



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

BOARD OF COMMISSIONERS Regular Board Meeting Agenda

Tuesday, September 1, 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.

Agenda Item #		Agenda Time:
1	Call to Order and Roll Call	9:00
2	Pledge of Allegiance	9:01
3	Amendments to the Agenda	9:02
4	Potential Consent Items	9:03
4.1	Meeting Minutes Approval - August 18, 2026	
4.2	Saukinac Campground - One Day Dance License 09/06/2026	
4.3	Gambling Permit - Swanville Innovative Schools Project 10/31/2026	
4.4	Resignation - Clerical/Records Intern-Eli Johnson 08/21/2026	
4.5	Accept resignation of Reilly Jones, PT Jailer 09/01/2026	
4.6	Accept resignation of Marshall Carlson, Seasonal Rec Position 08/02/2026	
4.7	Hire Carter Lenk, FT Correctional Officer Start date: 09/06/2026	
4.8	Hire Boe Garthus, Investigator Start date: 09/06/2026	
4.9	Resignation of Summer Help - Brandon Cline 08/20/2026	
4.10	Resignation of Summer Help - Chet Hudalla 08/19/2026	
4.11	Authorization to Fill Public Works Mechanic Position - Jason Biel Start date: TBD	
5	County Auditor-Treasurer	9:05
5.1	Commissioner Warrants	
5.2	Health & Human Services Commissioner Warrants	
5.3	Health & Human Services SSIS Warrants	
5.4	County Fee Schedule Hearing Date	
6	Great River Regional Library	9:10
6.1	GRRL 2027 Budget Presentation	
7	MIS	9:25
7.1	Purchase of Veeam Data Cloud for Microsoft 365	
8	Public Works	9:30
8.1	Final Payment Authorization - 2026 Pavement Marking Contract	
8.2	2026 Fall Road Meeting - Setting Date	
9	Facilities	9:35
9.1	Concrete Steps on North side of Historic Courthouse	
10	Ditch/Ag Inspector	9:40
10.1	County Ditch 33 - Hold Harmless Agreement - Ditch Maintenance	
10.2	County Agricultural Inspector Grant Request for Proposals - Fiscal Year 2027	
11	Planning & Zoning	9:45
11.1	Leaf, Wing, Red Eye Watershed Agreement of Services	
11.2	"Halves" Final Plat	
11.3	Prairie Country Estates Final Plat	
11.4	Extension to FY24 Sauk River Watershed Based Implementation Grant Funding	
11.5	2026 Todd County Comprehensive Plan Adoption	

Commissioners may be in the Commissioner's Board Room prior to the board meeting proceedings.

1 of 139

The County Board will open the meeting at the posted time and reserves the right to alter the agenda schedule for business needs.

over

12 Administration

9:55

- 12.1 Authorization to submit Sourcewell Impact Funds for Local Government Grant Application
- 12.2 Adopt Institution of a Hiring Freeze by attached resolution

Standing Reports

County Auditor-Treasurer Report

County Attorney Report

County Coordinator's Report

County Commissioners' Report

Recess



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● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-01
Agenda Topic Title for Publication:	Meeting Minutes Approval - August 18th, 2026	
Date of Meeting: September 1 st , 2026	Agenda Time Requested:	☒ Consent Agenda
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: August 18 th , 2026		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Todd County Board of Commissioner's Meeting Minutes for August 18 th , 2026 as presented.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		
		Seal



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Minutes of the Meeting of the Todd County Board of Commissioners held on August 18th, 2026

Call to Order

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 18th day of August, 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 Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented with the removal of item 10.7 2026 Todd County Comprehensive Plan Adoption and addition of 12.1 Discussion on Hiring Freeze.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for August 4th, 2026 as presented.

GAMBLING PERMIT – NWTF STRUTTIN BLACKBEARDS

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the NWTF Struttin Blackbeards through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the NWTF Struttin Blackbeards to hold a raffle event at the Little Sauk Legion in Little Sauk Township at the address 16268 County 50, Long Prairie, MN on October 24th, 2026.

Accept the resignation of Intern Isaiah Anderson effective 8/09/2026.

To approve the hire of Justin Host as a MIS Technician pending successful national fingerprint background check. Grade 7/G, Step B, \$29.27. Start date: TBD

To approve the hire of Joselyn Alvarez to fill the open Seasonal Office Support Specialist II position. Grade D/4, \$22.60. Start date: TBD.

Approve the resignation of Child Services Supervisor Breezy Tate, effective August 19th, 2026.

Auditor-Treasurer

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 404631 through 404653 in the amount of \$42,208.56 and (Regular) 60004 through 60035 in the amount of \$134,899.60 for a total of \$177,108.16.

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 Commissioner Warrants number (ACH) 807752 through 807793 and (Regular) 714390 through 714432 for a total of \$55,354.84.

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 SSIS Warrants number (ACH) 602073 through 602086 and (Regular) 519063 through 519076 for a total amount of \$72,507.16.

Initiative Foundation

Carol Newbanks and Brian Voerding provided an overview of activities and projects supported by the Initiative Foundation that supported Todd County over the past year.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: Approve annual contribution of \$7,500.00 for the Initiative Foundation for the 2027 budget year.

County Assessor

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the total abatement of \$356 on parcel 36-0121300 to abate the difference in non-homestead versus homestead property tax for the 2025 and 2026 years.

Public Works

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: Approve the attached state bid tractor and mower purchase agreements below:

- a. Midwest Machinery Co. (New John Deere 6M 130 Tractor) for \$120,000.00
- b. Truman Welters (New Schulte XH1000 Mower) for \$44,922.72

On motion by Noska and second by Neumann, the following motion was introduced and adopted by unanimous vote: Approve the attached quote from the Trailer Center of Long Prairie, Minnesota for the purchase of a 2026 H&H Trailer for \$16,248.13.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: Approve the attached State Bid quote from Midway Ford of Roseville, Minnesota for the purchase of a 2027 Ford F350 Truck for \$46,887.00.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: Approve the attached state bid plowtruck purchase agreements below:

- a. Transwest Trucks (New Plow Truck Chassis) for \$147,588.72
- b. Towmaster Truck and Equipment (New Snow Plow Equipment) for \$178,679.00

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: Approve attached MnDOT Permit requesting authority for Todd County to install two flashing stop signs at the intersection of State Highway 27 and County Road 11.

Facilities

Facilities Supervisor Mitch Johnson provided an update on the Historic Trim Project and its effect on the ADA access to public entrances to the Historic Courthouse – especially the North Hilltop Entrance. Building access could be affected for up to two months which may impact access to vital services such as early voting and property tax payment.

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous vote: Approve the low bid from Resorters Marine for a total cost of \$8,200 for a new dock in zone 3 at Battle Point Park.

Planning & Zoning

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous vote: Adopt the Fiscal Agent Agreement for the Long Prairie River Watershed Collaborative.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and grant the CUP on parcel 13-0003502 to establish Temporary Family Housing with the following conditions.

1. Applicant shall abide by Section 9.17 of the Todd County Planning and Zoning Ordinance.
2. Existing outhouse shall be abandoned and filled prior to land use permitting.
3. Applicant shall provide a septic application or maintenance agreement to Todd County prior to issuance of land use permits.
4. Applicant shall provide plans for greywater discharge prior to land use permits.
5. All land use permits shall be paid at 2x after the fact rates.
6. Applicant shall abide by all other applicable federal, state, and local standards.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and grant the CUP on parcels 27-0021000 and 27-0021601 to expand an existing feedlot from 1471.7 animal units to 2471.3 animal units with the following conditions.

1. Applicant must obtain NPDES permitting prior to issuance of land use permits.
2. Applicant must obtain MN DNR waters withdrawal permitting and provide verification of permitting to Todd County prior to issuance of land use permits.
3. Air quality exemption notices shall be provided to Todd County prior to all future manure application events.
4. Liquid manure storage structure shall have capacity for no less than 12 months storage. All manure storage shall be constructed prior to issuance of land use permits.
5. In the event of a manure spill or other discharge, applicant must notify the County and the Minnesota Duty Officer immediately upon discovery of said discharge.
6. Applicant shall maintain and adhere to updated Manure Management Plans, setback maps, soil sampling, and manure analysis, as required by MPCA Feedlot Rules. Manure management records shall be made available to Todd County upon request.
7. Applicant must abide by all other applicable federal, state, and local standards.
8. Applicant must obtain permitting and/or licensing from additional governmental agencies as necessary.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and grant the CUP on parcel 10-0033400 to establish Temporary Family Housing with the following condition.

1. Applicant shall abide by Section 9.17 of the Todd County Planning and Zoning Ordinance.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To remand back the Kesslers Bay Preliminary Plat to the Planning Commission for further consideration.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To authorize the Board Chair to sign the Sacred Heart Cemetery Addition Plat.

Solid Waste

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: Approve the bid by Farm Rite for S510 Bobcat in the amount of \$28,354.00.

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: Approve the bid by Central MN Door in the amount of \$5,700.00

Commissioners

Discussion was held regarding the implementation of a hiring freeze for new hires and a standard for replacement authorizations due to the concerns over the County Levy proposed and forecasted increases.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported that the Primary Election turnout was a higher-than-expected turnout at 26%. A statement was read and posted regarding a results posting glitch that occurred on Primary Election Night. The office is also working through plans to assist customers during the current construction project. Finance Committee has met multiple times in preparation for today's work session.

County Attorney's Report

The County Attorney reported that everything is business as usual and all is well.

County Coordinator's Report

The County Coordinator reported attending meetings including policies, Historical Museum tour, wellness, initiative foundation on childcare, union agent, personnel courthouse floorplan, employee picnic, dept head, Solid Waste, MN Region 7 and TWCC Advisory.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Becker attended meetings including the Policy, Friendly Rider, TWCC, TWCC Advisory, Public Health Advisory, Employee Picnic, Solid Waste, and Rainbow Rider.

Commissioner Denny has attended meetings including Personnel, dept head, SWCD, Solid Waste, Fair Board and Finance.

Commissioner Noska has attended meetings including Historical Museum Tour, employee picnic, Canvassing Board and Fair Board.

Commissioner Byers attended meetings including TWCC Advisory, and Canvassing Board.

Commissioner Neumann attended meetings including CPT Personnel, Public Health Advisory, Employee Picnic, Park Board, Solid Waste, Rainbow Rider, and SR Millers Bay.

Adjourned

On motion by Neumann and second by Denny, the meeting was for the month of August 2026.

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
ARC ELECTRIC SERVICE	\$ 7,902.71
BUSKER CONCRETE, INC	\$ 2,000.00



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CENTRAL APPLICATORS INC	\$	24,489.75
COMMISSIONER OF TRANSPORTATION	\$	15,215.48
D & D AUTO REPAIR	\$	2,314.28
GOVERNMENT FORMS AND SUPPLIES	\$	5,557.43
HERDERING INC	\$	26,932.80
JERRY'S AUTO BODY	\$	7,943.53
LONG PRAIRIE LEADER	\$	4,230.00
M-R SIGN COMPANY INC	\$	8,849.76
NORTHERN STAR COOP	\$	4,162.48
POWERPLAN BF	\$	5,500.39
PRAIRIE VIEW DIESEL REPAIR	\$	6,389.58
TODD SOIL & WATER CONS DIST	\$	36,317.00
WAGNER ELECTRIC LLC	\$	4,088.34
40 PAYMENTS LESS THAN 2000	\$	15,214.63
Total:	\$	177,108.16

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
ITEN FUNERAL HOME	\$ 3,500.00
VENDOR #11481	\$ 2,237.95
VENDOR #17406	\$ 2,257.65
TODD COUNTY SHERIFF'S OFFICE	\$ 4,659.95
69 PAYMENTS LESS THAN 2000	\$ 32,357.61
MORRISON COUNTY HEALTH & HUMAN SERVICES	\$ 4,032.44
RENTERS WAREHOUSE LLC	\$ 2,783.99
10 PAYMENTS LESS THAN 2000	\$ 3,525.25
Total:	\$ 55,354.84

VENDOR NAME	AMOUNT
COMMUNITY AND FAMILY SRVS LLC	\$ 9,132.50
LITTLE SAND GROUP HOME	\$ 12,398.14
MERIDIAN SERVICES INC	\$ 2,655.16
NEXUS - KINDRED FAMILY HEALING	\$ 5,663.09
NORTHERN PINES MENTAL HEALTH CTR INC	\$ 7,375.00
PINE MANORS INC	\$ 2,400.00
PORT GROUP HOMES	\$ 9,979.68
STEP	\$ 6,018.88
VALLEY LAKE BOYS HOME	\$ 5,160.00
19 PAYMENTS LESS THAN 2000	\$ 11,724.71
Total:	\$ 72,507.16



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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-02
Agenda Topic Title for Publication:		Saukinac Campground - One Day Dance License
Date of Meeting: September 1 st , 2026	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☐		
Application has been filed in the Auditor-Treasurer's Office.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve a one day Dance License for Saukinac Campground at the address of 21914 Bay Loop, Sauk Centre, MN in Kandota Township effective September 6th, 2026.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal



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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20260901-03
Agenda Topic Title for Publication:		Gambling Permit - Swanville Innovative Schools Project
Date of Meeting: September 1 st , 2026	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☐		
Application has been filed in the Auditor-Treasurer's Office.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To Approve a gambling permit for the Swanville Innovative Schools Project to hold a raffle event at the Shattuck's Hub Supper Club at the address of 30905 Co Rd 13, Burtrum, MN on October 31 st , 2026.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

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COUNTY OF TODD}

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

Seal



GAMBLING PERMIT – SWANVILLE INNOVATIVE SCHOOLS PROJECT

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Swanville Innovative Schools Project through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Swanville Innovative Schools Project to hold a raffle event at the Shattuck's Hub Supper Club in Burnhamville Township at the address 30905 Co Rd 13 Burtrum, MN on October 31st, 2026.



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Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-04
Agenda Topic Title for Publication:		Resignation- Clerical/Records Intern-Eli Johnson
Date of Meeting: 9/1/2026		Agenda Time Requested: 5 minutes ☒ Consent Agenda
Organization / Department Requesting Action: Todd County Attorney's Office		
Person Presenting Topic at Meeting: John E. Lindemann, Todd County Attorney		
Background: Supporting Documentation enclosed ☐		
Eli Johnson has resigned as County Attorney Clerical/Records Intern position effective August 21, 2026.		
Options:		
#1 Approve the resignation of Eli Johnson, Clerical/Records Intern effective August 21, 2026.		
#2 Do not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the resignation of Eli Johnson as Clerical/Records Intern effective August 21, 2026.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☒ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

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COUNTY OF TODD}

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Seal



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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☐ Action/Motion	☐ Report	20260901-05
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Accept resignation of Reilly Jones	
Date of Meeting: 9/01/2026	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Todd County Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Accept the resignation of Reilly Jones PT Jail		
Options:		
1- Accept the resignation of PT Jailer Reilly Jones		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Accept the resignation of Reilly Jones PT Jailer effective 9/01/2026.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

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



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☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-06
Agenda Topic Title for Publication:		Accept resignation of Marshall Carlson Seasonal Rec Position
Date of Meeting: 9/01/2026	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Todd County Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Accept the resignation of Marshall Carlson Seasonal Rec effective 8/02/2026		
Options:		
1- Accept the resignation of Seasonal Rec Marshall Carlson		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Accept the resignation of Marshall Carlson Seasonal Rec Position 8/02/2026.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

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Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-07
Agenda Topic Title for Publication:		Hire Carter Lenk FT Correctional Officer
Date of Meeting: 9/01/2026	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Todd County Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
An Interview process was completed and Carter Lenk was selected as the best candidate for the FT Correctional Officer position		
Options:		
1- Hire Carter Lenk for the FT Correctional Officer Position		
2- Do not hire Carter Lenk for the FT Correctional Officer position		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Hire Carter Lenk for the FT Correctional Officer Position effective 9/06/2026		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

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STATE OF MINNESOTA}

COUNTY OF TODD}

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Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-08
Agenda Topic Title for Publication:		Hire Boe Garthus Investigator
Date of Meeting: 9/01/2026	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Todd County Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
An Interview process was completed and Boe Garthus was selected as the best candidate for the Investigator position		
Options:		
1- Hire Boe Garthus for the Investigator Position		
2- Do not hire Boe Garthus for the Investigator position		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Hire Boe Garthus for the Investigator Position effective 9/06/2026		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

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WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-09
Agenda Topic Title for Publication:		Resignation of Summer Help - Brandon Cline
Date of Meeting: 09/1/2026		Agenda Time Requested: 1 Minute ☒ Consent Agenda
Organization / Department Requesting Action: Public Work		
Person Presenting Topic at Meeting: Loren Fellbaum, Public Works Director		
Background: Supporting Documentation enclosed ☒		
Brandon Cline has submitted his resignation for the Public Works Summer Help position effective 08/20/2026.		
Options:		
#1 Accept Brandon Cline resignation effective 08/20/2026.		
#2 Do not accept Brandon Cline resignation.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Accept Brandon Cline resignation effective 08/20/2026.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 0.00 Funding Source(s): Fund 3	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official Certification

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COUNTY OF TODD}

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Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-10
Agenda Topic Title for Publication:		Resignation of Summer Help - Chet Hudalla
Date of Meeting: 9/1/2026	Agenda Time Requested: 1 Minute	☒ Consent Agenda
Organization / Department Requesting Action: Public Work		
Person Presenting Topic at Meeting: Loren Fellbaum, Public Works Director		
Background: Supporting Documentation enclosed ☒		
Chet Hudalla has submitted his resignation for the Public Works Summer Help position effective 08/19/2026.		
Options:		
#1 Accept Chet Hudalla resignation effective 08/19/2026.		
#2 Do not accept Chet Hudalla resignation.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Accept Chet Hudalla resignation effective 08/19/2026.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 0.00 Funding Source(s): Fund 3	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20260901-11
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Authorization to Fill Public Works Mechanic Position - Jason Biel
--	--

Date of Meeting: 9/01/2026	Agenda Time Requested: 1 Minute	☒ Consent Agenda
----------------------------	---------------------------------	--

Organization / Department Requesting Action: Public Works

Person Presenting Topic at Meeting: Loren Fellbaum, Todd County Engineer
--

Background: Supporting Documentation enclosed ☐

The Todd County Public Works Department has a vacant mechanic position. The Public Works & Human Resource Departments have posted the position, held interviews, and are recommending to hire Mr. Jason Biel to fill this vacant mechanic position at Grade G, Step H (\$34.59/hour).

Options:

1.) Approve the hiring of Mr. Jason Biel to fill the vacant Public Work mechanic position at Grade G, Step H (\$34.59/hour).

2.) Do not approved filling the mechanic position at this time.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Approve the hiring of Mr. Jason Biel to fill the vacant Public Work mechanic position at Grade G, Step H (\$34.59/hour).

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 34.59/hour Funding Source(s): Fund 3 - Road and Bridge Fund	☒ Yes ☐ No	Start Date = To be determined This authorization will be contingent on Jason passing a pre-employment physical and drug & alcohol screening.
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official Certification

STATE OF MINNESOTA}
COUNTY OF TODD}
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Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-12
Agenda Topic Title for Publication:		Approve Commissioner Warrants
Date of Meeting: September 1st, 2026	Agenda Time Requested: 2 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Printout has been sent to the Commissioners and Warrants for Publication are attached.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Commissioner Warrants number (ACH) 404654 through 404668 in the amount of \$18,190.37 and (Regular) 60036 through 60068 in the amount of \$19,176.39 for a total of \$37,366.76.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official Certification

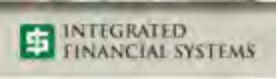
STATE OF MINNESOTA}

COUNTY OF TODD}

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Seal

**** Todd County ****
WARRANTS FOR PUBLICATION



Cutoff 2000
Report Sequence: 1 - Vendor Name



WARRANTS FOR PUBLICATION
Warrants Approved On 9/01/2026 For Payment 9/04/2026

<u>Vendor Name</u>	<u>Amount</u>
CENTRAL APPLICATORS INC	13,443.18
KRIS ENGINEERING INC	5,027.00
LONG PRAIRIE LEADER	3,125.00
STEPP MANUFACTURING	2,155.33
44 Payments less than 2000	13,616.25
Final Total:	37,366.76



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-13
Agenda Topic Title for Publication:		Health & Human Services Commissioner Warrants
Date of Meeting: September 1 st , 2026	Agenda Time Requested: 2 minutes	☐ 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 Commissioner Warrants number (ACH) 807794 through 807835 and (Regular) 714433 through 714473 for a total of \$98,007.35.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official Certification

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COUNTY OF TODD}

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**** Todd County ****
WARRANTS FOR PUBLICATION



Cutoff 2000
Report Sequence: 1 - Vendor Name

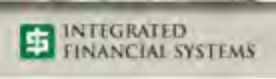
**** Todd County ****



WARRANTS FOR PUBLICATION
Warrants Approved On 9/01/2026 For Payment 9/04/2026

<u>Vendor Name</u>	<u>Amount</u>
CHILDREN YOUTH & FAMILIES DEPT	2,983.90
DHS - SWIFT	15,449.61
FRESHWATER EDUCATION DISTRICT 6004	21,096.00
RURAL MN CEP INC	18,430.55
66 Payments less than 2000	27,812.46
Final Total:	85,772.52

**** Todd County ****
WARRANTS FOR PUBLICATION



Cutoff 2000
Report Sequence: 1 - Vendor Name

**** Todd County ****



WARRANTS FOR PUBLICATION
Warrants Approved On 9/01/2026 For Payment 9/04/2026

<u>Vendor Name</u>	<u>Amount</u>
US BANK	7,991.08
12 Payments less than 2000	4,243.75
Final Total:	12,234.83



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-14
Agenda Topic Title for Publication:		Health & Human Services SSIS Warrants
Date of Meeting: September 1 st , 2026	Agenda Time Requested: 2 minutes	☐ 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) 602087 through 602095 and (Regular) 519077 through 519100 for a total amount of \$118,622.34.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☒ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

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Seal

Warrants for Publication

Payment Date:

9/4/2026

Approval Date:

9/1/2026

Vendor name or #

Amount

CENTRACARE - ST CLOUD HOSPITAL	10686.90	
CHILDREN'S HOME & LSS LLC	3534.62	
DHS - MOOSE LAKE RTC - 462	2844.25	
DHS - MSOP - MN SEX OFFENDER PROG - 462	4929.00	
FREEDOM RANCH/THE	12358.06	
GREATER MN FAMILY SRVS INC	4988.36	
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	2192.95	
GUARDIANSHIP OPTIONS		
MAIN STREET FAMILY SERVICES	2861.02	
NEXUS - MILLE LACS FAMILY HEALING	11109.78	
PRAIRIE LAKES YOUTH PROGRAMS	8800.00	
TRI-COUNTY COMMUNITY CORRECTIONS	3320.00	
VILLAGE RANCH INC	42379.24	
	\$8,618.16	21 Pymts less than \$2000
Final Total	\$118,622.34	



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20260901-15
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	County Fee Schedule Hearing Date
--	---

Date of Meeting: September 1 st , 2026	Agenda Time Requested:	☐ Consent Agenda
---	------------------------	---

Organization / Department Requesting Action: Auditor-Treasurer
--

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

Background: Supporting Documentation enclosed ☐

Todd County is in the process of updating the County Fee Schedule to be implemented for 2027 and is required by law to hold a public hearing to gather any public input on the proposed fees prior to adoption.

