.

Section III-Appointments:

As vacancies occur, the Council will recommend new members for appointment. If vacancies are not filled within a reasonable time, the Council may advertise for applicants. The Council shall request qualifications and other pertinent information from applicants.

Section IV-Vacancies of Membership:

Vacancies shall occur upon the death, disqualification, or expiration of term. Anyone wishing to voluntarily resign shall notify of that intent in writing to the chair of the Council.

Section V-Membership Reimbursement:

Consumers, family members, and nonagency community members may receive a stipend of \$55 per meeting. There may also be mileage reimbursement at the applicable federal mileage rate to attend the meetings. To be eligible for a stipend or mileage reimbursement, one must first be a Todd County LAC member.

**ARTICLE V  
OFFICERS**

Section I: Council officers shall be a Chairperson and Vice Chairperson. The term of office shall be one (1) year, starting January 1st and ending December 31st. The Adult Services Supervisor or designee shall serve as secretary and will not be a voting member of the Council.

The Council shall appoint a Chair. The Chairperson shall be the presiding officer and chief executive officer of the Council and shall be responsible for carrying out the policy decisions of the Council. The Chair will preside at all meetings and may speak for or in behalf of the Council. The selection of the following year's Chairperson will occur at the November meeting each year.

The Vice Chairperson shall assist the Chairperson in carrying out the duties and responsibilities of the office and shall perform such additional duties as may be established by the Council from time to time. In the absence of the Chairperson at any meeting of the Council, the Vice Chairperson shall preside. If both the Chairperson and the Vice Chairperson are not in attendance at a regular or special meeting, a temporary chairperson shall be chosen from among those present at the meeting.

The Secretary shall issue notices of all meetings and will be responsible for keeping minutes of all meetings and maintaining a record of these minutes, maintaining a current membership roster, receiving information from the Region 5+ Mental Health Initiatives, mailing/emailing minutes and agendas, and receiving calls from absentees. The Secretary shall perform additional duties as designated by the Chair to keep the Council informed between meetings.

## **ARTICLE VI MEETINGS**

### Section I-Regular Meetings:

Regular meetings of the Council will be held on the third Wednesday of January, March, May, July, September, and November of each year. Meetings will begin at 9:00 a.m. and will be held in-person with access available via remote technology. Location of the meeting will be at Todd County Health and Human Services, 212 2nd Ave S, Long Prairie, in Annex 1 Room 2. The presiding member will allow members into the meeting from the virtual waiting room. Providers and speakers may be invited to increase awareness of services available and/or needed.

### Section II-Committees:

Ad hoc committees will be established as needed to conduct Council business. An ad hoc committee is formed upon a motion approved by majority vote of members present, following discussion and deliberation of an issue related to the Council’s work plan. One or more Council members will be designated as committee chair(s) to organize and report on the work of the committee. The general activities for ad hoc committees include: 1. Research issues and recommend actions needed for deliberation and action by the full Council. 2. Monitor activities in the community related to the charge of the committee. 3. Report to the full Council on the activities and progress of the committee.

### Section III-Quorum:

A minimum of five Council members present shall constitute a quorum for conducting official business.

### Section IV-Elections:

Nominations shall be held in November (orally) with a paper ballot shared electronically in January.

## **ARTICLE VII DUTIES**

### Section I-Report to County Board:

Annually, the Council will report to the Todd County Board on the activities and recommendations of the Council for both adult and child mental health needs and identify individuals and agencies to receive information on predictors and symptoms of mental illness and severe emotional disturbance, where services are available and how to access services.

### Section II-Communicate with State Liaison:

The Council will provide input and feedback to the State Advisory Council through the Liaison. Minutes of bimonthly meetings will be sent to the Liaison and otherwise as requested from the State Agency.

Section III-Provide Input to Biennial Mental Health Plan:

Provide to the County Board a report of unmet needs of adults and children residing in the county and participate in the development of the mental health component of the county’s biennial CSSA plan.

**ARTICLE VIII  
SPECIAL PROJECTS**

Section I: The Council may initiate grant applications and receive donations for education and prevention public education programs and other special projects as authorized by the Region 5+ Adult Mental Health Initiative.

**ARTICLE IX  
PARLIAMENTARY AUTHORITY**

Section I: Any parliamentary procedures not described in these bylaws shall be governed by the most recent available edition of Robert's Rules of Order.

**ARTICLE X  
GENERAL PROVISIONS**

Section I-Amendments:

These bylaws may be amended by a majority vote of the Todd County LAC and the ratification of the Regional V+ Adult Mental Health Initiative and Region V+ Children’s Mental Health Initiative. These bylaws will be reviewed and updated on an annual basis by the Council.

Section II-Approval Of Bylaws:

The bylaws are hereby approved by resolution and ratified by the Todd County LAC and County Board.

\_\_\_\_\_  
Chair, Todd County Board of Commissioners

\_\_\_\_\_  
Chairperson, Todd County LAC

Date \_\_\_\_\_

Date \_\_\_\_\_





WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

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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>20260421-12</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>Authorization to submit Sourcwell Community Benefit Grant Application</b>
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Date of Meeting: 04/21/2026	Agenda Time Requested: 3 Minutes	<input type="checkbox"/> Consent Agenda
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Organization / Department Requesting Action: Administration

Person Presenting Topic at Meeting: Jackie Bauer

**Background:** Supporting Documentation enclosed

The Sourcwell Community Benefit Grant Application is nearing completion and will be ready to be submitted. This grant requires the County Board of Commissioner to pass a resolution to authorize the submission and authorize the Auditor/Treasurer's Office to act as fiscal agent. Funds to be used for maintenance, repair and enhancements for Battle Point Park and for additional materials for the Todd County Law Library.

**Options:**

1. Adopt the attached resolution.
2. Do not adopt the resolution.

**Recommendation:**

The Todd County Board of Commissioners approves the following by Motion:  
Adoption of the attached resolution to authoize the Sourcwell Community Benefit Grant to be submitted and to authorize the Auditor/Treasurer's Office to act as fiscal agent.

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

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

**Official Certification**

STATE OF MINNESOTA }  
COUNTY OF TODD }

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

Seal



**A RESOLUTION ESTABLISHING SUPPORT FOR SEEKING FUNDING FROM SOURCEWELL  
FOR COMMUNITY BENEFIT GRANT FUNDS**

**WHEREAS**, Sourcewell is providing Community Benefit Grant Funds for Cities and Counties in Region Five, and;

**NOW, THEREFORE BE IT RESOLVED**, that Todd County Board of Commissioners approves the Sourcewell Community Impact Grant Funding application submitted by Todd County Administration and;

**BE IT FURTHER RESOLVED**, That Todd County Board of Commissioners fully supports Todd County Administration in submitting a Community Benefit Grant Funding application to Sourcewell to request financial support for in the amount of \$25,000.00 for county projects.