Options:

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
To set the County Fee Schedule Public Hearing for October 6, 2026 to being at 9:15 a.m. in the County Commissioners Board Room and instruct all appropriate legal notices be generated and published accordingly.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official Certification

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COUNTY OF TODD}
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Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☒ Report ☐ Resolution ☐ Other	20260901-16
Agenda Topic Title for Publication:		GRRL 2027 Budget Presentation
Date of Meeting: September 1 st , 2026		Agenda Time Requested: 15 Minutes ☐ Consent Agenda
Organization / Department Requesting Action: Great River Regional Library		
Person Presenting Topic at Meeting: Brandi Canter, Executive Director & Addie Carlson, Assoc. Director-Accounting		
Background: <i>Supporting Documentation enclosed</i> ☒		
GRRL will present information regarding their 2027 Budget.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion:		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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Seal

Great River Regional Library



Mission:

To serve all Central Minnesotans with library collections and services.

Vision:

Foster the spirit of exploration, knowledge, and connection for all ages and cultures.

Todd County

Residents across the county use these GRRL locations:

Eagle Bend, Grey Eagle, Long Prairie, and Staples



2027 Todd County Contribution

Total: \$369,108

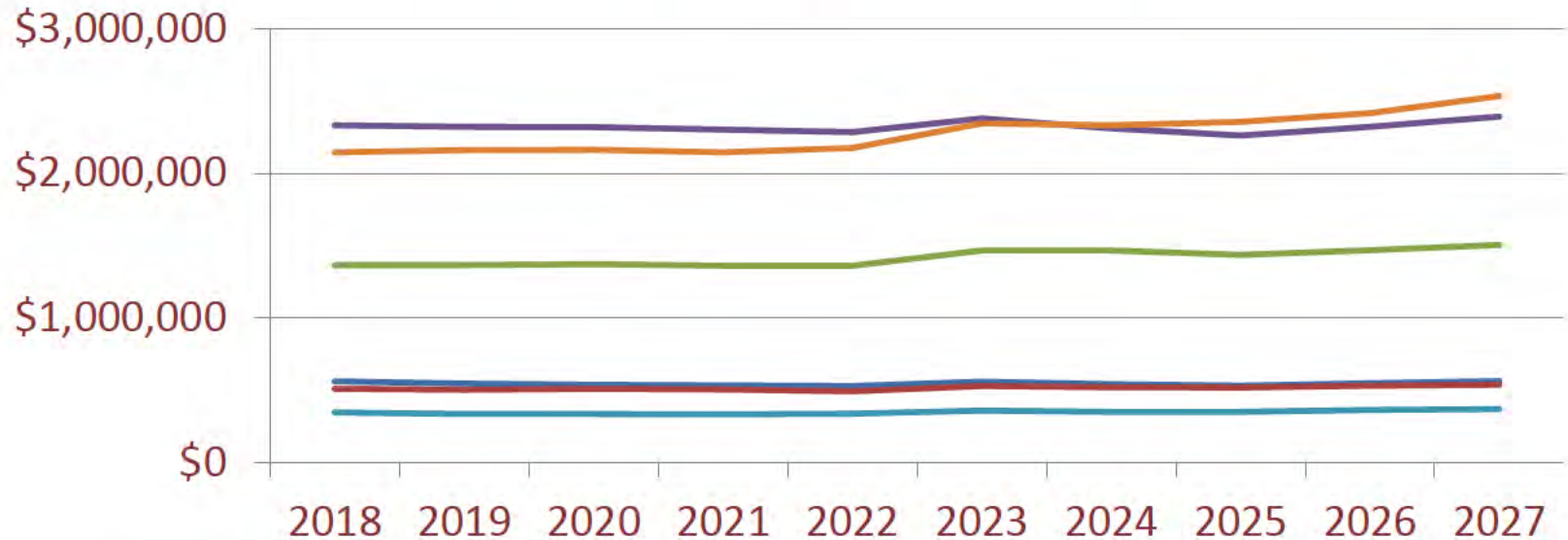
Total Change: \$6,570

Total Change Over 2026: 1.812%

Avg. Change Since 2018: 0.82%



2027 County Signatory Share



	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Benton	\$559,619	\$544,083	\$535,909	\$531,835	\$526,318	\$557,476	\$540,045	\$528,480	\$546,670	\$560,868
Morrison	\$506,952	\$502,030	\$506,845	\$503,001	\$491,598	\$527,994	\$519,097	\$515,346	\$528,428	\$536,722
Sherburne	\$1,362,913	\$1,362,956	\$1,370,674	\$1,360,262	\$1,360,295	\$1,464,161	\$1,464,162	\$1,434,459	\$1,467,012	\$1,502,727
Stearns	\$2,330,921	\$2,321,464	\$2,318,134	\$2,300,409	\$2,283,935	\$2,377,930	\$2,309,746	\$2,260,054	\$2,321,618	\$2,391,546
Todd	\$344,405	\$334,162	\$333,406	\$330,841	\$335,372	\$358,147	\$349,765	\$347,905	\$362,537	\$369,108
Wright	\$2,143,709	\$2,158,593	\$2,161,648	\$2,145,134	\$2,173,964	\$2,345,242	\$2,331,300	\$2,354,754	\$2,414,689	\$2,534,260

2027 Budget for GRRL

Total: \$10,838,980

Reserves included: \$63,595

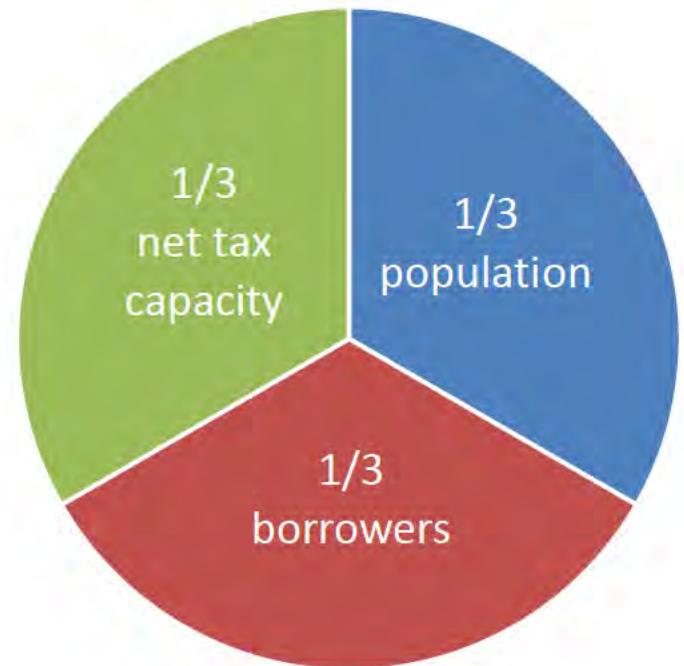
2025 Surplus Carryover included: \$350,000

Total Change Over 2026: 2.50%

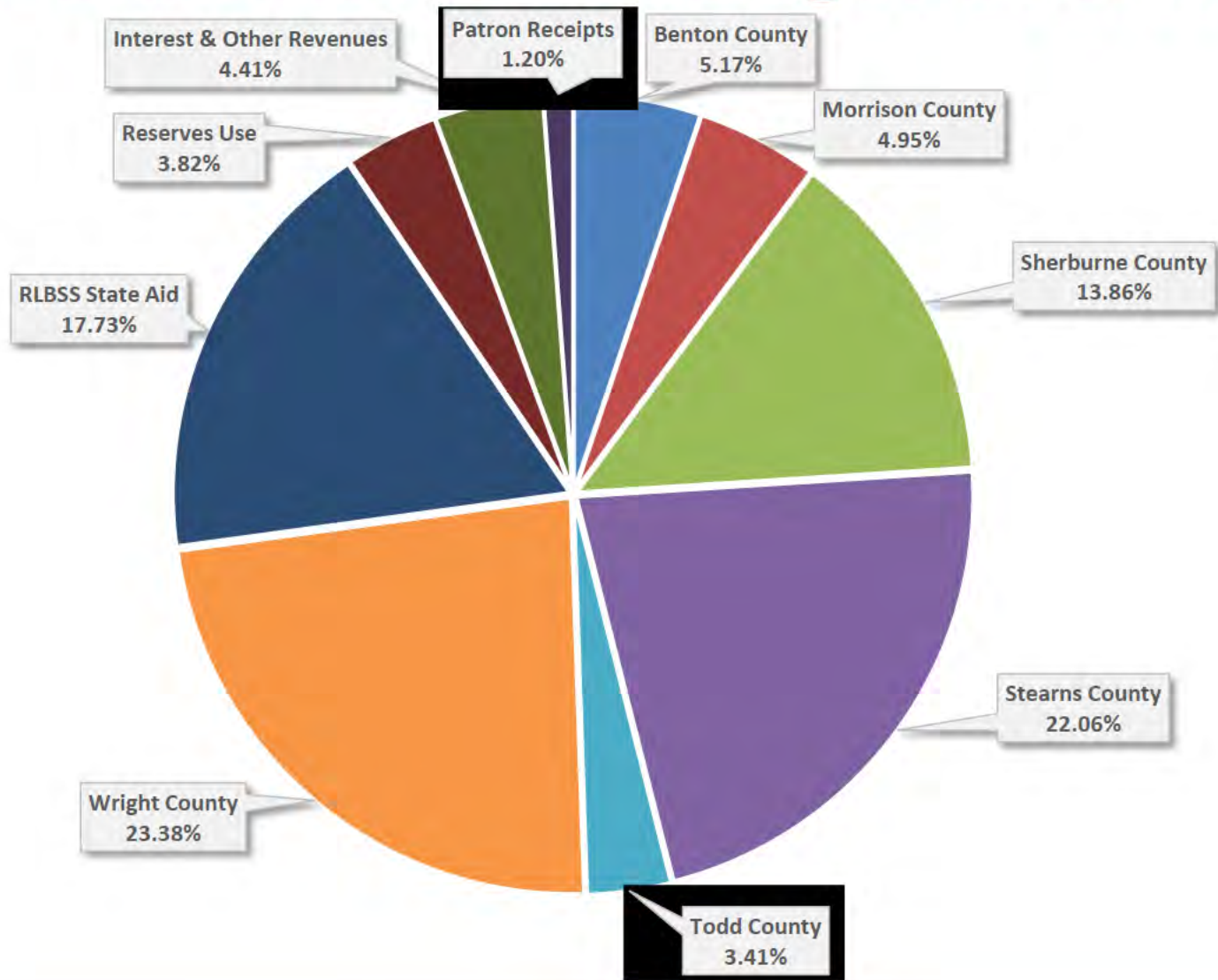


Joint Powers Agreement (JPA)

- Legal signatory agreement on six-county collaboration for library services.
- Determines how signatory share will be divided among counties.
- Ensures all GRRL patrons receive the same high standard of library service.



2027 GRRL Revenue Budget Overview



2027 GRRL Expense Budget Overview

	2027 Budget Amount	2027 Expense %
Personnel	\$8,608,024	79.42%
Services, Contracts and Operating Equipment	\$618,927	5.71%
Library Materials and Databases (supplemented with fundraised dollars)	\$989,775	9.13%
Technology and Equipment	\$433,504	4.0%
Delivery, Supplies & Fleet	\$153,750	1.42%
Capital	\$35,000	0.32%
Total Budget	\$10,838,980	100.00%

Library Dollars Provided Per Capita

Todd County: \$ 14.16

GRRL: \$ 20.43

***Statewide: \$ 48.59**



Thank you for your support.





WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-17
Agenda Topic Title for Publication:		Purchase of Veeam Data Cloud for Microsoft 365
Date of Meeting: 9/1/26	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: MIS		
Person Presenting Topic at Meeting: Lisa Parteka		
Background: Supporting Documentation enclosed ☐		
With our migration to Office 365 and email into the cloud, our current backup platform does not backup cloud applications so we are in need of a solution to back up this data. Veeam data cloud for Microsoft 365 has this ability.		
Options:		
1. To approve purchase of Veeam data cloud for Microsoft 365		
2. To not approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: The recommendation would be to approve the purchase of Veeam data cloud for Microsoft 365.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 8,226.90 Funding Source(s): 01	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ 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



Pricing Proposal
Quotation #: 27839130
Created On: 8/7/2026
Valid Until: 8/31/2026

Description:
VEEAM DATA CLOUD FOR MICROSOFT 365

MN-County of Todd

Lisa Parteka

212 -2ND AVE SOUTH
LONG PRAIRIE, MN 56347
United States
Phone: 320-732-0977
Email: lisa.parteka@co.todd.mn.us

Public Sector Inside Account Executive

Nicholas Belmonte

300 Davidson Avenue, Somerset, NJ, 08873
Phone: 732-652-0319
Email: Nicholas_Belmonte@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 VEEAM DATA CLOUD FOR MICROSOFT 365 FLEX 251+ USERS. 1 YEAR SUBSCRIPTION UPFRONT BILLING & PRODUCTION (24/7) SUPPORT. Veeam - Part#: D-VDCFLX-0U-SU1YP-V3 Contract Name: OMNIA Partners IT Solutions, Products & Services Contract #: 2024056-02	270	\$30.47	\$8,226.90
			Subtotal \$8,226.90
			Total \$8,226.90

Additional Comments

Veeam has a no returns policy.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-18
Agenda Topic Title for Publication:		Final Payment Authorization - 2026 Pavement Marking Contract
Date of Meeting: 9/1/2026	Agenda Time Requested: 5 Minutes	☐ Consent Agenda
Organization / Department Requesting Action: Public Works		
Person Presenting Topic at Meeting: Loren Fellbaum, County Engineer		
Background: Supporting Documentation enclosed ☒		
See attached resolution for background information.		
Options:		
#1 Approve attached resolution.		
#2 Do not approve attached resolution.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve attached resolution for Final Payment Authorization - 2026 Pavement Marking Maintenance Contract.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 33,591.59 Funding Source(s): Fund 3 - Local Levy	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ 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



Final Payment Authorization – 2026 Pavement Marking Maintenance Contract

WHEREAS, the contract with Sir Lines-A-Lot, LLC for the 2026 Pavement Marking Maintenance Contract known as CP 77-26-03 located on various routes in Todd County, has in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2026 with the value of the total work certified being \$215,395.10, and;

WHEREAS, partial payments amounting to \$181,803.51 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$33,591.59 still remains to be paid to Sir Lines-A-Lot, LLC.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners does here accept said completed project for and on behalf of the County of Todd and authorize final payment as specified.

Todd County, MN
44 Riverside Dr, Long Prairie, MN
56347

Page 1 of 6

Contract Number: 202603
Final Pay Request Number: 2

Project Number	Project Description
CP 77-26-03	2026 Todd County Maintenance Striping

Contractor: Sir Lines-A-Lot, LLC 7175 Cahill Road Edina, MN 55439	Vendor Number: 0000 Up To Date: 08/13/2026
---	---

Contract Amount		Funds Encumbered	
Original Contract	\$162,700.19	Original	\$162,700.19
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$162,700.19	Total	\$162,700.19

Work Certified To Date	
Base Bid Items	\$215,395.10
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$215,395.10

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
CP 77-26-03	\$24,022.98	\$215,395.10	\$0.00	\$181,803.51	\$33,591.59	\$215,395.10

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$24,022.98	\$215,395.10	\$0.00	\$181,803.51	\$33,591.59	\$215,395.10
Percent: Retained: 0%			Percent Complete: 132.39 %		
Amount Paid this Final Pay Request: \$33,591.59					

Todd County, MN
44 Riverside Dr, Long Prairie, MN
56347

Page 2 of 6

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed,
that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed
in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By:

Loren Felibaum
Todd County Engineer

Date: _____

Approved By:



Sir Lines-A-Lot, LLC Thomas Keating / CFO
Contractor

Date: 8/13/2026

Todd County, MN
44 Riverside Dr, Long Prairie, MN
56347

Page 3 of 6

Project No. : CP 77-26-03
Final Pay Request No. : 2
Contract No.: 202603

Certificate of Final Contract Acceptance
Final Voucher Number: 2

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated _____ Signature _____ Todd County Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$215,395.10 and agrees to the amount of \$33,591.59 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Sir Lines-A-Lot, LLC

By Don Keating

And _____ And _____ State of, Minnesota

On This 13th Day August, 2026, Before me appeared _____ To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

Thomas Keating _____ And _____, to me personally known, who, being each by me duly sworn

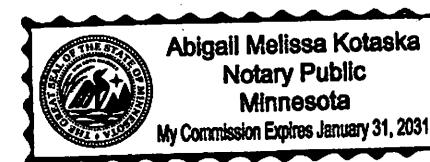
each did say that they are respectively the CFO and _____ of the

Sir Lines-A-Lot LLC Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

_____ and said _____ and _____

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in Sherburne County
Seal Expires January 31, 2031 Signature Abigail Kotaska



Todd County, MN
44 Riverside Dr, Long Prairie, MN
56347

Page 4 of 6

Todd County, MN
44 Riverside Dr, Long Prairie, MN 56347
Contract No: 202603
Final Pay Request No. 2

**Todd County, MN
Certificate of Final Acceptance
Board Acknowledgment**

Contract Number: 202603
Contractor: Sir Lines-A-Lot, LLC
Date Certified: 8/13/2026
Payment Number: 2

Whereas; Contract No. 202603 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Todd County, MN and authorize final payment as specified herein.

State of

I, _____, agency_name within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20____

At _____,

Signed By _____

Todd County, MN

(SEAL)

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2026-07-15	\$191,372.12	\$9,568.61	\$181,803.51
2	2026-08-13	\$24,022.98	(\$9,568.61)	\$33,591.59

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Local Levy Striping	10	\$215,395.10	\$0.00	\$181,803.51	\$33,591.59	\$215,395.10

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
10	Local (Striping)	\$33,591.59	\$162,700.19	\$162,700.19	\$215,395.10

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
CP 77-26-03	1	2026-07-15	\$191,372.12	\$9,568.61	\$181,803.51
CP 77-26-03	2	2026-08-13	\$24,022.98	(\$9,568.61)	\$33,591.59

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CP 77-26-03	Local Levy Striping - Group 10	\$215,395.10	\$0.00	\$181,803.51	\$33,591.59	\$215,395.10

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
CP 77-26-03	10 (Local (Striping)) - Local Levy	\$33,591.59	\$162,700.19	\$162,700.19	\$215,395.10

Todd County, MN
 44 Riverside Dr, Long Prairie, MN
 56347

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 77-26-03	1	2582.503	4" SOLID LINE PAINT	L F	\$0.064	2268477	345647	\$22,121.41	3045519	\$194,913.22
CP 77-26-03	2	2582.503	4" BROKEN LINE PAINT	L F	\$0.064	218229	29712	\$1,901.57	261795	\$16,754.88
CP 77-26-03	3	2582.503	24" SOLID LINE MULTI COMP	L F	\$16.00	36	0	\$0.00	47	\$752.00
CP 77-26-03	4	2582.518	PAVT MSSG MULTI COMP	S F	\$17.00	175	0	\$0.00	175	\$2,975.00
Base Bid Totals:								\$24,022.98		\$215,395.10

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
CP 77-26-03	PAVEMENT MARKINGS	\$24,022.98	\$215,395.10

Contract Total	\$215,395.10
-----------------------	---------------------



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20260901-19
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	2026 Fall Road Meeting - Setting Date	
Date of Meeting: 9/1/2026	Agenda Time Requested: 5 Minutes	☐ Consent Agenda
Organization / Department Requesting Action: Public Works		
Person Presenting Topic at Meeting: Loren Fellbaum, County Engineer		
Background: Supporting Documentation enclosed ☐		
Request to set date for the 2026 Fall Road Meeting.		

Options:
#1 Set the 2026 Fall Road Meeting for one of the following dates and times: November 5th, 16th, 18th, 19th, 23rd, 24th (all at 9:00 AM at the Long Prairie Shop)
#2 Do not have a 2026 Fall Road Meeting
Recommendation:
The Todd County Board of Commissioners approves the following by Motion: Set the 2026 Fall Road Meeting for November , 2026 at 9:00 AM at the Long Prairie Shop.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 0.00 Funding Source(s): N/A	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

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



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☒ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-20
Agenda Topic Title for Publication:	Concrete Steps on North side of Historic Courthouse	
Date of Meeting: 9/1/2026	Agenda Time Requested: 5 mins	☐ Consent Agenda
Organization / Department Requesting Action: Facilities Department		
Person Presenting Topic at Meeting: Mitch Johnson, Facilities Manager		
Background: Supporting Documentation enclosed ☐		
The concrete step to the entry on the north side of the Historic Courthouse are not able to be used at this time and are in need of replacement. Bids were submitted with the low bid from Busker Concrete for a total replacement cost of \$17,485		
Options:		
1)Accept the low bid from Busker Concrete for a total replacement cost of \$17,485		
2)Do not accept		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Accept the low bid from Busker Concrete for a total replacement cost of \$17,485		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 17,485 Funding Source(s): 111-6601	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☒ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ 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

Busker Concrete, Inc
P.O. Box 151
Staples, MN 56479

Phone #
218-894-1989

Estimate

Date	Estimate #
8/9/2026	2328

Name / Address
Todd County Courthouse

Description	Quantity	Rate	Total
5-6" risers with 12" treads on three sides with 5'6"x9' landing, 4500 lb. exterior mix, #4 rebar 16" on center each way, fiber mesh, and sealed		8,985.00	8,985.00
Removal of existing concrete steps and fill sand allowance		5,000.00	5,000.00
Approximately 250 square feet of lower level sidewalk area with 4500 lb. exterior mix, #4 rebar 3' on center, fiber mesh, control joints, and sealed		2,500.00	2,500.00
Removal of existing lower level sidewalk area and fill sand allowance		1,000.00	1,000.00
Existing hand rails to be cut off and removed. Estimate does not include new hand rails.			
		Total	\$17,485.00

Date: 07/29/2026
Quote No.: 10508

22236 county rd 39
Long Prairie,MN 56347
320-630-6888 mobile
Jsconcreteinc@yahoo.com

Qty	Item	Description	Unit Price	Total
1		Removal of concrete step and replace like original step	\$24,680.00	\$24,680.00
1		Removal of steel railing included		
1		Welding back into place to be done by others		
1		Sealer applied to all concrete		

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WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20260901-21
Agenda Topic Title for Publication:		County Ditch 33 - Hold Harmless Agreement - Ditch Maintenance
Date of Meeting: September 1, 2026	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Ditch/Ag Inspector		
Person Presenting Topic at Meeting: Nancy Uhlenkamp CDI		
Background: Supporting Documentation enclosed ☒		
Attachment 1 - Resolution Attachment 2 - Hold Harmless Agreement Application 20-0031200 Attachment 3 - Hold Harmless Agreement Application 20-0031700 Attachment 4 - Aerial Photo Attachment 5 - Project Pictures		
Options:		
Approve HHA		
Do Not Approve HHA		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Acting as the Todd County Ditch Authority approves a Hold Harmless Agreement application from Wally & Lorie Miller (parcel 20-0031200) & Triple M Dairy Inc (parcel 20-0031700) to maintain approximately 4,041 feet of the Main Ditch on CD33 located in Reynolds Twp section 29. The maintenance will be done on their own properties at their own expense.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



TODD COUNTY DITCH AUTHORITY

Hold Harmless Agreement – Ditch Maintenance – County Ditch 33

WHEREAS, Wally & Lorie Miller, parcel 20-0031200 and Triple M Dairy Inc, parcel 20-0031700 are requesting to maintain approximately 4,041 feet of the Main Ditch, on County Ditch 33 in Reynolds Twp, section 29. A Hold Harmless Agreement has been signed and submitted to the Ditch Authority, and;

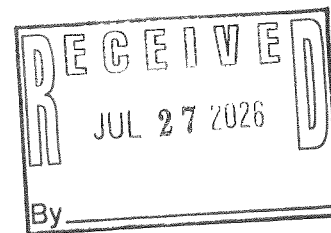
WHEREAS, an onsite inspection has been done, and;

WHEREAS, applicant is allowed to maintain the drainage ditch to the original width and depth. An improvement by lowering or widening the ditch bottom is not allowed. Sediment and vegetation can only be removed to the extent of the original ditch bottom elevation. Spoil may be side cast and leveled, staying within 16 ½ feet of the ditch.

NOW, THEREFORE BE IT RESOLVED, the Todd County Ditch Authority gives permission to Wally & Lorie Miller (parcel 20-0031200) & Triple M Dairy Inc (parcel 20-0031700) to maintain a portion of the Main Ditch of CD33 located in Reynolds Twp section 29. The maintenance will be done on their own properties at their own expense.

HOLD HARMLESS AGREEMENT

For County Ditch Maintenance/ Repair



Whereas, Wally + Lorie Miller requests permission of the Todd County Ditch Authority to maintain/repair a portion of County Ditch No. 33 that runs through his/her property at his/her own expense:
Legal description to read as follows: N 1/2 of NE 1/4 Parcel number 20-0031200

Section 29 Township 129 Range 34

Proposed Project Description:

☒ Ditch Maintenance – length of ditch 2680 ft

☐ Private crossing installation/replacement

Include map of project location and project plans

Clean CD33 from 226th Street
to West Property line. Clean Laterals As needed.

Applicant will have one year from the date of this application approval to complete the proposed project.

Person/Contractor name doing work:

Christopher D Westenberg

Address:

21286 County 10 L.P.

Contact phone #'s

Whereas, applicant is allowed to maintain the drainage ditch to the original width, depth, and grade. An improvement by lowering or widening the ditch bottom is not allowed. Sediment and vegetation can only be removed to the extent of the original ditch bottom elevation. Culverts can be replaced at the existing elevation. Spoil must be side cast and leveled. This work will be done at applicant's own expense.

Whereas, APPROVAL OF THIS HOLD HARMLESS AGREEMENT ONLY APPLIES TO THE COUNTY DITCH AUTHORITY (MN Rule Chapter 103E). Permits from local, state and federal agencies may be required. Before commencing work in or near wetlands, the application form for Water/Wetland Project must be filled out and mailed to the appropriate agencies; 1. Todd Soil, Water, Conservation, Development Division, 2. Army Corps of Engineers, 3. MN DNR Division of Waters, 4. Sauk River Water Shed District (if in dist.) 5. Board of Water Soil Resources.

Whereas, said applicant will not do any cleaning/repair of said ditch until approval is received from all agencies. Applicant will notify County Ditch Inspector the day work begins and the day work ends.

Whereas, the applicant and/or contractor agrees to defend, indemnify, and hold Todd County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any act or omission on the part of the applicant, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the applicant or the subcontractors, partners, or independent contractors or any of their agents or employees under the agreement.

I do hereby agree to the above terms, I agree to hold the County harmless and indemnify it and follow all the rules and regulations.

Dated:

7-27-26

Applicant Signature:

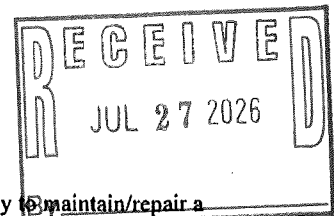
Lorie Miller & Wally Miller

Phone Number:

320 533 0807

HOLD HARMLESS AGREEMENT

For County Ditch Maintenance/ Repair



Whereas, Triple M Dairy Inc requests permission of the Todd County Ditch Authority to maintain/repair a portion of County Ditch No. CD 33 that runs through his/her property at his/her own expense.
Legal description to read as follows: SE 1/4 of NE 1/4 Parcel number 20-0031700

Section 29 Township 129 Range 34

Proposed Project Description:

☒ Ditch Maintenance – length of ditch 500 1361 ft

*changed per
Loren + Wally Miller*

☐ Private crossing installation/replacement

Include map of project location and project plans

Clean CD 33 South of 226th St
up to Property Line
At More than 600 feet

Applicant will have one year from the date of this application approval to complete the proposed project.

Person/Contractor name doing work:

Christopher Westerberg

Address:

21286 County 10 L.P.

Contact phone #'s

Whereas, applicant is allowed to maintain the drainage ditch to the original width, depth, and grade. An improvement by lowering or widening the ditch bottom is not allowed. Sediment and vegetation can only be removed to the extent of the original ditch bottom elevation. Culverts can be replaced at the existing elevation. Spoil must be side cast and leveled. This work will be done at applicant's own expense.

Whereas, APPROVAL OF THIS HOLD HARMLESS AGREEMENT ONLY APPLIES TO THE COUNTY DITCH AUTHORITY (MN Rule Chapter 103E). Permits from local, state and federal agencies may be required. Before commencing work in or near wetlands, the application form for Water/Wetland Project must be filled out and mailed to the appropriate agencies; 1. Todd Soil, Water, Conservation, Development Division, 2. Army Corps of Engineers, 3. MN DNR Division of Waters, 4. Sauk River Water Shed District (if in dist.) 5. Board of Water Soil Resources.

Whereas, said applicant will not do any cleaning/repair of said ditch until approval is received from all agencies. Applicant will notify County Ditch Inspector the day work begins and the day work ends.

Whereas, the applicant and/or contractor agrees to defend, indemnify, and hold Todd County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any act or omission on the part of the applicant, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the applicant or the subcontractors, partners, or independent contractors or any of their agents or employees under the agreement.

I do hereby agree to the above terms, I agree to hold the County harmless and indemnify it and follow all the rules and regulations.

Dated:

7-27-26

Applicant Signature:

Wally Miller Chair MHA

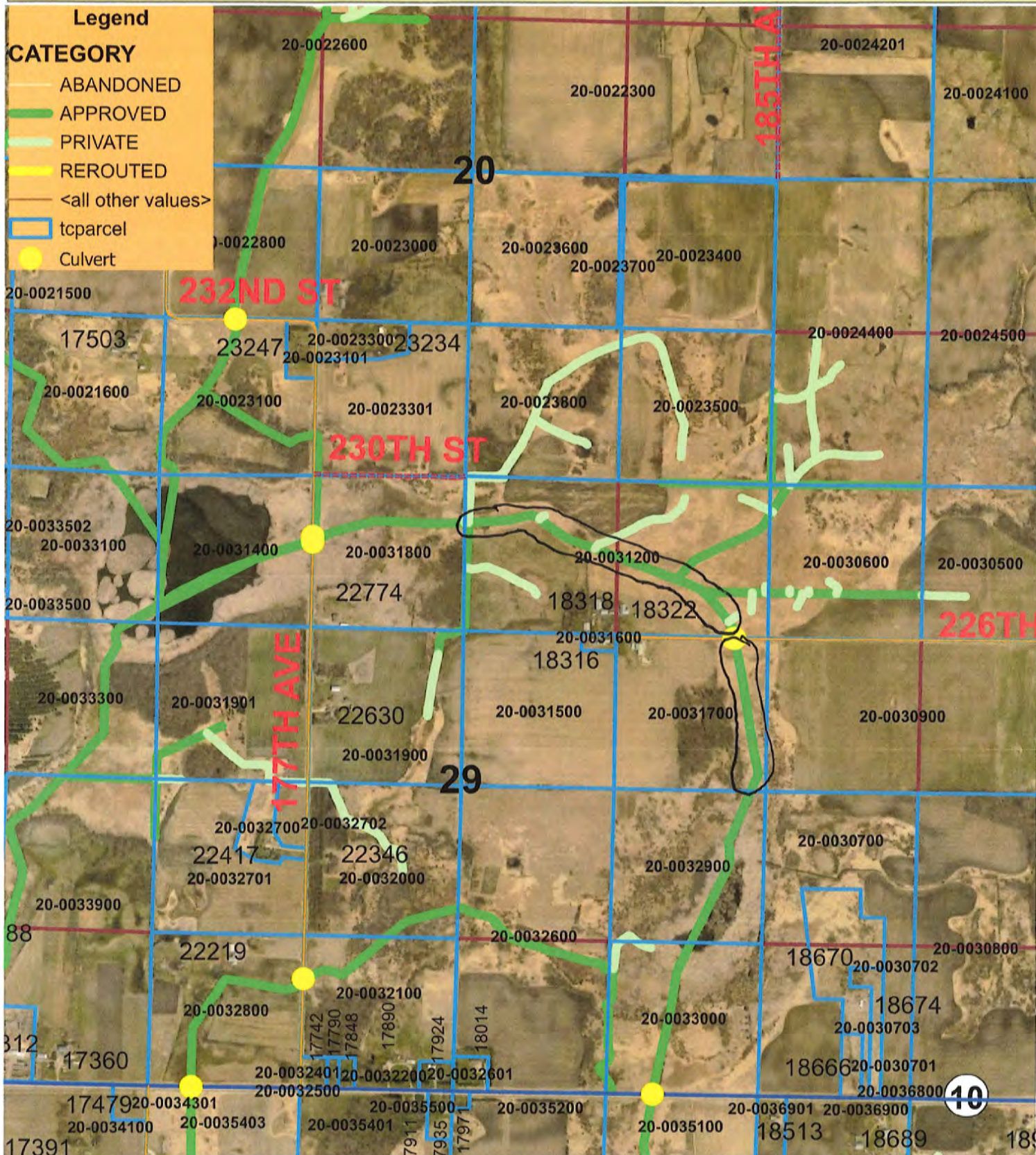
Phone Number:

320 533 0807

Updated 10/04/2023

Reynolds Township Section 29 Twp 129 Range 34

0 500 1,000 2,000 Feet



County Ditch 33
Wally & Lorie Miller 20-0031200
Triple M Dairy Inc 20-0031700
18318 226th St
Long Prairie, MN 56347

Todd County Ditch & Ag Inspector
44 Riverside Drive
Long Prairie, MN 56347
Office (320)533-4651
nancy.uhlenkamp@co.todd.mn.us
May 11, 2026

The Todd County GIS Department
and Todd CDI has made every effort
to provide the most accurate, up-to-date
information available in this publication
and cannot be held responsible for any
unforeseen errors or omissions.

Commissioner's Board Meeting – September 1, 2026
Hold Harmless Agreement – Ditch Maintenance
Wally & Lorie Miller – 20-0031200 & Triple M Dairy, Inc – 20-0031700

Looking north off of 226th St culvert (20-0031200)



Looking south off of 226th St culvert (20-0031700)





WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-22
Agenda Topic Title for Publication:		County Agricultural Inspector Grant Request for Proposals - Fiscal Year 2027
Date of Meeting: September 1, 2026	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Ditch/Ag Inspector		
Person Presenting Topic at Meeting: Nancy Uhlenkamp CAI		
Background: Supporting Documentation enclosed ☒		
Attachment 1 - County Agricultural Inspector Grant - Fiscal Year 2027 Request for Proposals		
The MDA has released their 2027 Request for Proposals for the County Agricultural Inspector Grant. This grant is to support the required duties under the Noxious Weed Law. There are 5 criteria that an applicant must meet to apply, and Todd County meets all the criteria. This 2027 grant is reimbursable only, and there will not be any upfront money. Todd County will need to cover the expenses until the reimbursement is given. The amount requested will be approximately \$10,000 to be used for eligible expenses.		
Options:		
Approve CAI applying for the grant		
Do not approve CAI applying for the grant		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approves the CAI pursuing the County Agricultural Inspector Grant by submitting an application.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ 10,000 (Approximate amount) Funding Source(s): Ditch/Ag Inspector Budget until reimbursed	☒ Yes ☐ No	The final amount awarded will vary with how many other counties actually apply for the grant.
Attorney Legal Review: ☐ Yes ☒ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ 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



County Agricultural Inspector Grant

Grant Request for Proposal (RFP) Fiscal Year 27

Applications due by 3:00 p.m. Central Time (CT) on September 10, 2026

07/30/2026 (RFP release date)

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.

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Grant Summary

Overview

The Minnesota Department of Agriculture (MDA) is now accepting applications for the County Agricultural Inspectors Grant.

The program is authorized under Minnesota Noxious Weed Law (Minn. Stat. 18.76-18.91) and funded through the State Legislature at 2025 Laws of Minnesota, Chapter 34, Article 1, Section 2, Subd. 2 (g).

The program was established by the Minnesota Legislature to support County Agricultural Inspector's (CAIs) and County Designated Employees (CDEs) to complete their duties under the Minnesota Noxious Weed Law.

Grant funds are available to counties employing a CAI or CDE that meet the following criteria:

1. Has attended training for new county agricultural inspectors offered by the commissioner.
2. Coordinates with the commissioner to review applicable laws and enforcement procedures.
3. Compiles and submits to the commissioner local weed inspector annual report data.
4. Conducts an annual meeting and training for local weed inspectors, and
5. Assists the commissioner with control programs and other agricultural programs when requested under Minnesota Statutes, section 18.81, subdivision 1b, as directed by the county board.

All information about the program is available on the [CAI Grant webpage](#).

Applications will be accepted until 3:00 p.m. on September 10, 2026.

Funding Availability

The Minnesota Legislature has appropriated \$500,000 for these grants in fiscal year 2027. The MDA will determine which counties are eligible for funding based on criteria outlined in statute. Once the total number of eligible counties is determined, the MDA will divide the available grant funds equally among the eligible CAI/CDEs across the state. Eligible counties are required to report to the MDA with each request for reimbursement to demonstrate that they have met all the necessary criteria to receive funds. A report on progress will be required of all grantees prior to the end of the performance period. If a county fails to successfully meet the requirements, it will not receive funds, and its allocated amount will be redistributed equally among the remaining eligible counties who successfully meet the requirements.

If selected, grantees may only incur eligible expenditures when the grant contract agreement is fully executed, the grant has reached its effective date, and the grantee has been notified by the state's authorized representative that they may begin work.

Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

Office of Grants Management (OGM) Policy 08-02: Rating Criteria for Competitive Grant Review (PDF) sets up the expectation that grant programs intentionally show how the grant serves diverse populations, especially populations experiencing inequities or disparities.

The CAI Grant is awarded non-competitively to eligible counties as specified in 2025 Laws of Minnesota, Chapter 34, Article 1, Section 2, Subd. 2 (g) and this Request for Proposals. The funding is designated for county agricultural inspectors (or county designated employees) to complete their duties under the Minnesota Noxious Weed Law. The policy and outcomes are detailed by statute (Minn.Stat.. 18.75 and 18.90.). County agricultural inspectors and county-designated employees are identified in Minn.Stat.. 18.80. The policy and outcomes of the Noxious Weed Law are detailed at (Minn.Stat. 18.75 and 18.90.)

How to Apply

- Apply for the County Agricultural Grant using the MDA's online application system.
 - If you're a new user, you need to create an account first. Use this how-to guide (PDF) to help set up your account.
 - Once logged in, select "County Agricultural Inspector (CAI) Grant FY27."
 - If you can't use the online application system, contact Emilie Justen at emilie.justen@state.mn.us to request other arrangements.
- Applications are due by **3:00 p.m.** Central Time (CT) on **September 10, 2026**.
 - Apply early to allow enough time to get help with the online application system if needed. It's best practice to submit your application at least 24 hours in advance.
 - The MDA will not accept late applications.
 - The MDA is not responsible for any technical or logistical problems that result in a late submission. It is your responsibility as the applicant to ensure we receive your application before the deadline.
- Once the application is submitted, you will receive a confirmation email. Contact Emilie Justen at emilie.justen@state.mn.us if you do not receive this email.
- We will accept only one application per county.

Incomplete applications will be rejected and not evaluated. Do not provide any materials that are not requested in this RFP, these materials will not be considered nor evaluated.

The MDA reserves the right to reject any application that does not meet the requirements of this RFP.

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for a potential grant award. Submitting inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available to the State by law.

The applicant is responsible for all costs associated with submitting a response to this RFP.

How to Submit Questions

For questions about the grant program or application:

- Submit your question in writing before **3:00 p.m.** Central Time on **September 3, 2026**.
- Email Emilie.justen@state.mn.us with "CAI Grant" in the subject line.

The MDA will post responses to program questions on the **Questions and Answers (Q&A)** section of the CAI Grant webpage as we receive them. See the [CAI grant webpage](#) for answers to past questions.

Note: MDA employees are not authorized to give advice on any applications. Applicants who solicit or receive advice from unauthorized MDA employees may be disqualified from eligibility for a grant award.

For help using the online application system:

- Call 651-201-6360 or
- Email Emilie.justen@state.mn.us with “CAI Grant” in the subject line.

Application Guidelines

- Use plain, easily understood language. Write for reviewers who have general knowledge but may not have a thorough understanding of your project or your organization.
- Answer all questions completely within the character limits specified in the grant application.
- Although some questions are labeled as optional, the MDA strongly recommends responding to those questions or uploading the appropriate documents.
- Ensure your application is your own, a unique proposal designed to respond to the RFP.
- Make sure your budget is realistic and includes only eligible items. Write a detailed budget narrative that clearly explains how the money will be spent.
- Applicants must provide an estimated rate per hour and hours to be completed for CAI/CDE duties in 2026/2027. Estimates for other expenses must also be provided with the application. The MDA will determine the amount of money available per county for expenses after the application closes.
- Review the Project Evaluation Profile included in this RFP, as it is used to score and compare grant applications.

Timeline and Deadlines

July 30, 2026.....RFP posted on the MDA website.

September 3, 2026, at 3:00 p.m. Central Time.....Deadline to ask grant program questions.

September 10, 2026, at 3:00 p.m. Central Time.....Application period closes.

October 2026.....Applicants notified of funding decisions.

October 2026.....Anticipated project start date
(for projects with executed grant contracts)

Eligibility

Eligible Applicants

Applicants must meet the following minimum requirements to be considered for this grant opportunity.

To be eligible for this grant, a county must employ a county agricultural inspector or county-designated employee (CAI/CDE)* who meets the following criteria:

1. Has attended training for new county agricultural inspectors offered by the commissioner.
2. Coordinates with the commissioner to review applicable laws and enforcement procedures.
3. Compiles and submits to the commissioner local weed inspector annual report data.
4. Conducts an annual meeting and training for local weed inspectors, and
5. Assists the commissioner with control programs and other agricultural programs when requested under Minnesota Statutes section 18.81, subdivision 1b, as directed by the county board.

MDA employees and their spouses, farms, or businesses principally owned or operated by them are not eligible applicants and are not eligible to receive funds from this grant program.

Eligible Projects and Expenses

Funds awarded to grantees must be used to pay for eligible expenses that support the required duties under the Minnesota Noxious Weed Law (Minn.Stat. 18.76-18.91).

Eligible projects will:

- Be completed within one year.
- Be conducted in Minnesota.
- Benefit Minnesota's noxious weed law enforcement.
- Not start until the grant contract agreement is signed by all parties and has reached its start date. No purchasing or contracting of goods and services may occur prior to the full execution of the grant contract agreement or effective date, whichever is later.

Eligible Expenses

Eligible expenses are costs directly related to the project. Funds are appropriated to support county agricultural inspectors and county-designated employees to perform their required duties under the noxious weed law (Minnesota Statutes Chapter 18.81; Subdivision. 1a, 1b, and 3).

Eligible expenses may only be incurred after the contract has been signed by all parties. Grant contracts may not extend beyond two years from the effective date of the contract.

Eligible expenses include but are not limited to:

- Inspection and reinspection of noxious weeds on public and private lands
- Enforcement of the noxious weed law when violations occur
- Management performed of noxious weeds
- Assisting MDA with seed, screenings, invasive plant, feed, fertilizer, and pesticide programs, and other agricultural programs when requested by the commissioner
- Training and assisting local weed inspectors
- Assisting townships and municipalities with weed law enforcement and weed management, including cost sharing with municipalities
- Attending required meetings and hosting meetings for local weed inspectors
- Development of outreach materials for noxious weed identification, management, prevention, and the noxious weed law and lists

- Development of a Noxious Weed Management Plan
- Issuing Transport Permits and inspection of noxious weed infested materials
- Posting a General Notice and serving individual notices
- Serving on an appeal committee
- Attending hearings or appeal reviews
- Travel expenses associated with attendance at the Minnesota Association of County Agricultural Inspectors summer short course

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Expenditures not related to duties outlined in Minnesota Statute 18.81.
- Expenditures incurred before the grant contract agreement is signed by all parties and reached its effective (start) date, whichever occurs later; and expenditures incurred after the grant contract agreement expires.
- General operating costs or indirect costs (expenses of doing business that are not readily identified with the project, including software, computers, tablets, and GPS units).
- Expenses paid for with cash.
- Donations and in-kind contributions, including property and services, made by the applicant (regardless of the recipient).
- Advertising, public relations, entertainment, alcohol, and amusement costs.
- Taxes, except sales tax on goods and services and payroll taxes.
- Fines, penalties, and other settlement expenses resulting from failure of the applicant to follow federal, state, local, or Tribal nation laws and regulations including parking and traffic violations.
- Fundraising.
- Payments to lobbyists and political contributions incurred to raise capital or obtain contributions regardless of purpose for which funds will be used.
- Late payment fees, finance charges, legal costs, bad debts, or contingency funds.
- Fees for legal services and compensation for accountants, consultants and grant writers
- Out-of-state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.
- Expenses that have been or will be reimbursed under any federal, state, or local government funding or other grants.
- Projects which have already received funding from another federal grant or subaward programs may not receive funding for the same activities and expenses. Projects receiving funding from another source, grant, appropriation, or other contribution, may not receive funding for the same activities and expenses.
- Capital expenses greater than \$5,000.

You must be invoiced and pay for all project materials and services between the effective (start) date and end date listed in your grant contract agreement. Any expenses incurred outside of this timeframe are not eligible for reimbursement.

Application Review Policies and Process

Review Process

Funding will be allocated through a non-competitive process. MDA staff and leadership will review applications for accuracy and meeting of the eligibility criteria. MDA staff will inform the applicant of any ineligible components. The Commissioner of Agriculture reviews the recommendations and is responsible for award decisions. Funding decisions may consider the applicant's history as a state grantee, including progress made on previous grants, compliance with state rules and regulations, and capacity to perform the work.

The MDA will notify applicants, both successful and unsuccessful, in writing. The timeline for the review process is listed in the [Timeline and Deadlines](#) section.

Pre-award Risk Assessment

The MDA is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants. ([MINN. STAT. 16B.981, Subd.2-5](#), [OGM Policy 08-02: Policy on Rating Criteria for Competitive Grant Review \(PDF\)](#), and [OGM Policy 08-06: Pre-award Risk Assessment of Potential Grantees \(PDF\)](#).)

Applicants may be contacted by MDA staff to submit additional documents before being approved by the MDA for an award including information about the applicant's performance on current or previous state grants.

All applicants recommended for funding must provide the MDA with:

Certification that neither you nor your entity has been suspended or debarred by the State of Minnesota or the federal government. See the [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#) and [System for Award Management \(SAM.gov\)](#).

Certification that neither you, your entities, nor any key personnel, board members, officers, executives, employees, or agents, or any individual with authority to access, manage or use grant funds have been convicted of a criminal offense relating to a state grant agreement.

If the MDA determines that the applicant has substantial risks that inhibit its ability to perform the required duties under the grant contract agreement, then the MDA may either request more information for the purpose of satisfying the concerns, develop a risk mitigation plan to protect the interests of the state, or not award the grant.

Award Notice

The MDA will notify applicants in writing of the status of their application.

Conflicts of Interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers ([MINN. STAT. 16B.98 Subd. 2-3](#) and [OGM Policy 08-01: Grants Conflict of Interest \(PDF\)](#)).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to the MDA due to competing duties or loyalties, or
- A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

An example of a conflict of interest would be an external party (such as a distributor or vendor) writing an application for the applicant when the vendor stands to profit from the grant award. In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit a conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

Grantees may generally not purchase items and services from staff, board members, owned or operated by staff or board members, or other individuals with whom they have an actual, potential, or perceived conflict of interest. If grantees want to consider any of these individuals/organizations when making purchases, they must submit a conflict-of-interest disclosure and mitigation plan to the MDA for pre-approval. The plan must address how any conflicts of interest will be mitigated, including a plan for selecting vendors that includes meaningful involvement from non-board/staff members.

Grantees may not purchase items or services from MDA employees, their spouses/domestic partners, or any farms or businesses owned or principally operated by them or their spouses/domestic partners.

Privacy Notice and Data Classification

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant under this program. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the [Minnesota Data Practices Act](#) as private or nonpublic, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified by state or federal law. Access to private or nonpublic data is limited to those authorized by law, including but not necessarily limited to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant, parties identified in a valid court order or federal subpoena, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement or the Office of the Attorney General.

Per Minnesota's statute on grants ([MINN. STAT. 13.599](#)):

- Names and addresses of grant applicants, and the grant amount requested will be public data once application responses are opened.
- All remaining data in application responses (except for data otherwise classified by law, including trade secret information, see below) becomes public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

- All data created or maintained by the MDA as part of the evaluation process (except trade secret information, see below) will generally be public data after the evaluation process is completed.

Procedure for claiming protection of trade secrets:

Trade secret information is classified as not public data. In order to qualify as trade secret information, the data in question must be provided to the MDA by the affected person (i.e. the data must be about the applicant) and otherwise meet the legal definition found in statute ([MINN. STAT. 13.37, subd. 1\(b\)](#)). In order for an applicant to assert trade secret protection for data submitted as part of this application the applicant must:

1. Clearly identify the specific formula, pattern, compilation, program, device, method, technique, or process that the applicant believes to be trade secret information;
2. Describe what efforts the applicant takes to maintain the secrecy of the data; and
3. Adequately explain how the data derives independent economic value from not being generally known to, and not readily ascertainable by proper means by, other persons.

Merely asserting trade secret protection does not, in and of itself, classify the data in question as not public; determining what data meets the definition of trade secret information is ultimately the legal responsibility of the MDA, and the MDA cannot guarantee that data identified as trade secret information by an applicant will be classified as such. If the MDA determines that data does not meet the definition of trade secret information, the data in question will be available to the public unless the applicant secures a court order saying otherwise.

All persons, businesses, and individuals applying for grants in the state of Minnesota must comply with applicable laws. Under the law titled Right of Setoff ([MINN. STAT. 270C.65, subd. 3](#)), a grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State of Minnesota, to federal and state tax agencies, and to state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring a grantee to file state tax returns and pay delinquent state tax liabilities, if any.

Requirements for Grant Recipients

Grant Contract Agreement

Before beginning work on the grant project(s), the applicant offered an award must formally enter into a grant contract agreement with the MDA. The grant contract agreement will address the conditions of the award, including implementation for the project. Grant contract agreement templates are available for review on the [OGM Forms and FAQs webpage](#). The MDA reserves the right to adjust these templates.

Upon approval of an application, completion of the pre-award risk assessment, and before beginning work on the grant project(s) and incurring any grant expenses, the applicant must:

- Register as a vendor in SWIFT, the state's accounting system, or confirm that the information in SWIFT is still correct.
- Submit other required documentation within 15 days of award notification.

- Read and sign a grant contract agreement within 30 calendar days of being sent to the grantee. Failure to sign the contract within 30 calendar days may result in the award being rescinded.

You cannot begin work on grant activities — including pre-ordering or contracting or incurring any other obligation to pay grant expenses — until a fully executed grant contract agreement is in place and you have been notified by the State's Authorized Representative that work may start.

A fully executed grant contract agreement is one that has been signed by all parties and reached its start date, whichever is later. You must comply with the conditions and the grant contract agreement, and you will be legally responsible for assuring implementation of the grantee duties and compliance with all applicable state and federal requirements including data privacy, budget compliance, and reporting.

Some changes may be necessary during your project. Many of these changes require pre-approval from the MDA. Some may require an amendment to the grant contract agreement. Changes requiring pre-approval from the MDA include switching vendors that are named in the grant contract and purchasing equipment or supplies that is not include in the approved budget.

Accountability and Reporting

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant contract agreement have been met.

Grantees will be required to submit progress reports during the grant period and a final report at the completion of the project. Grant payments shall not be made on grants with past due progress reports.

The final report and final reimbursement request are due 45 calendar days after the expiration date listed in the grant contract agreement and must be approved by the Authorized Representative before the final request for reimbursement is paid.

Grant payments shall not be made on grants with past due progress reports unless the MDA has given the grantee a written extension. The MDA reserves the right to modify reporting requirements throughout the grant period.

Failure to regularly report, respond to surveys, and promptly respond to information requests may impact the grantee's ability to secure future funding from the MDA.

Information submitted in any report or survey will be classified as public data. If the grantee considers any information in the report to be trade secret, the grantee may request that the trade secret information be kept confidential and must specifically label that information. The MDA will notify the grantee if a public records request is made for the information claimed as protected by the grantee.

Monitoring

The grant contract agreement allows the MDA to monitor the progress of the project. The MDA will perform at least one monitoring visit for all grantees with awards greater than \$25,000 before a final payment is approved. Other grantees may receive monitoring visits at the discretion of the MDA.

The MDA will perform a financial reconciliation of at least one invoice on grants over \$25,000. Financial reconciliation may be performed on additional payment requests at the discretion of the MDA. For this purpose, the grantee must provide supporting documentation including, expense receipts, employee timesheets, invoices, and any other supporting documents requested by the State.

Grantee Evaluation

Prior to the closeout of the grant, the MDA will evaluate the performance of all grantees. The evaluation will include the purpose of the grant; the amount provided to the grantee; an appraisal of the grantee's timeliness, quality, and overall performance in meeting the terms and objectives of the grant; if the grant was terminated; and any concerns with grantee's use of state funds. Evaluations of grantees' performance for grant contract agreements greater than \$25,000 must be provided by the MDA to the Minnesota Department of Administration in accordance with MINN.STAT. 16B.98, subd. 12. Evaluations are considered public data under MINN.STAT. 13.599.

Payments

Eligible expenses may only be incurred after the grant contract agreement has been signed by all parties and it has reached its start date, whichever is later.

Grant funds are disbursed on a reimbursement basis. All grantee requests for reimbursement must correspond to the approved grant budget and be tied to documented progress working on the project. The MDA shall review each request for reimbursement against the approved grant budget, grant expenditures to date and the latest grant progress report before approving payment.

Requests for reimbursement must include two types of proof for each expense: 1. proof of purchase (e.g., invoices, itemized receipts, payroll reports, etc.) and 2. proof of payment (e.g., cleared checks, credit card statements, bank statements, proof of payroll payment, etc.). A financial reconciliation will be performed, and any additional requests must be submitted by the grantee before the MDA provides reimbursement. Grant payments will not be made on grants with past due progress reports or if required documentation related to the invoice or financial reconciliation is missing.

Details regarding documentation needed for reimbursement can be found in the CAI's Reimbursement Guide, available on the program webpage.

Grant payments will not be made on grants with past-due progress reports or if required documentation related to the invoice or financial reconciliation is missing, unless the MDA has given the grantee a written extension.

Reimbursement requests may be submitted with progress reports throughout the grant period. Final requests for reimbursement must be submitted to the MDA no later than 45 calendar days after the grant expiration (end) date.

Grant payments may be used to fulfill federal and state tax liabilities or may be withheld until the grantee has paid any tax liabilities, in accordance with MINN. STAT. 270C.65, Subd. 3, and other applicable laws.

Contract and Bidding

All grantees must abide by the state's bidding requirements, based on their entity type.

Political subdivisions or municipalities must use these guidelines:

- Municipalities are required to comply with MINN. STAT. 471.345, Uniform Municipal Contracting Law.
- The grantee and any subrecipients must comply with prevailing wage rules in MINN. STAT. 177.41 through MINN. STAT. 177.50, as applicable.
- Municipalities and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government. See the Suspended and Debarred Vendors, Minnesota Office of State Procurement and the System for Award Management (SAM.gov).
- The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.

Grantee Website and Publicity

All grant projects must publicly credit the MDA funding in all public communications, presentations, and printed materials and include that information on the grantee's website. Additionally, grantees with a website must clearly post on their website the names and contact information for the grantee's leadership and the employee(s) or other person(s) who directly manages and oversees the grant contract agreement on behalf of the grantee (the authorized representative) (MINN. STAT. 16B.98, subd. 5 (d)).

Grantee Obligation to Inform

Throughout the term of the grant agreement, the grantee has an ongoing responsibility to:

- Immediately notify the state if the grantee, its Authorized Representative, or any key personnel—including board members, officers, executives, employees, agents, or any individual with authority to access, manage, or use grant funds—is suspended or debarred from doing business with the State of Minnesota or the federal government or is convicted of a criminal offense related to a state grant agreement.
- Obtain prior written approval from the State's Authorized Representative before making any changes to the approved budget or work plan incorporated into the Grant Contract Agreement.

Grantee Evaluation

Prior to the closeout of the grant, the MDA will evaluate the performance of all grantees. The evaluation will include the purpose of the grant; the amount provided to the grantee; an appraisal of the grantee's timeliness, quality, and overall performance in meeting the terms and objectives of the grant; if the grant was terminated; and any concerns with grantee's use of state funds. Evaluations of grantees' performance for grant contract agreements greater than \$25,000 must be provided by the MDA to the Minnesota Department of Administration in accordance with MINN.STAT. 16B.98, subd. 12. Evaluations are considered public data under MINN.STAT. 13.599.

Audit and Record Retention

Per MINN. STAT. 16B.98, subd. 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or any other party relevant to the grant or transaction are subject to examination by the Commissioner of Administration, the state granting agency, the state auditor, the attorney general, and the legislative auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Grantees are responsible for the retention of documents and records relevant to their grants. Grantees should maintain a project file containing copies of all invoices, receipts, proofs of payment, reimbursement requests, important correspondence with the MDA, progress reports, and any other documents associated with the project. Upon request by the State, the grantee must produce a legible copy of the records saved in their project file.

Affirmative Action and Nondiscrimination

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, gender identity, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, familial status, or age in regard to any position for which the employee or applicant for employment is qualified (MINN. STAT. 363A.02). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices, including employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship (Minnesota Rules, part 5000.3500).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter Registration Requirement

The grantee will provide voter registration services for its employees and for the public served by the grantee (MINN. STAT. 201.162).

Right of Cancellation

This Request for Proposal does not oblige the MDA to award a grant. The MDA reserves the right to cancel this Request for Proposal if in the best interest of the program, agency, or the State of Minnesota. The State also reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposal. The State does not intend to award a grant contract agreement solely on the basis of any response made to this request or pay for information solicited or obtained.

Program Background

The County Agricultural Inspector Grant was established to support CAIs and County Designated Employees (CDEs) to complete their duties under the Minnesota Noxious Weed Law. The grant was established in 2025 and was appropriated funds for fiscal years 2026 and 2027.

Application Questions

- Name of Contact Person
- Organization Name
- Organization Mailing Address
- County
- Office Phone Number
- Cell Phone Number
- Email

Eligibility

Please confirm your eligibility by checking the box [choose one].

- ☐ I am a county agricultural inspector or county designated employee OR
- ☐ My CAI/CDE has approved the application.

Proposal Summary

Review the Request for Proposals (RFP) before submitting your application. Details on the requirements can be found in the RFP.

Project Summary

(Limit: 6,000 characters)

Provide a project summary suitable for public release. A project summary provides a brief, two- or three-sentence description of your project and includes:

- The name of the municipality and CAI that will lead and execute the project.
- The project's purpose, methods, and/or expected outcomes.
- A description of the activities to be completed during the grant term.

Current and Previous Grants

Have you been awarded a grant from the state of Minnesota in the past 5 years? (Yes/No)

If you answered yes to the previous question, please provide the details of the current and prior grant(s), including the award amount, duties, and outcomes of your grant. If you answered no, please type "NA."

Work Plan

Describe how you will use the grant funds, including how and when you will carry out each item or activity. Describe the specific activities, objectives, deadlines for accomplishing each activity, and responsible parties.

You must include a minimum of 3 objectives and a maximum of 10 objectives.

Complete the fillable table in the online application.

Work plan example:

Objective	Activity	Timeline	Responsible Person
Inspect roadsides	Drive county roads	May-Sept 2027	CAI
Map noxious weeds	Map new infestations in GIS	April-Sept 2027	CAI
Host local weed inspector (LWI) training	Set date and invite municipalities	April 2027	CAI
Respond to weed complaints	Document complaints and address concerns	Growing season	CAI
Submit grant closeout	Submit documentation and final report	September 2027	CAI

Budget

Budget Narrative

(Limit: 6,000 characters)

The budget narrative provides a detailed description of each cost included in the grant project per line item.

- A cost estimate is required for all categories: Personnel; Equipment, Tools, Supplies, Herbicides; Education and Outreach Materials; Contracted Services; In-state Travel; and Other.
- Please include the wage rate in the Budget Narrative.
- Explain how you developed the budget estimates. Please indicate if specific vendors or contractors have been identified. You do not need actual bids at the time of application.
- **A justification for herbicide purchases is required.**
- For any expenses in the Other category, please justify the expenses in the Budget Narrative.

Budget Table

The budget table is an overview of how grant funds will be spent by category and budget year. This is an example of the categories and amounts requested for each category. In the online application, each category must be filled in. If you do not have expenses for a category, please put \$0.

Category	Grant Request
Personnel – number of hours @ wage rate	
Equipment, tools, supplies, herbicides (maximum \$5,000 for equipment purchases, justification for herbicide purchases is required in the Budget Narrative)	
Education and outreach materials	
Contracted services	
In-state travel (mileage rate, per diem)	
Other (specify what the expense is for)	
Total	

Certification

I certify that:

- The county board of commissioners is aware of this grant program and supports this application and is committed to providing the necessary resources to ensure that the CAI/CDE completes their required duties under the Minnesota Noxious Weed Law.
- To the best of my knowledge and belief, the data in this application is true and correct and supporting documentation for the claims and assertions made within this application is available to the Minnesota Department of Agriculture for its review.
- I understand that submitting false or misleading information in connection with this application may be grounds for disqualification from the grant contract agreement award and may subject me and my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.
- I further understand that receiving public funds as a consequence of false representations constitutes an act of fraud.
- I understand that the Minnesota Department of Agriculture may conduct audits, check references, and conduct site inspections and monitoring after grants are awarded and prior to dollars being disbursed.
- I understand that the data provided in this application is subject to the Minnesota Government Data Practices Act and have read and understand the Data Privacy Notice contained herein. I verify all information supplied in this application is correct to the best of my knowledge.
- I understand that the State of Minnesota requires that its agencies not award a grant to a vendor or grantee that has been suspended or debarred from doing business with the State of Minnesota or with the federal government.

- I warrant that neither the county applicant nor its principals (including designated CAI or CDE employees) are suspended or debarred from doing business with the State of Minnesota or with the federal government. Office of Grants Management (OGM) Policy 08-04: Grant Contract Agreements and Grant Award Notifications.
- I understand that the State of Minnesota requires that its agencies not award a grant to a vendor or grantee that has been convicted of a criminal offense relating to a State grant agreement.
- I warrant that neither the county applicant nor its principals (including the designated CAI or CDE employees and board members with authority to access, manage or use grant funds) have been convicted of a criminal offense relating to a State grant agreement. (Minn. Stat. 16B.991 Subd. 1).
- I understand prior to issuing a grant award contract, I must provide an authorized signature for this certification through DocuSign, which will be incorporated by reference as an exhibit to the contract.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20260901-23
Agenda Topic Title for Publication:	Leaf, Wing, Red Eye Watershed Agreement of Services	
Date of Meeting: 9/1/2026	Agenda Time Requested: 3	☐ Consent Agenda
Organization / Department Requesting Action: Planning and Zoning		
Person Presenting Topic at Meeting: Adam Ossefoort		
Background: Supporting Documentation enclosed ☒		
The Leaf, Wing, Red Eye Watershed has recently received FY2027 Watershed Based Implementation Funding. In order to access the funding, Todd County must enter into the Agreement of Services included with this board action		
Options:		
1. Adopt the Agreement of Services		
2. Do not adopt		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Adopt the Agreement of Services and authorize the Chair to sign.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ 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

Agreement for Services
Leaf Wing Redeye River Watershed Based Implementation
C27-0107

This Agreement made and entered into this day _____ between the East Otter Tail Soil and Water Conservation District hereafter called the EOT SWCD as Fiscal Agent for the Leaf Wing Redeye River Watershed and Local Government Units (LGUs) in the Leaf Wing Redeye River Watershed.

Witnesseth: The LGU hereto for the consideration hereinafter mention, covenant and agree as follows; The EOT SWCD acting as the fiscal agent for the Leaf Wing Redeye River Watershed Policy Committee and has entered into a grant agreement with Minnesota Board of Water and Soil Resource (BWSR) for Watershed Based Implementation Funding. This funding allows collaborating local governments to pursue timely and effective solutions based on a watershed's highest priority needs, identified in the approved and adopted Comprehensive Watershed Management Plan for the Leaf Wing Redeye River Watershed.

The Leaf Wing Redeye River Watershed Policy Committee has reviewed and approved the budget and workplan and the distribution of the Watershed Implementation funds to partnering Local Government Units (LGUs). The EOT SWCD will distribute grant funds to the LGUs for their efforts to implement the items identified in the C27-0107 work plan.

The LGU agrees to:

- a. Provide technical assistance to landowners and land users in the Leaf Wing Redeye River watershed.
- b. Conduct project development activities.
- c. Provide administrative/coordination activities
- d. Enter in to cost-share or incentive-based contracts with landowners or land users adopting; structural, non-structural, groundwater, shoreland/streambank, and forestry based best management practices that address priorities identified in the Comprehensive Watershed Management Plan and meet technical standards according to State & Local Policy, including BWSR's grant policies.
- e. Collect and provide information (mapping, project details, pollution reductions, etc.) for work that was accomplished for reporting purposes.
- f. Document all projects associated with the Watershed Plan.
- g. Invoice the EOT SWCD on a quarterly basis with the required documentation on the use of funds, including staff time, project payments, education, and outreach activities, etc.
- h. Workers Compensation, Prevailing Wage and Municipal Contracting Law. The Parties agree to specifically comply with and assure compliance with the following relating to employees, contractors and subcontractors: Comply with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. Pay prevailing wage for projects in accordance with Minn. Stat. §§177.41 through 177.44. Comply with the Uniform Municipal Contracting Law, specified in Minn. Stat. §471.345 and include supporting documentation of all bidding processes and bids.

The EOT SWCD will:

- a. Reimburse LGUs for invoiced activities in a timely manner
- b. Coordinate with participating LGU partners
- c. Coordinate reporting of progress to Policy Committee and BWSR

This contract may be reviewed and modified at the discretion of the EOT SWCD consultation with the Leaf Wing Redeye River Watershed Technical Advisory Committee.

In Witness Whereof, the parties listed below under and have agreed to the terms outlined in this Contract for Services.

This contract is effective on the date the BWSR grant agreement is executed and will terminate on 12/31/2029 unless the grant agreement is amended allowing more time.

EOT SWCD District Chair _____

Date

IN TESTIMONY WHEREOF the parties have duly executed this Agreement by their duly authorized officers.

Party: Wadena SWCD

APPROVED:

BY: _____.

Board Chair

Date

IN TESTIMONY WHEREOF the parties have duly executed this Agreement by their duly authorized officers.

Party: Becker SWCD

APPROVED:

BY: _____.

Board Chair

Date

IN TESTIMONY WHEREOF the parties have duly executed this Agreement by their duly authorized officers.

Party: Todd SWCD

APPROVED:

BY: _____.

Board Chair

Date

IN TESTIMONY WHEREOF the parties have duly executed this Agreement by their duly authorized officers.

Party: Wadena County

APPROVED:

BY: _____.

Board Chair

Date

IN TESTIMONY WHEREOF the parties have duly executed this Agreement by their duly authorized officers.

Party: Todd County

APPROVED:

BY: _____.

Board Chair

Date

IN TESTIMONY WHEREOF the parties have duly executed this Agreement by their duly authorized officers.

Party: Otter Tail County

APPROVED:

BY: _____.

Board Chair

Date



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20260901-24
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	"Halves" Final Plat
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Date of Meeting: 9/1/2026	Agenda Time Requested: 3	☐ 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 subdivision to create a 16.39 acre, two lot plat on parcel 25-0018601 (Villard TWP) was submitted on June 12th, 2026. The preliminary plat was approved by the Board of Commissioners on July 21st, 2026 with the following conditions.

1. New accesses from the road shall be approved by the road authority prior to installation.
2. Applicant must abide by all other applicable federal, state, and local standards.

Planning and Zoning has completed the review of the proposal and determined that it is ready for final platting.

Options:

1. Approve the final plat as presented.
2. Deny the final plat.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Approval of the final plat as presented to formally establish the plat of "Halves".

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ 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

Final Plat Approval – “Halves” Subdivision

WHEREAS, Applicant Jeffrey A. Halverson applied to subdivide a property owned by Jeffrey A. & Karen J. Halverson, Trustees of the Jeffrey A. Halverson and Karen J. Halverson Revocable Trust that is described as part of Section 18 of Villard Township with the plat to be known as “Halves”,

WHEREAS, Halves consists of two (2) lots; Block 1, Lot 1, 2.47± acres and Lot 2, 13.69± acres located in Shoreland Natural Environment and Residential-2 Zoning Districts,

WHEREAS, On July 2nd, 2026, the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance:

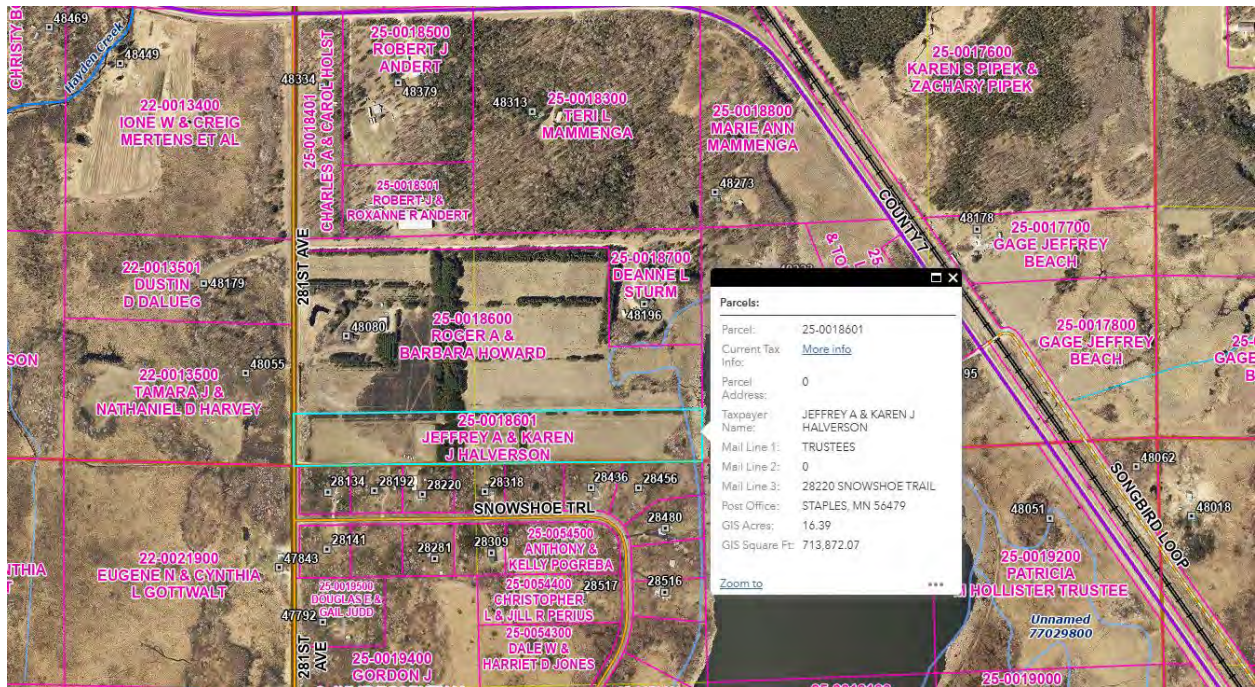
The South 300.00 feet of the South half of the Southwest Quarter (S1/2 of SW1/4) of Section 18, Township 133 North, Range 32 West, subject to reservations, restrictions, and easements of record.

WHEREAS, On July 21st, 2026, the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the Halves preliminary plat with two (2) conditions,

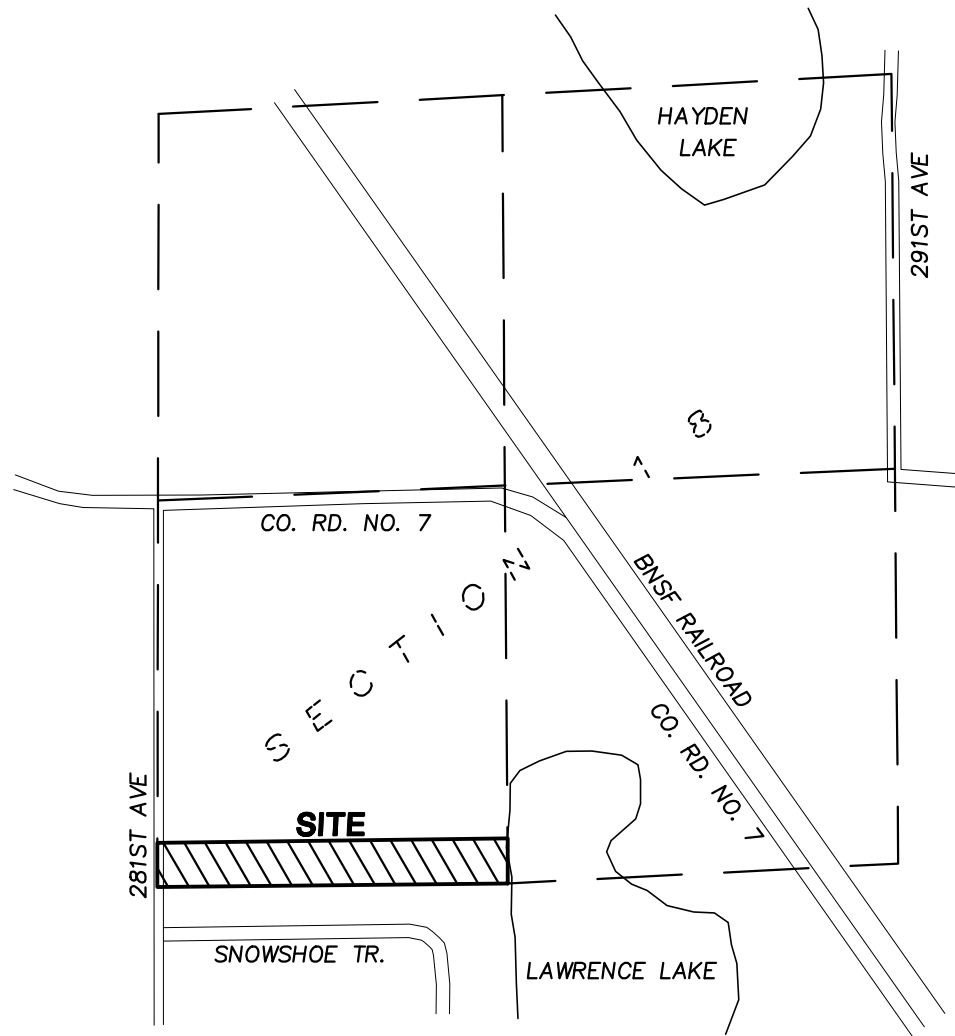
1. New accesses from the road shall be approved by the road authority prior to installation.
2. Applicant must abide by all other applicable federal, state, and local standards.

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 “Halves” be approved as presented.



VICINITY MAP
(NO SCALE)



SECTION 18, TOWNSHIP 133 NORTH, RANGE 32 WEST,
TODD COUNTY, MINNESOTA

HALVES

KNOW ALL PERSONS BY THESE PRESENTS: That Jeffrey A. Halverson and Karen J. Halverson as Trustees of the Jeffrey A. Halverson and Karen J. Halverson Revocable Trust, dated 5-23-2019, owners of the following described property situated in Todd County, Minnesota:

The South 300.00 feet of the South Half of the Southwest Quarter (S1/2 of SW1/4) of Section 18, Township 133 North, Range 32 West, subject to reservations, restrictions and easements of record.

Have caused the same to be surveyed and platted as HALVES and do hereby donate and dedicate to the public for public use the public way.

In witness whereof said Jeffrey A. Halverson and Karen J. Halverson, Trustees of the Jeffrey A. Halverson and Karen J. Halverson Revocable Trust, dated 5-23-2019, have hereunto set their hands this ____ day of ____, 20__.

Jeffrey A. Halverson, Trustee

Karen J. Halverson, Trustee

STATE OF MINNESOTA

COUNTY OF _____

The foregoing instrument was acknowledged before me on this ____ day of ____, 20__ by Jeffrey A. Halverson and Karen J. Halverson, Trustees of the Jeffrey A. Halverson and Karen J. Halverson Revocable Trust, dated 5-23-2019.

Notary Signature _____

Notary Printed Name _____

Notary Public _____

My Commission Expires _____

I, Mark F. Jahner do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of ____, 20__.

Mark F. Jahner, Licensed Land Surveyor
Minnesota License No. 44493

STATE OF MINNESOTA
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me this ____ day of ____, 20__ by Mark F. Jahner, a Licensed Land Surveyor, Minnesota License Number 44493.

Notary Signature _____

Notary Printed Name _____

Notary Public _____

My Commission Expires _____

I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes this ____ day of ____, 20__.

Licensed Land Surveyor
Minnesota License No. _____

I hereby certify that proper evidence of title has been presented to and examined by me and I hereby approve this plat as to form and execution.
Dated this ____ day of ____, 20__.

Todd County Attorney

Approved by the Todd County Board of Commissioners this ____ day of ____, 20__.

Chairman, Todd County Board of Commissioners

Attest: Todd County Auditor/Treasurer

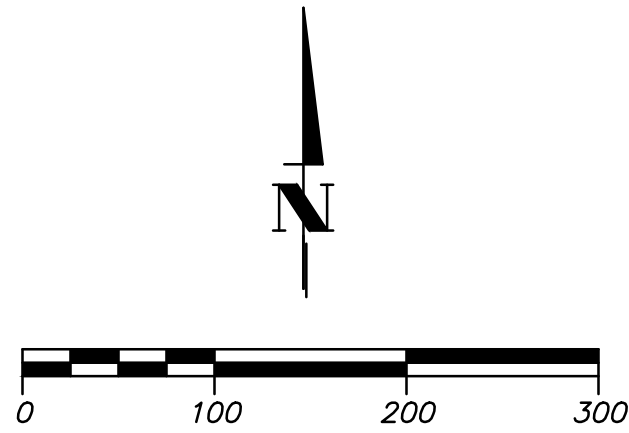
No delinquent taxes, and transfer entered this ____ day of ____, 20__.

Taxes for the current year are paid in full this ____ day of ____, 20__.

I hereby certify that this instrument was filed in the office of the County Recorder for record on this ____ day of ____, 20__.

at ____ o'clock ____ M., and was duly recorded as Document Number _____.

Todd County Recorder

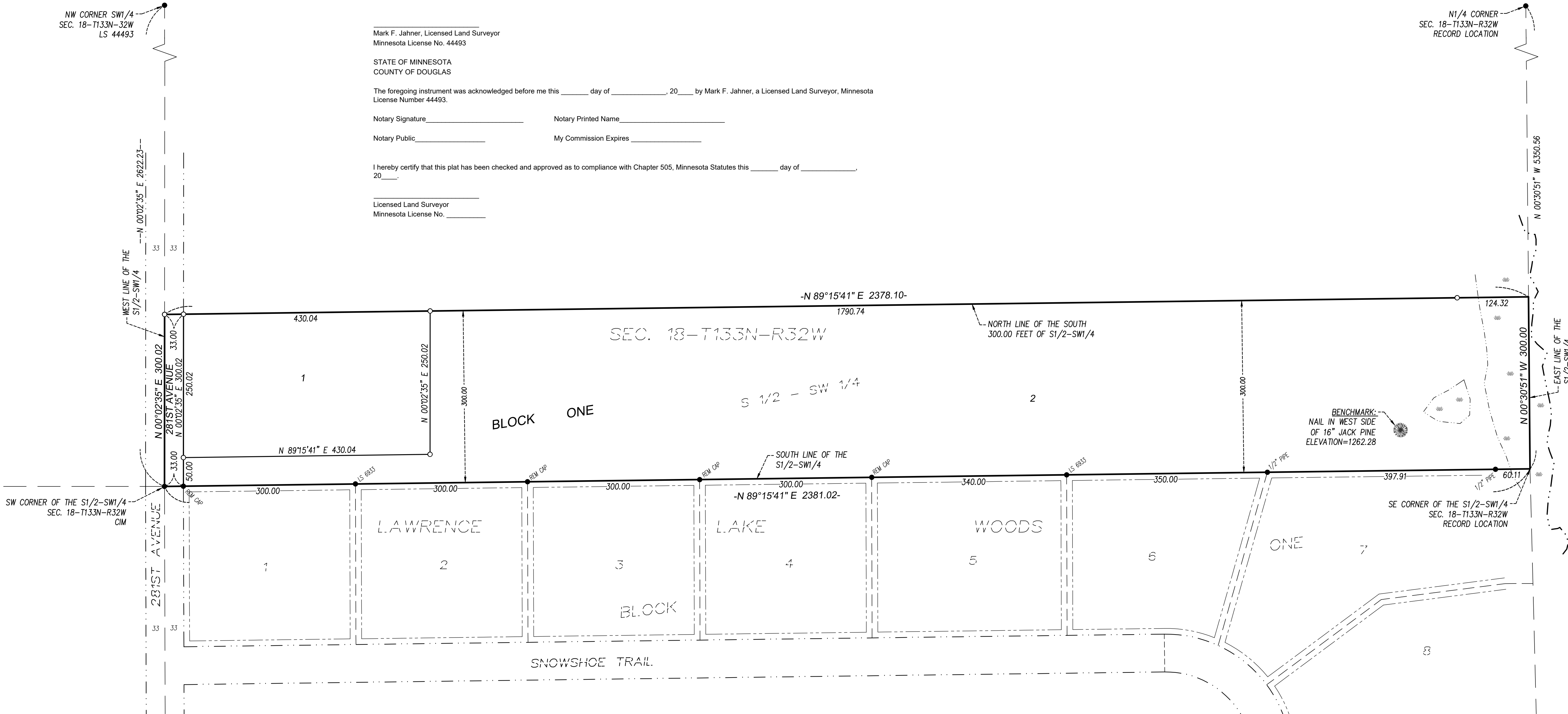


- DENOTES 1/2" PIPE SET MARKED WITH A PLASTIC CAP NO. LS 44493 & LS 56115
- DENOTES IRON MONUMENT FOUND AS NOTED



THE ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE SOUTH LINE OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF SECTION 18, TOWNSHIP 133 NORTH, RANGE 32 WEST, TODD COUNTY, MINNESOTA, HAVING AN ASSUMED BEARING OF NORTH 89° 15' 41" EAST.

BLOCK ONE
Lot 1.....2.47 Acres
Lot 2.....13.69 Acres
Public Ways.....0.23 Acres
TOTAL.....16.39 Acres



LAWRENCE LAKE
(UNMEASURED)
WATER ELEVATION: 1257.0 (6/2/26)
(NAVD88 DATUM)

STOECKEL-JAHNER
SURVEYING INC.
ALEXANDRIA, MN
(320) 763-6855



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20260901-25
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Prairie Country Estates Final Plat
--	---

Date of Meeting: 9/1/2026	Agenda Time Requested: 3	☐ 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 subdivision to create a 5 lot plat consisting of 17.67 acres on parcel 18-0015300 (Long Prairie TWP) was submitted on May 8th, 2026. The preliminary plat was approved by the Board of Commissioners on June 16th, 2026 with the following conditions.

1. New accesses from the County road shall be approved by the road authority prior to installation.
2. Applicant must abide by all other applicable federal, state, and local standards.

Planning and Zoning has completed the review of the proposal and determined that it is ready for final platting.

Options:

1. Approve the final plat as presented.
2. Deny the final plat.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Approval of the final plat as presented to formally establish Prairie Country Estates.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ 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

Final Plat Approval – “Prairie Country Estates” Subdivision

WHEREAS, Applicant and property owners Impact Technology, represented by Randy Mechels, applied to subdivide a property that is described as part of Section 16 of Long Prairie Township with the plat to be known as “Prairie Country Estates”,

WHEREAS, consisting of five (5) lots; Block 1, Lot 1, 2.97± acres, Lot 2, 2.85± acres, Lot 3, 2.72± acres, Lot 4, 2.80± acres, and Lot 5, 3.50± acres located in Residential-2 Zoning.

WHEREAS, On June 4th, 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 the Southeast Quarter of the Northwest Quarter of Section 16, Township 129 North, Range 33 West, described as follows:

Commencing at the southeast corner of said Southeast Quarter of the Northwest Quarter;

thence on an assumed bearing of North 0 degrees 45 minutes 07 seconds West along the east line of said Southeast Quarter of the Northwest Quarter, a distance of 126.00 feet to the intersection with the north line of the south 126.00 feet of said Southeast Quarter of the Northwest Quarter, said intersection to be the point of beginning of the land to be described;

thence South 89 degrees 05 minutes 27 seconds West along said north line of the south 126.00 feet of the Southeast Quarter of the Northwest Quarter, a distance of 668.61 feet to a point that is distant 116.68 feet from the easterly right-of-way line of C.S.A.H. No. 5, as measured along said north line of the south 126.00 feet of the Southeast Quarter of the Northwest Quarter;

thence North 0 degrees 54 minutes 33 seconds West 141.05 feet to said easterly right-of-way line;

thence southwesterly along said easterly right-of-way line and along a non-tangential curve concave to the northwest, radius 769.42 feet, central angle 13 degrees 39 minutes 49 seconds, 183.49 feet, the chord of said curve bears South 38 degrees 41 minutes 17 seconds West, 183.05 feet to said north line of the south 126.00 feet of the Southeast Quarter of the Northwest Quarter;

thence South 89 degrees 05 minutes 27 seconds West along said north line of the south 126.00 feet of the Southeast Quarter of the Northwest Quarter, a distance of 75.57 feet to the centerline of said C.S.A.H. No. 5;

thence northeasterly along said centerline and along a non-tangential curve concave to the northwest, radius 719.42 feet, central angle 54 degrees 50 minutes 02 seconds, 668.51 feet, the chord of said curve bears North 22 degrees 28 minutes 04 seconds East, 662.53 feet;



thence North 4 degrees 56 minutes 57 seconds West along tangent and along said centerline, 596.97 feet to the north line of said Southeast Quarter of the Northwest Quarter;

thence North 89 degrees 18 minutes 45 seconds East along said north line of the Southeast Quarter of the Northwest Quarter, a distance of 643.34 feet to the northeast corner of said Southeast Quarter of the Northwest Quarter;

thence South 0 degrees 45 minutes 07 seconds East along said east line of said Southeast Quarter of the Northwest Quarter, a distance of 1201.15 feet to the point of beginning.

WHEREAS, On June 16th, 2026, the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the Prairie Country Estates preliminary plat with two (2) conditions,

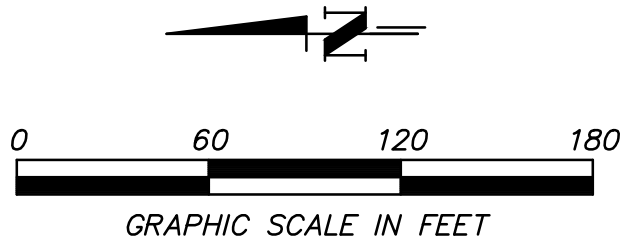
1. New accesses from the County road shall be approved by the road authority prior to installation.
2. Applicant must abide by all other applicable federal, state, and local standards.

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 “Prairie Country Estates” be approved as presented.



PRAIRIE COUNTRY ESTATES



LEGEND

- DENOTES 1/2" PIPE SET MARKED WITH A PLASTIC CAP NO. LS 44493 & LS 56115
- DENOTES IRON MONUMENT FOUND MARKED LS 44493 & LS 56115 UNLESS OTHERWISE NOTED

THE ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE SOUTH LINE OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 36, TOWNSHIP 129 NORTH, RANGE 35 WEST, TODD COUNTY, MINNESOTA, HAVING AN ASSUMED BEARING OF SOUTH 89° 05' 27" WEST.

PROPERTY IS SUBJECT TO AN EXISTING ELECTRIC TRANSMISSION LINE EASEMENT PER BOOK 73 OF DEEDS, PAGE 475. THE EASEMENT IS BLANKET IN NATURE.

PROPERTY IS SUBJECT TO AN EXISTING ELECTRIC TRANSMISSION LINE EASEMENT PER BOOK 73 OF DEEDS, PAGE 476. THE EASEMENT IS BLANKET IN NATURE.

KNOW ALL PERSONS BY THESE PRESENTS: That Impact Technology, a corporation under the laws of the State of Minnesota, owners of the following described property situated in the County of Todd, State of Minnesota:

That part of the Southeast Quarter of the Northwest Quarter of Section 16, Township 129 North, Range 33 West, described as follows:

Commencing at the southeast corner of said Southeast Quarter of the Northwest Quarter;

thence on an assumed bearing of North 0 degrees 45 minutes 07 seconds West along the east line of said Southeast Quarter of the Northwest Quarter, a distance of 126.00 feet to the intersection with the north line of the south 126.00 feet of said Southeast Quarter of the Northwest Quarter, said intersection to be the point of beginning of the land to be described;

thence South 89 degrees 05 minutes 27 seconds West along said north line of the south 126.00 feet of the Southeast Quarter of the Northwest Quarter, a distance of 668.61 feet to a point that is distant 116.68 feet from the easterly right-of-way line of C.S.A.H. No. 5, as measured along said north line of the south 126.00 feet of the Southeast Quarter of the Northwest Quarter;

thence North 0 degrees 54 minutes 33 seconds West 141.05 feet to said easterly right-of-way line;

thence southwesterly along said easterly right-of-way line and along a non-tangential curve concave to the northwest, radius 769.42 feet, central angle 13 degrees 39 minutes 49 seconds, 183.49 feet, the chord of said curve bears South 38 degrees 41 minutes 17 seconds West, 183.05 feet to said north line of the south 126.00 feet of the Southeast Quarter of the Northwest Quarter;

thence South 89 degrees 05 minutes 27 seconds West along said north line of the south 126.00 feet of the Southeast Quarter of the Northwest Quarter, a distance of 75.57 feet to the centerline of said C.S.A.H. No. 5;

thence northeasterly along said centerline and along a non-tangential curve concave to the northwest, radius 719.42 feet, central angle 54 degrees 50 minutes 02 seconds, 668.51 feet, the chord of said curve bears North 22 degrees 28 minutes 04 seconds East, 662.53 feet;

thence North 4 degrees 56 minutes 57 seconds West along tangent and along said centerline, 596.97 feet to the north line of said Southeast Quarter of the Northwest Quarter;

thence North 89 degrees 18 minutes 45 seconds East along said north line of the Southeast Quarter of the Northwest Quarter, a distance of 643.34 feet to the northeast corner of said Southeast Quarter of the Northwest Quarter;

thence South 0 degrees 45 minutes 07 seconds East along said east line of said Southeast Quarter of the Northwest Quarter, a distance of 1201.15 feet to the point of beginning.

Has caused the same to be surveyed and platted as PRAIRIE COUNTRY ESTATES and does hereby donate and dedicate to the public for public use the public way as shown on this plat.

In witness whereof said Impact Technology, a corporation under the laws of Minnesota has

caused these presents to be signed by its proper officer this _____ day of _____, 20____.

Impact Technology, a corporation under the laws of Minnesota

Randy Mechels, Chief Executive Officer

STATE OF MINNESOTA

COUNTY OF _____

The foregoing instrument was acknowledged before me on _____ by Randy Mechels.

Notary signed name _____ Notary printed name _____

Notary Public, _____ My Commission Expires _____

I, Mark F. Jahner do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat, and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Mark F. Jahner, Licensed Land Surveyor
Minnesota License No. 44493

STATE OF MINNESOTA
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on _____ by Mark F. Jahner.

Notary signed name _____ Notary printed name _____

Notary Public, _____ My Commission Expires _____

I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes

this _____ day of _____, 20____.

Minnesota Licensed Land Surveyor

Minnesota License No. _____

I hereby certify that proper evidence of title has been presented to and examined by me and I hereby approve this plat as to form and execution.

Dated this _____ day of _____, 20____.

Todd County Attorney

Approved by the Todd County Board of Commissioners this _____ day of _____, 20____.

Chairman, Todd County Board of Commissioners

Attest: Todd County Auditor/Treasurer

No delinquent taxes, and transfer entered this _____ day of _____, 20____.

Taxes for the current year are paid in full this _____ day of _____, 20____.

Todd County Auditor/Treasurer

I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 20____.

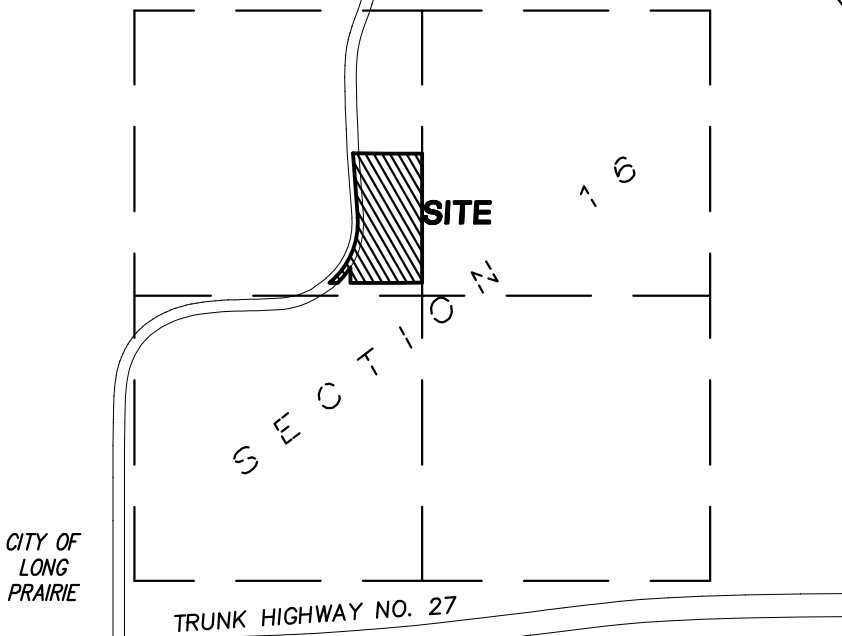
at _____ o'clock _____ M., and was duly recorded as Document Number _____

Todd County Recorder

BLOCK ONE	
Lot 1	2.83 acres
Lot 2	2.97 acres
Lot 3	2.85 acres
Lot 4	2.72 acres
Lot 5	2.60 acres
Lot 6	3.56 acres
TOTAL	17.67 acres

AREA BREAKDOWN

VICINITY MAP
(NO SCALE)



SECTION 16, TOWNSHIP 129 NORTH, RANGE 33 WEST,
TODD COUNTY, MINNESOTA

STOECKEL-JAHNER SURVEYING INC.
ALEXANDRIA, MN
(320) 763-6855



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20260901-26
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Extension to FY24 Sauk River Watershed Based Implementation Grant Funding
--	--

Date of Meeting: 9/1/2026	Agenda Time Requested: 3	☐ Consent Agenda
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Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: Supporting Documentation enclosed ☒
--

The Sauk River Watershed Collaborative Policy Committee discussed and recommended pursuing an extension to the FY24 Watershed based funding. In order to submit the extension request to BWSR, local boards that have signed the joint powers collaborative must pass the attached resolution.

Options:

1. Adopt the resolution

2. Do not adopt the resolution

Recommendation:

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

Adopt the attached resolution to support the grant extension request to BWSR for FY24 Sauk River Funding.

Additional Information:	Budgeted:	Comments
Financial Implications: \$	☐ Yes ☐ No	
Funding Source(s):		
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ 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



THE SAUK RIVER WATERSHED COLLABORATIVE WATERSHED BASED IMPLEMENTATION FUND (WBIF) FISCAL YEAR (FY) 24 GRANT PERIOD EXTENSION AND GRANT AGREEMENT AMENDMENT

WHEREAS, Todd County adopted the Sauk River Comprehensive Watershed Management Plan (CWMP) for the area of the county identified within the Sauk River Watershed.

WHEREAS, the Sauk River CWMP called for the development and adoption of biennial work plans, to be completed by a Policy Committee established via the execution of a joint powers collaborative agreement amongst partnering entities implementing the Sauk River CWMP.

WHEREAS, Todd County entered into a joint powers collaborative agreement with partnering entities to implement the Sauk River CWMP, and under this agreement a Policy Committee was established to, amongst other duties, review and recommend approval of any modifications or additions to the grant agreement to collaborative partner's governing boards.

WHEREAS, Todd County has received notice from said Policy Committee that: 1) The FY2024 WBIF Grant Period Extension and Grant Agreement Amendment Request has been reviewed on August 20, 2026 and 2) the Policy Committee recommends approval of the same by each collaborative member's governing board.

NOW, THEREFORE, BE IT RESOLVED, Todd County hereby approves the submission of the Sauk River Watershed Collaborative's FY2024 WBIF Grant Period Extension and Grant Agreement Amendment Request to the Minnesota Board of Water and Soil Resources.

ALSO, BE IT RESOLVED, Todd County adopts the FY2024 WBIF Grant Period Extension and Grant Agreement Amendment upon approval of the Minnesota Board of Water and Soil Resources and the Sauk River Watershed Collaborative Fiscal Agent.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20260901-27
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	
Agenda Topic Title for Publication:		2026 Todd County Comprehensive Plan Adoption
Date of Meeting: 9/1/2026	Agenda Time Requested: 3	☐ Consent Agenda
Organization / Department Requesting Action: Planning and Zoning		
Person Presenting Topic at Meeting: Adam Ossefoort		
Background: Supporting Documentation enclosed ☒		
A rewrite of the Todd County Comprehensive Plan has been completed and is ready for adoption by the Board of Commissioners. Region 5 was utilized as consultants for the rewrite, 3 different kick off meetings were held to start the process, and a final public hearing was held during the July Planning Commission public hearing. No additional comments were received during the public hearing.		
Options:		
1. Adopt the Todd County Comprehensive Plan		
2. Do not adopt		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Adoption of the 2026 Todd County Comprehensive Plan		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



ADOPTION OF THE 2026 TODD COUNTY COMPREHNSIVE PLAN

WHEREAS, Minnesota Statutes 394.21 gives authority to Counties to carry out Planning and Zoning, and;

WHEREAS, Minnesota Statutes 394.23 gives authority to County Boards to prepare and adopt a comprehensive plan, and;

WHEREAS, the Todd County Board of Commissioners authorized hiring Region 5 Development Commission to serve as the plan writer for a comprehensive plan update, and;

WHEREAS, the Todd County Planning Commission has held a public hearing and reviewed the proposed Comprehensive Plan on July 2nd, 2026.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners has had the opportunity to review the draft Comprehensive Plan, and;

BE IT FURTHER RESOLVED, the Todd County Board of Commissioners hereby adopts the Todd County 2026 Comprehensive Plan and directs its implementation.



COMPREHENSIVE PLAN

2026

*community-led planning
developed in partnership with*



REGION FIVE
Development Commission

ACKNOWLEDGEMENTS

Todd County acknowledges the dedication and volunteerism of its residents in updating this plan. This plan update represents the dedication of many community members who have invested their time, thought, and energy toward the future success of Todd County. This plan was directly developed by the following Planning Committee members, elected leaders, and county staff:

COUNTY STAFF

Adam Ossefoort, Todd County SWCD/P&Z Division Director
Jackie Bauer, County Coordinator

PLANNING COMMITTEE

Kevin Grondahl, Community Member
Anthony Berscheit, Community Member
Deja Anton, Community Member & SWCD Staff
Virgil Schmidt, Community Member
Delvin Durham, Community Member
Larry Bebus, Community Member
Ken Hovet, Community Member
Al Peters, Community Member
Julie Krause, Community Member
Andrew Stevens, Community Member
Savannah Winkler, Region Five Development Commission
Thomas Zimmermann, Region Five Development Commission
Angela Anderson, Region Five Development Commission



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Vision Statement

Where forest meets prairie, honoring rural heritage is just as important as opportunity. Todd County is committed to growth and creating a place where all generations can thrive.

Introduction

Todd County citizens and staff wanted to be intentional in creating a comprehensive plan to make Todd County even more prosperous. Through community engagement, surveys, and outreach, the plan represents a shared vision for the future and a strategic roadmap to achieve it.

The plan provides broad recommendations to guide and manage growth and development. These broad recommendations take the form of goals and action items that express the county's aspirations for the future. Efforts to implement the plan's vision, goals, and strategies began upon adoption.

This living document should be used as a guide for the day-to-day activities of commission members and staff. This plan should be easily accessible to elected and appointed officials, commissioners, staff, all Todd County residents, and visitors. Comprehensive Plans are intended to provide direction for a 10 to 15-year period. However, plans are most effective when reviewed annually and updated every five years.



How to Use This Plan

Todd County's Comprehensive Plan Update is divided into the following broad sections:

- Financial Assets – Access to Capital, Fiscal Transparency, Business Support, Public Investments
- Built Assets – Broadband, Transportation, Community Facilities, Housing
- Social Assets – Community Services, Childcare, Eldercare, Safety
- Individual Assets – Access to Health & Wellness
- Cultural Assets – Welcoming Communities, Opportunities for Innovation
- Political Assets – Policies – Land Use, Zoning
- Social – Access to childcare, Access to Eldercare, Community Services
- Environment – Energy Efficiency, Stormwater Management, Soil, Waste, and Parks & Recreation
- Intellectual – Education Facilities, Specialized Knowledge, Learning Opportunities

Each section provides background information and goals developed based on community input. These goals are intended for a wide range of audiences and end users, including the commissioners, elected decision-makers, business owners, developers, permanent residents, seasonal residents, tourists, and prospective residents. We have tried to streamline this document as much as possible for the casual reader while providing enough specific information for the commission. To further describe the multi-faceted nature of this plan, the following list describes each of the users and how they might use this plan:

To further describe the multi-faceted nature of this plan, the following list describes each of the users and how they might use this plan:

1. GUIDE COUNTY OFFICIALS AND STAFF IN:
 - a. Communicating Todd County's vision for the future.
 - b. Establishing regulatory changes and permitting.
 - c. Acquiring and use of land.
 - d. Planning for capital improvement.
 - e. Development and infrastructure decisions.
2. GUIDE BUSINESSES, PROPERTY OWNERS, AND RESIDENTS IN:
 - a. Determining potential property use.
 - b. Understanding possible land use changes in the surrounding areas.
 - c. Establishing reasonable land use expectations.
 - d. Understanding future infrastructure improvements.
 - e. Improving and investing in property.
3. GUIDE DEVELOPERS WITH PROPERTY ACQUISITION AND THE COORDINATION OF PLANS WITH CITY GOALS, REGULATIONS, AND INFRASTRUCTURE PLANS.
4. ASSIST AND COORDINATE WITH NEIGHBORING JURISDICTIONS WITH ISSUES AND TOPICS OF MUTUAL INTEREST.

Authority to Plan

The State of Minnesota grants its communities the legal authority to adopt a Plan under the Municipal Planning Act (Minnesota State Statutes Sections 394.21 to 394.37). The Municipal Planning Act establishes a single, uniform procedure applicable to all cities. The Comprehensive Plan provides the legal framework to enact land use control and other municipal actions to implement long-term growth and development regulation strategies. Todd County's land-use (zoning) ordinances and official zoning map should be updated to conform to the Comprehensive Plan following its adoption.

Planning Process

In July 2024, Todd County contacted Region Five Development Commission (R5DC) requesting a proposal for professional technical assistance to help guide the planning process and facilitate meetings to update the county's Comprehensive Plan. The proposal was presented and approved by the Commission in October of 2024.

During 2024 and the start of 2025, the R5DC Team worked with county staff and officials to develop a local planning team tasked with guiding the planning process, attending the regular planning meetings, and providing key insights and expertise. The Team ensured that a process was implemented to gather community input and develop goals and strategies based on that input.

Public Informational Visioning Sessions – April 15 & 29, 2025 / May 1, 2025

Three public informational visioning sessions were held at various locations within Todd County. The first meeting was held in Browerville on April 15, 2025. The second meeting was held at Sourcewell in Staples on April 29, 2025. The final meeting was held at the Todd County Courthouse in Long Prairie on May 1, 2025. These meetings included a presentation from R5DC staff on what comprehensive planning is, its purpose, and how it can benefit communities; an asset mapping exercise; and a call to action to join the local planning team.

Local Planning Team

Following the public informational visioning sessions, R5DC and Todd County staff members requested volunteers to participate in the local planning team. Some members responded via this call to action, and others responded based on what they heard at the public informational kickoff meeting in April/May 2025. Once the local planning team was established, the group began meeting bi-monthly according to the timeline laid out by R5DC staff.

Dedicated Comprehensive Plan Update Webpage

With an emphasis on public and community engagement, the local planning team (LPT) directed staff to develop a webpage that would be easily accessible and dedicated to the comprehensive plan update. Here, residents unable to attend the local planning team meetings could stay informed of the planning process and would have access to all the meeting agendas, handouts, and summaries of the meetings, surveys, and outcomes. You can access this webpage at www.regionfive.org/todd.

Community Survey

One of the Local Planning Team's (LPT) first orders of business was to review the community survey and asset mapping exercise from the kickoff meeting. The LPT and R5DC staff carefully reviewed the individual responses to the 15-question survey that provided valuable community input for the planning team.

Discussion of Issues and Barriers

After many community discussions, at the visioning session and subsequent LPT meetings. Equipped with the community survey responses, the LPT focused on identifying community issues and barriers. R5DC facilitated a few LPT meetings dedicated solely to the topic of identifying issues. The LPT spent a considerable amount of time assessing the issues and barriers to appropriately identify solutions to the challenges that they identified throughout the planning process.

Development of Goals and Strategies

After collecting as much information as possible through the public informational visioning sessions, the development of a dedicated comprehensive plan webpage, the development of a local planning team, and the administration of a community survey, the LPT began to apply this information productively by developing goals and strategies to address the identified issues and barriers.

The LPT held a series of meetings aimed at identifying goals and strategies. The first meeting involved brainstorming a large list of projects. The following meeting focused on evaluating these projects for feasibility and actionability. This meeting also categorized items into topic areas like Built and Social. This led to a more concise list of goals and projects. Through this process, the LPT developed a categorized, prioritized, and actionable plan aligned with earlier community engagement, ready to be presented to the community and county board.



Community Character

Overview

Todd County was established in 1856 by the Minnesota Territorial Legislature. At that time, the county extended east to the Mississippi River, including Fort Ripley. Captain John Baines Smith Todd lent his name to the county as counties were named for prominent people in keeping with the custom of the times. Currently, Todd County has a population of 25,402 people. ^[1]

This plan seeks to use the most up-to-date information available. Some sources used in this plan include the 2023 U.S. Census Bureau, the Minnesota State Demographer's office, and a variety of other local sources. Among the data gathered were demographic information for community planning, including General Population (current and past), age, race, ethnicity, income levels, educational attainment, transportation volume, transportation costs, and transportation counts, among others.

It was the LPT's desired effort to not discard past planning efforts but rather build upon them and continue where those efforts left off. Therefore, staff and the LPT emphasized reviewing and using the previous 2009 comprehensive plan to the extent possible and where it made sense. Past goals were reviewed to determine if they had been accomplished, remained relevant for inclusion in this update, or were determined to no longer be relevant goals.

This document is a continuation of Todd County's ongoing planning process. The county has used this planning process as an opportunity to evaluate and reinforce the existing growth and development policies and to evaluate previous planning efforts to update and reinforce past decisions that are still valid. A major premise of this Plan, therefore, is to utilize portions of the previous comprehensive plan whenever applicable.



History

Origins and Founding

Todd County was established in 1856 by the Minnesota Territorial Legislature and named after Captain John Baines Smith Todd, who commanded Fort Ripley at the time. Following Minnesota’s statehood in 1858, county boundaries were adjusted, resulting in the formation of Morrison County to the east. Todd County was fully organized by 1867, and its boundaries have remained unchanged since that time.

Long Prairie played an early and important role in the region’s history, serving as the site of the Winnebago Indian Agency beginning in 1845. The Winnebago people were relocated to the area as a buffer between the Dakota and Ojibwe nations before being moved again in the mid-1850s.

The county’s civic development was solidified in the late 19th and 20th centuries with the establishment of permanent county facilities in Long Prairie. The original courthouse was constructed in 1883, followed by jail and government expansions that culminated in the current Government Center and Law Enforcement/Detention Center complex.

Geographically, Todd County is located near the center of Minnesota and lies within a transition zone where eastern forests meet western prairies. The county encompasses approximately 631,000 acres of land, including more than 27,000 acres of lakes. Today, Todd County is governed by a five-member County Board and includes 28 townships, and 12 cities, with Long Prairie serving as the county seat. ^[2]

Population

This table shows the changes in population that have taken place from 2016 to the 2023 census for Todd County, surrounding counties, and the State of Minnesota. ^[3]

	2016	2017	2018	2019	2020	2021	2022	2023
Todd County	24,500	24,500	25,402	25,262	24,894	25,353	25,500	24,402
Wadena County	13,800	13,700	13,773	14,065	14,065	14,146	14,307	14,135
Douglas County	37,000	38,006	38,006	37,513	39,006	39,312	39,668	39,874
Cass County	28,663	28,810	29,022	29,268	29,462	29,917	30,066	31,446
Crow Wing County	63,757	64,324	64,957	65,191	65,644	67,270	67,884	68,304
State of Minnesota	5,525,360	5,569,283	5,608,762	5,640,053	5,706,494	5,717,968	5,714,300	5,737,915

Trends and Future

Demographics and Trends

In 2024, Todd County had a population of 25,955 residents. Since 2020, the county has grown by 693 people, representing a 2.7% increase and ranking 19th in growth statewide during that period. While growth has been modest, it has been steady. Todd County's median age is 42.8, compared to the statewide median of 38.6, reflecting a somewhat older population profile. A significant share of residents are age 55 and older, as the Baby Boom generation continues to move through the population structure.

Todd County's population structure is characterized by a relatively small young adult cohort and a large older adult population. In 2024, 15.4% of residents were ages 55–64, 12.8% were 65–74, and 7.2% were 75–84, while only 6.6% were under age 5. This distribution underscores a long term demographic shift toward an older population. The county experienced both natural increase (338 more births than deaths) and net in migration (360 new residents), including 73 international migrants, between 2020 and 2024. Todd County is also slowly diversifying, with the foreign born population increasing by 296 (34.9%) from 2013 to 2023.

According to the Minnesota State Demographic Center, Todd County's population is projected to grow from 26,077 residents in 2025 to 27,853 in 2035, a 6.8% increase. The most significant growth is expected among older adults. Residents aged 75–84 are projected to increase by 39.7%, and those 85+ by 36.5%, while the 55–64 age group is projected to decline 15.7%. These shifts will place increasing demands on healthcare, senior housing, transportation services, and age friendly community infrastructure. It will also have implications for schools and other community resources for youth, as student populations stabilize or decline.

Todd County's workforce reflects its aging demographic profile. In 2023, the county had 11,968 available workers, a labor force participation rate of 60.3%, and an unemployment rate of 4.5%, slightly above the statewide 3.9%. Labor force growth has slowed over time, with the county averaging a loss of workers annually since 2010. However, projections indicate modest growth ahead: the labor force is expected to increase from 12,004 workers in 2025 to 12,529 in 2035. Growth will be concentrated among younger and mid career workers, while the number of workers aged 55–64 is expected to decline. This trend highlights the importance of workforce retention, training, and strategies to attract new residents.

Todd County remains a predominantly White community, with 87.9% of residents identifying as White alone. Other racial and ethnic groups make up a small but meaningful portion of the population. Residents identifying as Two or More Races account for 9.0% of the population, making it the largest non White group in the county. Smaller groups include Black or African American residents at 0.7%, Asian or Pacific Islander residents at 0.7%, and American Indian or Alaska Native residents at 0.2%. Todd County also has a growing Hispanic or Latino community, which now represents 9.2% of the total population. While the county's foreign born population remains relatively small at 4.5%, most foreign born residents originate from Latin America, with 78.7% of the foreign born population coming from that region. ^[4]

Financial Assets - Access to Capital, Fiscal Transparency, Business Support, and Public Investments

Overview

Financial stewardship is essential to ensuring Todd County can continue to provide services, maintain infrastructure, and invest in future priorities. Responsible planning requires balancing community needs with available resources, long-term sustainability, and fiscal transparency. As service demands evolve and costs increase, thoughtful financial planning helps ensure public investments are strategic, equitable, and aligned with community values. A strong financial foundation supports the county's ability to respond to changing conditions, pursue grant opportunities, and deliver services efficiently across urban and rural areas.

Goals and Strategies

1. Strengthen countywide identity and promote Todd County as a destination to live, work, and visit.

This looks like:

- a. Launch a collaborative marketing task force with local businesses, cities, chambers, and tourism groups.
- b. Explore funding models such as tourism tax or voluntary business contributions (½%) for branding and promotions.
- c. Develop a countywide brand and slogan, and apply it across signage, events, and digital platforms.



2. Improve interconnection between businesses and industry sectors.

This looks like:

- a. Map economic interdependencies (agriculture, healthcare, education, manufacturing, etc.) to better support local economies.
- b. Support workforce training partnerships between schools and businesses.
- c. Include small-scale business and rural entrepreneur voices in economic development planning

3. Maintain financial transparency through increased public understanding of county investments.

- a. Provide easy-to-understand summaries (without acronyms) explaining how county funds are allocated.
- b. Increase public awareness of a resident-facing annual “Where Your Tax Dollars Go” report, showing investments in schools, roads, emergency services, and community facilities.
- c. Clarify county-level “investment buckets” and budget priorities in plain language.
- d. Create and market communication tools to help residents view and understand the county’s business plan and long-term fiscal goals.
- e. Encourage public attendance at County meetings and increase viewership of the website.

Built Assets – Broadband, Transportation, Community Facilities, and Housing

A well-designed built environment provides the foundation for Todd County’s long-term growth, connectivity, and quality of life. Investment in housing, broadband, transportation networks, and community facilities helps ensure that residents across urban and rural areas have access to essential services, reliable infrastructure, and safe, efficient mobility.

This section focuses on expanding housing opportunities, strengthening digital and transportation connectivity, and maximizing the use of public facilities through coordinated planning and partnerships. By supporting well-maintained infrastructure and strategically guiding future development, Todd County can enhance economic vitality, improve service delivery, and create resilient communities for current and future generations.

Issues we’ve heard:

1. Transportation & Mobility:
 - Limited public transportation options, including requests for expanded hours, routes, and ride-share options.
 - Safety concerns related to Amish buggies, farm equipment, and narrow road shoulders.
 - Request for wider shoulders, improved signage, and better speed control on county roads.
 - Lack of sidewalks and safe walking infrastructure in many communities.
 - Limited trail connections between towns and communities.
2. Broadband & Digital Connectivity
 - Inconsistent broadband and cell coverage in rural areas.
 - Dependence on expensive satellite internet in underserved areas.
 - Limited competition among providers, leading to service and affordability concerns.
 - Frustration over delayed or unmet broadband expansion promises.

3. Housing:

- Strong demand for affordable rental housing and workforce housing.
- Limited senior housing options in smaller communities.
- Need for housing options for young families and first-time homebuyers.
- Vacant and deteriorating homes and buildings in small towns.
- Concerns about housing development impacting farmland and natural areas

4. Community Facilities & Public Spaces

- Limited access to community centers and recreational facilities in rural areas. •
- Aging parks, buildings, and facilities in need of upgrades.
- Requests for more youth- and family-friendly amenities (splash pads, skate parks, pools and public swim areas, bike trails, teen spaces).
- Limited programming hours and accessibility.
- Underutilized downtown buildings and vacant properties.

Positives we've heard:

- Many residents find it easy to travel by car within the county.
- Appreciation for generally well-maintained county roads.
- Recognition of existing trail systems in some communities, such as Staples.
- Strong recognition of broadband as essential to daily life and economic participation.
- Support for continued investment in fiber and digital infrastructure.
- Appreciation for existing single-family neighborhoods and homeownership opportunities.
- Interest in balanced housing development that reflects community needs.
- Support for mixed-use and walkable development in more populated areas.
- Positive feedback on local libraries and existing community centers.
- Recognition that many facilities are functional and meet current needs.
- Support for expanding recreational amenities and outdoor spaces.



Broadband

Overview

Access to reliable, high-speed broadband is essential for Todd County's economic competitiveness, quality of life, and access to services. Broadband supports remote work, education, healthcare, public safety, and business development, particularly in rural areas where service distances are greater.

Availability and quality of service can vary across the county, creating challenges for residents, businesses, and service providers. Planning for broadband focuses on improving access, reliability, and understanding of service options while coordinating with regional partners and infrastructure providers to support long-term connectivity.

Goals and Strategies

1. Improve broadband and cell service across the county.

This looks like:

- a. Partner with local internet service providers to complete broadband buildouts, prioritizing underserved rural areas.
- b. Advocate at the state and federal levels for funding and policy support.
- c. Ensure that broadband access is factored into all economic development and housing plans.
- d. Provide community education on high-speed broadband and digital connectivity, including its role in education, entertainment, commerce, communication, and employment.
- e. Highlight the role of broadband in public safety, emergency communication, and community security through access to modern technology and connected systems.

2. Improve broadband and cell service across the county.

This looks like:

- a. Provide residents with information on government and provider assistance programs for low-income households.
- b. Promote affordable broadband options available through state, federal, or provider programs.
- c. Work with schools, libraries, and employers to connect residents to low-cost internet resources.
- d. Align broadband accessibility efforts with workforce training, housing, and digital literacy programs.



Transportation

Overview

Todd County's transportation system connects residents to jobs, education, healthcare, recreation, and regional destinations. Roads, highways, trails, and transit services all contribute to mobility across a largely rural landscape. Safe and reliable transportation is especially important for residents who travel longer distances for essential services.

Transportation planning in Todd County must balance safety, accessibility, maintenance, and connectivity while coordinating with local, regional, and state partners to support both daily travel and long-term growth.



Input & Data

As in most counties, the network of roads is a partnership between several jurisdictions, including its townships, cities, and the State of Minnesota and neighboring counties. When discussing highways and roads, functional classification is the grouping of streets and highways into classes or systems according to the character of service they are intended to provide. Basic to this process is the recognition that most travel involves movement through a network of roads. Functional classification defines the role that any road or street plays in serving the flow of trips through an entire network.

Federal, State and Local Programs, Plans and Planning

The Statewide Multimodal Transportation Plan is Minnesota's highest-level policy plan for transportation. It is a 20-year plan based on "Minnesota GO", a vision of a transportation system that maximizes the health of people, the environment, and our economy. The plan is for all types of transportation and all transportation partners. It covers more than just roadways and applies to more than just the Minnesota Department of Transportation. It evaluates the status of the transportation system, what is changing, and how we will move forward over the next twenty years. The Statewide Multimodal Transportation Plan was updated as of January 2017. You can read the plan at <https://minnesotago.org/final-plans/smtp-final-plan-2017>

10-Year Capital Highway Investment Plan (CHIP)

The 10-year Capital Highway Investment Plan details MnDOT's capital highway investments for the next ten years on the state highway network. The CHIP is updated yearly to remove projects that are being constructed, adjust the timing of existing planned projects, and add new planned projects. The primary purpose of the document is to communicate programmed and planned capital highway projects over the next 10 years. The document serves as a check to ensure that MnDOT is meeting the investment levels and performance outcomes identified in MnDOT's 20-year State Highway Investment Plan, MnSHIP, and explains any change in direction or outcomes from the investment direction. ^[5]

4-Year Statewide Transportation Improvement Program (STIP)

The STIP is a federally required public document that lists Minnesota's four-year transportation improvement program. The STIP includes all state and local transportation projects that use federal highway and/or federal transit funding, as well as state transportation projects that use 100% state funds. The STIP includes the cost, schedule, and funding sources for the identified projects. The STIP is developed annually and updated throughout the year to reflect significant changes in the program. In addition to federal highway and transit projects, the STIP includes rail and port projects for informational purposes.^[6]

Goals and Strategies

1. Promote pedestrian and bike access throughout the county.

This looks like:

- a. Invest in community trail development and expand connections between towns.
- b. Prioritize sidewalk improvements in towns with aging infrastructure.
- c. Create signage, maps, and promotional materials to highlight walkable and bike-friendly routes.

2. Expand transportation options for all residents, especially seniors, non-drivers, and rural communities.

This looks like:

- a. Work with regional partners to enhance rural bus routes, (e.g., Friendly Rider / Rainbow Rider) and extend hours.
- b. Explore the feasibility of ride-share partnerships, taxi cooperatives, or volunteer driver programs.
- c. Create dedicated lanes or safer shoulders on busy roads for buggies, bikes, and farm equipment.

3. Strengthen the transportation workforce and service capacity.

This looks like:

- a. Recruit volunteer drivers and promote ride-share options for medical appointments and essential trips.
- b. Partner with regional transit providers to expand coverage and reliability.
- c. Collaborate with high schools and technical colleges to offer CDL training, identifying funding to offset student costs.
- d. Evaluate the feasibility of a county transportation resource hub (digital or in-person) to connect residents with available services.
- e. Support Public Works staff in forming collaborations with townships, cities, and state highway departments to enhance transportation services.

Community Facilities

Overview

Community facilities serve as important gathering places and service hubs throughout Todd County, supporting civic life, recreation, public services, and emergency response. Facilities such as county courthouses, community centers, libraries, parks, and public buildings contribute to community identity and quality of life. As needs change over time, facilities must remain accessible, functional, and adaptable. Planning for community facilities helps ensure these spaces continue to meet resident needs while supporting collaboration and efficient use of public resources.



Goals & Strategies

1. Leverage county-owned facilities and partnerships.

This looks like:

- a. Explore innovative uses of county-owned fairgrounds, parks, and trails to support tourism and local business activity.
- b. Create marketing campaigns in partnership with chambers of commerce and business leaders to attract investment and events.
- c. Convene business owners, civic leaders, and county representatives regularly to align strategies for economic growth.

Housing

Overview

Housing plays a critical role in supporting Todd County's residents, workforce, and long-term economic stability. A diverse, accessible, and well-maintained housing supply is essential to meeting the needs of residents at all life stages, from young families to seniors aging in place.

Housing challenges and opportunities vary across the county's cities, townships, and rural areas, requiring flexible and locally responsive solutions. As demographic trends shift and workforce needs evolve, thoughtful housing planning will help ensure that Todd County remains a place where residents can live, work, and live out their lives.

Input & Data

A county's housing landscape and needs can be determined by the population living in the community and the current availability of housing. Todd County's current housing landscape and data include:

- A median age of 42.8 years, compared to 39.2 for the State of Minnesota. ^[7]
- The median value of owner-occupied units of \$200,000 – \$299,999. ^[7]
- A majority of residents in Todd County are owner-occupied with 83.1% of the residents owning their homes, compared to 71.6% for the State of Minnesota. ^[7]

Goals and Strategies

1. Expand access to diverse, affordable housing options across the county.

This looks like:

- a. Work with local developers and non-profits to encourage a mix of housing types (senior living, workforce housing, rentals, townhomes, single-family, entry-level, nontraditional, etc.).
- b. Support the renovation and reuse of vacant or deteriorated housing in small towns to attract new residents.
- c. Explore housing incentive programs for first-time homebuyers, seniors, and low-to-moderate income families.
- d. Ensure new development aligns with infrastructure and services and does not negatively impact natural resources.

2. Address housing needs of vulnerable and aging populations.

This looks like:

- a. Partner with healthcare providers, senior advocates, and service agencies to plan for more senior housing.
- b. Support independent living options near groceries, medical clinics, and transit.
- c. Advocate for housing designs that are accessible, energy-efficient, and affordable to maintain.

3. Consider the ability to increase access to housing through creative reuse and partnerships.

This looks like:

- a. Identify vacant or underutilized buildings/infrastructure that could be repurposed for housing or replaced with new housing infrastructure.
- b. Partner with local developers, chambers, and business owners to explore housing opportunities.
- c. Study successful housing initiatives in nearby communities and apply lessons learned.
- d. Prioritize housing types that attract and retain young families, including affordable starter homes and family-friendly rental options.



Social Assets – Access to Childcare, Community Services, Safety, and Eldercare

Social systems play a vital role in supporting the daily lives, well-being and resilience of Todd County residents. Access to childcare, eldercare, and community services influences workforce participation, family stability, aging in place, and overall quality of life. Volunteer fire and medical response teams are also a key part of this social fabric, reflecting the strong community networks and shared responsibility that underpin Todd County’s social capital. These volunteer departments play an essential role in local emergency preparedness and are typically central partners in hazard mitigation planning. Needs can vary widely across cities, townships, and rural areas, requiring flexible and locally responsive approaches.

Access to Childcare

Overview

Access to reliable, affordable childcare is essential for working families and for the overall economic health of Todd County. Childcare availability influences workforce participation, business retention, and family stability. It also intersects with broader community priorities, including economic development, workforce sustainability, education outcomes, and overall quality of life.

Expanding access to affordable, high-quality childcare supports not only individual families but also the long-term vitality of Todd County. Strategic partnerships, provider support, and employer engagement will be critical to strengthening the local childcare system and ensuring it remains responsive to community needs.



Goals and Strategies

1. Increase access to affordable, high-quality childcare throughout Todd County.

This looks like:

- Explore public-private partnerships or use underutilized buildings (e.g., community centers or schools) to expand licensed care.
- Provide resources and startup support for in-home providers (grants, training, business tools, etc.)
- Work with employers to encourage family-friendly workplace policies that support childcare needs.

Access to Eldercare

Overview

As Todd County's population ages, providing services and environments that support older adults becomes increasingly important. Eldercare includes access to healthcare, housing options, transportation, social connection, and supportive services that allow residents to age with dignity and independence. Planning for eldercare helps communities anticipate future needs, strengthen regional partnerships, and ensure seniors remain active and valued members of their communities.

Goals and Strategies

1. Strengthen support services for seniors and caregivers.

This looks like:

- a. Expand volunteer driver programs and transportation options for seniors, especially in rural areas.
- b. Promote in-home care, Meals on Wheels, and respite care services for aging residents.
- c. Increase collaboration among senior centers, healthcare, and faith-based organizations.
- d. Support multi-generational living by encouraging housing options that allow extended families to live together, reducing the need for senior support services and caregivers.

Community Services

Overview

Community services contribute to the social fabric of Todd County by supporting residents through programs, resources, and opportunities for connection. Services such as recreation programs, food assistance, libraries, and community events help meet daily needs and foster a sense of belonging. As communities grow and change, service needs may shift. Long-term planning helps ensure services remain accessible, coordinated, and responsive to residents across both incorporated and rural areas.

Goals and Strategies

1. Improve availability and visibility of mental health services.

This looks like:

- a. Support mobile mental health units or satellite clinics in underserved areas.
- b. Launch a public campaign to reduce stigma and normalize mental health conversations.
- c. Encourage coordination between schools, healthcare providers, and law enforcement for mental health crisis options.

2. Increase the number and long-term sustainability of volunteers within medical and fire departments serving Todd County's small communities.

This looks like:

- a. Develop targeted recruitment strategies to address anticipated retirements and maintain service quality and response times.
- b. Partner with local school districts to build awareness of emergency service careers, while ensuring pathways support continued education and workforce development.
- c. Create mentorship and transition programs that pair retiring volunteers with new recruits to preserve institutional knowledge and strengthen readiness.
- d. Explore incentives such as stipends, tuition reimbursement, flexible scheduling, or tax credits to attract and retain volunteers.
- e. Increase public awareness of the community impact and personal benefits of volunteer service through coordinated outreach campaigns.



Individual Assets – Health & Wellness

Overview

The health and wellness of Todd County residents play a vital role in fostering a thriving and connected community. Access to healthcare services, recreational opportunities, and wellness programs contributes to the overall quality of life and long-term sustainability.

Recreational spaces, trails, and parks provide opportunities for physical activity and community engagement. By investing in health and wellness infrastructure and programs, Todd County aims to foster a supportive environment where all residents can lead healthy, active lives.

Health & Wellness

Overview

Access to health and wellness services is essential to supporting the physical, mental, and social well-being of Todd County residents. Healthcare access can vary across the county due to distance, transportation, and service availability. Beyond medical care, wellness is influenced by access to recreational opportunities, nutritious foods, safe environments, and supportive community spaces. Planning for health and wellness focuses on reducing barriers, supporting preventative care, and creating environments that promote healthy lifestyles for residents of all ages.

Goals and Strategies

1. Support equitable access to healthy food and healthcare.

This looks like:

- a. Expand mobile food pantries and farmers market access
- b. Promote community gardens and food-growing education.
- c. Work with clinics to identify gaps in rural health access.

2. Promote active living and community well-being.

This looks like:

- a. Enhance walking paths, playgrounds, splash pads, and fitness zones.
- b. Promote year-round events and programming at parks and libraries.
- c. Encourage community wellness challenges or health fairs.
- d. Offer tours of active living resources in the area.

3. Strengthen rural healthcare services by retaining and recruiting medical providers.

This looks like:

- a. Partner with regional healthcare systems, medical schools, and training programs to support rural residency placement, internships, and recruitment pipelines.
- b. Promote Todd County's small-town healthcare model and strong community relationships as a competitive advantage when attracting healthcare professionals.
- c. Work with local clinics, hospitals, and pharmacies to identify barriers to provide retention and develop strategies to improve long-term stability.
- d. Monitor access to pharmaceutical services and support efforts to maintain or expand local pharmacy options, especially in underserved communities.
- e. Explore housing, spousal employment and community integration initiatives that help healthcare providers establish long-term roots in the county.

Cultural Assets – Opportunities for Innovation, Welcoming Communities

Culture shapes how people experience, connect to, and take pride in their communities. In Todd County, cultural identity is influenced by local history, traditions, creativity, volunteerism, and the shared values that bring residents together. Cultural assets—such as community events, arts, historic places, local businesses, and public spaces—contribute to the quality of life and strengthen a sense of belonging across the county’s cities, townships, and rural areas.

A strong cultural foundation also supports welcoming communities and encourages innovation by fostering connection, collaboration, and new ideas. As Todd County continues to evolve, cultural planning focuses on honoring local character while creating inclusive environments where residents of all ages and backgrounds feel welcome and engaged. Thoughtful attention to culture helps strengthen community identity, support creativity, and ensure that growth and change reflect the values of those who live and work in Todd County.

Opportunities for Innovation

Overview

Innovation in Todd County often emerges through collaboration, creativity, and adaptive use of existing resources. Innovation supports resilience by helping communities respond to changing demographics, economic conditions, and service needs. Opportunities for innovation may include new partnerships, technology adoption, shared services, or reimagined spaces. Planning for innovation encourages practical, community-driven solutions that align with local values and long-term sustainability.

Goals and Strategies

1. Support grassroots community events and volunteerism.

This looks like:

- a. Create a small grant or mini-sponsorship fund for resident-led community gatherings
- b. Establish and maintain a countywide cultural events calendar.
- c. Encourage inter-town partnerships for shared events and services (e.g., rotating festivals, youth programs).

Welcoming Communities

Overview

Welcoming communities are those where residents feel connected, respected, and included. Todd County’s communities are shaped by strong local identities, volunteerism, and a shared sense of place. Fostering welcoming environments involves communication, community engagement, and opportunities for residents of all backgrounds and ages to participate. Planning for welcoming communities helps strengthen social connections and ensures all residents feel invested in the county’s future.

Goals and Strategies

1. Foster inclusivity and cultural connection.

This looks like:

- a. Organize multicultural events, festivals, or “Todd County Unity Days” to celebrate the diversity of communities.
- b. Consider developing a New Resident Toolkit/Welcome Packet introducing county services, events, and cultural resources.

- c. Provide cross-cultural and anti-bias training for public employees and boards.
- d. Showcase diversity in countywide marketing campaigns and outreach.
- e. Incorporate flexible engagement opportunities to account for differing working hours among residents (e.g., evening events, rotating meeting times, online participation options).

2. Strengthen language access, English learning pathways, and communication.

This looks like:

- a. Assess community demand for translation services across public meetings and documents.
- b. Provide multilingual communication for critical county information (safety, health, permits, zoning).
- c. Partner with schools, nonprofits, and businesses to strengthen translation and interpretation resources.
- d. Promote English and second-language learning opportunities offered by adult education programs, libraries, nonprofits, and schools – position as “bridging program” to strengthen communication between new residents and English-speaking community members.
- e. Provide access to interpretive services, including online or AI-assisted interpretation tools.
- f. Ensure that both translation services and English language learning are supported, recognizing that:
 - i. Languages are not learned overnight, and
 - ii. Access to interpretation is essential to navigating county systems.

Policies – Zoning, Land Use

Overview

Political systems and governance provide the framework through which planning decisions are made, services are delivered, and community priorities are implemented. In Todd County, effective governance depends on coordination between the County, cities, townships, regional partners, and residents. Transparent processes, clear policies, and consistent communication help build public trust and support informed decision-making.

Political planning also includes land use regulation, intergovernmental coordination, and the processes that guide growth, development, and public investment. As Todd County plans for the future, attention to governance focuses on maintaining accessible and understandable decision-making processes, aligning policies with community values, and ensuring that regulations and procedures support long-term sustainability, economic vitality, and quality of life across both urban and rural areas.

Zoning & Regulations

Goals and Strategies

1. Prioritize education and public awareness on county services and regulations.

This looks like:

- a. Create a unified public education campaign (print, radio, online, video, in-person) around zoning, water, and land use.
- b. Update the county website to be more user-friendly, especially for permitting, regulations, and resources.
- c. Use newsletters, local radio, community events, and bilingual communication to reach all residents.

- d. Develop and implement a proactive, multi-platform communication strategy to educate residents in advance of major changes and promote clear, consistent public messaging.
- e. Provide simple guides explaining what each county department does and how to contact them.

2. Improve transparency and consistency in county decision-making.

This looks like:

- a. Summarize meeting minutes and decisions in plain language and distribute via a community update.
- b. Use a Q&A approach to explain controversial topics (e.g., feedlots, environmental regulations) and clarify who regulates what.
- c. Maintain a public calendar of opportunities for community input or engagement.

Governance

Overview

Governance in Todd County is carried out through public leadership, intergovernmental collaboration, and policy decisions that guide the County's direction and priorities. County officials are responsible for representing residents, stewarding public resources, and ensuring that services are delivered effectively and transparently.

Strong governance depends on clear communication, regional and state partnerships, and active participation in professional and legislative networks. Coordinated engagement with townships, cities, neighboring counties, and state and federal partners helps align local priorities with broader policy and funding opportunities. Clear and consistent governance practices strengthen accountability, build public trust, and support the County's long-term strategic goals.

1. Strengthen Todd County's regional and state-level advocacy capacity to advance local priorities and secure strategic partnerships.

This looks like:

- a. Maintain active participation and leadership within organizations such as Association of Minnesota Counties and Minnesota Rural Counties to elevate Todd County's voice in statewide policy discussions.
- b. Establish regular engagement with state and federal legislators to communicate county priorities, funding needs, and emerging challenges.
- c. Collaborate with neighboring counties to identify shared legislative priorities and coordinate advocacy efforts for greater regional influence.
- d. Encourage each county department to maintain active membership and participation in relevant professional associations or policy committees to strengthen subject-matter representation.

Land Use

Overview

Land use in Todd County is shaped through public policy decisions that guide how land is developed, preserved, and regulated over time. The County uses planning and zoning authority to balance private property rights with community goals related to growth, infrastructure, natural resources, and public services.

Land use policies are implemented through ordinances, maps, and review processes in coordination with townships, cities, and partner agencies. Clear and consistent land use direction helps ensure transparency, predictability, and alignment with long-term county priorities.

Goals and Strategies

1. Promote education and awareness around agriculture and land use policies.

This looks like:

- a. Develop easy-to-understand public materials that explain existing agriculture regulations and responsibilities.
- b. Host annual “Ag & Environment Open Houses” in partnership with local producers and Soil & Water Conservation District staff.
- c. Create short videos or infographics about common misconceptions in agriculture and zoning.

Environmental Assets - Energy Efficiency, Stormwater Management, Soil, Waste, and Parks & Recreation

Overview

Todd County’s natural environment is a defining asset, shaping both community character and quality of life. Lakes, rivers, parks, farmland, and open spaces contribute to the county’s rural identity and recreational opportunities. Environmental stewardship and community beautification efforts help protect these resources while enhancing the appearance of communities, corridors, and public spaces. As development and infrastructure needs evolve, thoughtful planning can support clean water, healthy ecosystems, and visually appealing places that reflect community pride.

Implementation of these priorities is strengthened through coordination with adopted plans and policies, including the County’s Local Water Plan, Hazard Mitigation Plan, and related watershed and resource management plans. Aligning environmental decisions with these guiding documents promotes resilience, protects public investments, and ensures a consistent, long-term approach to natural resource stewardship.

Goals and Strategies

1. Support local farmers and protect farmland while addressing environmental concerns.

This looks like:

- a. Encourage voluntary conservation practices like cover cropping, no-till farming, and rotational grazing.
- b. Promote incentives for landowners who implement runoff control and water quality protection measures.
- c. Collaborate with lake associations and water boards to develop joint education and restoration initiatives.

2. Support local farmers and protect farmland while improving shared understanding of water quality impacts.

This looks like:

- a. Encourage voluntary conservation practices such as cover cropping, no-till farming, rotational grazing, and other soil health practices.
- b. Offer incentives for landowners who implement runoff control and water quality protection measures.
- c. Collaborate with lake associations, watershed districts, MPCA, and DNR to align water quality efforts and ensure shared understanding.
- d. Develop joint education initiatives that explain the connection between agricultural practices and lakeshore impacts – and vice versa.
- e. Promote collaborative messaging, emphasizing that:
 - i. Many farmers already follow conservation, and
 - ii. Lakeshore property owners do significantly impact water quality through lawn care, shoreline alteration, and stormwater runoff.
- f. Create clear communication materials about natural processes affecting land and water – and responsibilities for each group.

3. Raise public awareness of water quality concerns and responsibilities.

This looks like:

- a. Partner with lake associations and watershed districts to deliver seasonal water education materials.
- b. Add a “What You Need to Know on the Lake” guide for lakeshore residents (mail + online + signage).
- c. Encourage local water associations to continue local water testing programs.



4. Support community collaboration on long-term water and environmental health.

This looks like:

- a. Host an annual Todd County Water Summit with farmers, lakeshore owners, and local officials.
- b. Encourage resident participation in shoreline restoration, buffer planting, and clean-up events.
- c. Maintain alignment with changing state and federal environmental standards through regular staff updates.

5. Protect Todd County's forests, farmland, lakes, and open spaces.

This looks like:

- a. Support voluntary conservation programs and landowner education on sustainable land management practices.
- b. Educate people on the benefits of diverse tree plantings for forest/ecological environmental health.
- c. Encourage responsible development along shorelines and critical habitats.
- d. Encourage sustainable agriculture and low-impact development.
- e. Ensure comprehensive water plans are reflected in zoning, development review, and infrastructure decisions.

6. Expand recreational opportunities and public access.

This looks like:

- a. Improve trails, signage, and lake access points.
- b. Repurpose unused county land for recreation or conservation.
- c. Highlight scenic and cultural assets with wayfinding and storytelling.

7. Build a culture of environmental stewardship.

This looks like:

- a. Host community cleanup days, tree-planting, and community science events.
- b. Actively promote and encourage responsible use of the Todd County solid waste transfer station.
- c. Promote pollinator gardens and native plantings.
- d. Partner with schools for environmental education programs.

8. Improve stormwater management in urban, developing, and lakeshore areas.

This looks like:

- a. Collaborate with cities, townships, and watershed partners to assess drainage needs and stormwater infrastructure capacity, including impacts from lakeshore redevelopment and increased impervious surfaces.
- b. Utilize existing local water plans and support the development of additional water plans.
- c. Provide public education on how stormwater systems, surface runoff, and underground drainage affects lakes and waterways, and how residents can reduce runoff through management practices.
- d. Work with planning and zoning officials to consider stormwater and waterflow impacts

when reviewing new development and redevelopment proposals, particularly in shoreline areas.

- e. Seek state and federal funding to improve stormwater infrastructure and implement mitigation projects in vulnerable areas.

9. Strengthen relationships with state environmental agencies.

This looks like:

- a. Form regular coordination meetings with MPCA, DNR, watershed districts, and lake associations.
- b. Ensure consistent messaging across all agencies regarding regulations, shoreline expectations, and water quality responsibilities.

10. Consider establishing a balanced county approach for evaluating renewable energy projects, including solar farms.

This looks like:

- a. Develop site evaluation criteria that balance the protection of prime agricultural land, natural resources, and community character with economic development opportunities and landowner interests.
- b. Encourage renewable energy development in already disturbed or previously developed areas (brownfields, rooftops, gravel pits, former industrial sites, etc.) when feasible.
- c. Discourage deforestation for solar farm installation.
- d. Coordinate with landowners, developers, and local government early in the planning process to identify mutually beneficial siting options.
- e. Align solar permitting with environmental preservation goals and county zoning ordinances.

Intellectual Assets – Education Facilities, Specialized Knowledge, and Learning Opportunities

Overview

Intellectual reflects the knowledge, skills, and learning capacity of Todd County’s residents and plays a vital role in workforce development, economic stability, and quality of life.

Todd County benefits from strong schools, extension services, youth programs, adult education, and community-based learning resources. However, some residents travel outside the county for training and enrichment due to limited local options or scheduling challenges. As the population ages and the workforce evolves, expanding flexibility and accessible learning pathways will become increasingly important.

Goals and Strategies

1. Expand and diversify education and learning pathways for residents of all ages.

This looks like:

- Support public, private, and homeschooling options for elementary and secondary school education.
- Support multiple education and career pathways, including internships, trade schools, colleges, folk schools, recreational programs, and adult education.
- Partner with schools, employers, and training programs, to increase access to local and regional internship and apprenticeship opportunities.
- Work with educational institutions to offer flexible scheduling and remote learning options to reduce the need for residents to travel outside of the county.
- Promote lifelong learning opportunities that address the needs of an aging population, including skill development, technology training, and enrichment programs.

2. Strengthen partnerships with extension and youth development programs to expand lifelong learning and leadership opportunities.

This looks like:

- Partner with the University of Minnesota Extension to expand adult education, agricultural education, and community learning programs.
- Support and promote 4-H, FFA, and other youth leadership and agricultural education programs.
- Increase awareness of extension and youth programs through county communications and schools.
- Explore opportunities to incorporate civic education, local government engagement, and youth advisory input into county decision-making processes.



3. Strengthen partnerships with extension and youth development programs to expand lifelong learning and leadership opportunities.

This looks like:

- a. Partner with the University of Minnesota Extension to expand adult education, agricultural education, and community learning programs.
- b. Support and promote 4-H, FFA, and other youth leadership and agricultural education programs.
- c. Increase awareness of extension and youth programs through county communications and schools.
- d. Explore opportunities to incorporate civic education, local government engagement, and youth advisory input into county decision-making processes.

3. Support the long-term vitality, reputation, and sustainability of Todd County's school systems.

This looks like:

- a. Facilitate regular dialogue between the County Commissioners and local superintendents to discuss enrollment trends, facility planning, workforce alignment, and long-term community impacts.
- b. Encourage regional collaboration among school districts to identify shared challenges and opportunities that extend beyond individual communities.
- c. Assess factors influencing school enrollment and public perception, and support strategies that strengthen educational quality and community confidence.
- d. Promote open dialogue between school leadership and community members to improve local support and drive shared efforts to enhance school system quality and sustainability.

4. Support informal learning environments and “third spaces” for community engagement.

This looks like:

- a. Encourage the development of community gathering spaces such as coffee shops, art studios, maker spaces, libraries, and cultural centers that foster discussion and creativity.
- b. Explore partnerships with local businesses and non-profits to create spaces for workshops, lectures, and informal learning.
- c. Incorporate learning-focused spaces into downtown revitalization and economic development strategies.

5. Promote experiential and place-based learning opportunities.

This looks like:

- a. Support hands-on educational activities such as farm-based learning, “pick-your-own” events, agritourism experiences, and nature-based programs.
- b. Encourage partnerships between landowners, educators, and tourism organizations to expand educational programming.
- c. Highlight local learning experiences through county marketing and visitor promotion efforts.

References

[1]	US Census Bureau, “Todd County, Quick Facts,” [Online]. Available: https://www.census.gov/quickfacts/fact/table/toddcountyminnesota/PST045224 .
[2]	Todd County,” 2025. [Online]. Available: https://migration.revize.com/revize/toddcounty/about_us/history.php .
[3]	US Census Bureau, “United States Census Bureau,” [Online]. Available: https://data.census.gov/cedsci/ . [Accessed 2026].
[4]	Minnesota Department of Employment and Economic Development, “Todd County Labor Market Report,” www.mn.gov/deed/data/regional-lmi/ , 2024.
[5]	MNDOT, “Minnesota Department of Transportation,” [Online]. Available: https://www.dot.state.mn.us/planning/10yearplan/ .
[6]	MNDOT, “Minnesota Department of Transportation,” [Online]. Available: https://www.dot.state.mn.us/planning/program/stip.html .
[7]	US Census Bureau, “Todd County - Census Information,” [Online]. Available: https://data.census.gov/profile?g=050XX00US27153 .



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20260901-28
Agenda Topic Title for Publication:		Authorization to submit Sourcewell Impact Funds for Local Government Grant Application
Date of Meeting: 09/01/2026	Agenda Time Requested: 3 Minutes	☐ Consent Agenda
Organization / Department Requesting Action: Administration		
Person Presenting Topic at Meeting: Jackie Bauer		
Background: Supporting Documentation enclosed ☒		
The Sourcewell Impact Funds for Local Government 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 electronic door badging of the Courthouse, Annex I and Annex II and the Staples Building.		
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 authorize the Sourcewell Impact Funds for Local Government Grant to be submitted and to authorize the Auditor/Treasurer's Office to act as fiscal agent.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ 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 IMPACT GRANT FUNDS FOR LOCAL GOVERNMENT**

WHEREAS, Sourcewell is providing Impact Grant Funds for Cities and Counties in Region Five, and;

NOW, THEREFORE BE IT RESOLVED, that Todd County Board of Commissioners approves the Sourcewell 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 an Impact Grant for Local Governments Funding application to Sourcewell to request financial support for in the amount of \$50,000.00 for county projects.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20260901-29
Agenda Topic Title for Publication:		Adopt Institution of a Hiring Freeze by attached resolution.
Date of Meeting: September 1, 2026	Agenda Time Requested: 5 Minutes	☐ Consent Agenda
Organization / Department Requesting Action: Administration		
Person Presenting Topic at Meeting: Jackie Bauer		
Background: Supporting Documentation enclosed ☐		
The Todd County Board of Commissioners to consider adopting a hiring freeze on all newly created positions to support fiscal responsibility and ensure careful review of staffing needs and expenditures. See attached Resolution.		
Options:		
1. Through resolution, adopt Institution of a hiring freeze for all newly created positions.		
2. Do not adopt.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion:		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☒ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ 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



**TODD COUNTY BOARD OF COMMISSIONERS
RESOLUTION INSTITUTING A HIRING FREEZE**

WHEREAS, the Todd County Board of Commissioners recognizes the need to maintain fiscal responsibility and carefully manage County expenditures; and

WHEREAS, the Todd County Board of Commissioners desires to evaluate staffing levels, departmental workloads, operational efficiencies, and the financial impact of additional personnel before authorizing the addition of new positions; and

WHEREAS, current economic and budgetary considerations require the County to exercise additional diligence and restraint in the creation and filling of positions; and

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby institutes a hiring freeze on all newly created positions within Todd County, effective immediately and continuing for an indefinite period; and

BE IT FURTHER RESOLVED, no new position shall be created, posted, or recruited for without prior approval of the Todd County Board of Commissioners; and

BE IT FURTHER RESOLVED, the County Board may authorize an exception to the hiring freeze when it determines that filling a position is necessary to maintain essential County services, address public safety or legal requirements, or otherwise serves the best interests of Todd County; and

BE IT FURTHER RESOLVED, the hiring freeze shall remain in effect until such time as the Todd County Board of Commissioners takes further formal action to modify, suspend, or terminate the hiring freeze.