

REDWOOD COUNTY, MINNESOTA

December 15, 2015

The Board of County Commissioners met in regular session at 4:00 p.m. in the Commissioners' Room in the Government Center, Redwood Falls, Minnesota.

Present for all or portions of the meeting were Commissioners Dennis Groebner, Lon Walling, Priscilla Klabunde, Jim Salfer, and Sharon Hollatz. Also present were Administrator Vicki Knobloch; Technology Coordinator Paul Parsons; County Attorney Steve Collins; Assistance County Attorney Joel Brakken; Auditor Jean Price; Payroll/Safety Technician Sarah Hogy; Planning and Zoning Supervisor Nick Brozek; Environmental Director Scott Wold; Economic Development Coordinator Julie Rath; Dr. Greg McCallum; Tena Rytel; Amanda Strickle; Deb Dirlam; Mike Preuss; Jeff Huseby; Joey Lecy; Betty Lecy; Joyce Lecy and Deidra Lecy.

Chair Walling called the Meeting to order asking for the Pledge of Allegiance to the Flag.

On motion by Klabunde, second by Groebner, the Board voted unanimously to approve the agenda.

Chair Walling asked the Board members to identify any areas for which they had a Conflict of Interest. Klabunde identified a conflict in the Abstract of Bills.

CONSENT AGENDA

- On motion by Hollatz, second by Salfer, and excluding the bill from Klabunde Electric in the amount of \$490.00, the Board voted unanimously to approve to approve the consent agenda.
- On motion by Groebner, second by Salfer, with Klabunde abstaining due to a Conflict of Interest, the Board voted to approve the bill from Klabunde Electric in the amount of \$490.00.
 - December 1, 2015 Board minutes
 - Payment of bills as follows:

General Fund	\$ 87,549.89
Building Fund	\$ 2,549.96
Ditch Maintenance Fund	\$ 20,300.90
Forfeited Tax Sale Fund	\$ 17,073.38

COUNTY CORONER APPOINTMENT

- On motion by Klabunde, second by Groebner, in a roll-call vote with Klabunde, Groebner, Hollatz, Walling and Salfer all voting aye, the Board adopted the following resolution:

**REDWOOD COUNTY BOARD OF COMMISSIONERS
APPOINTMENT OF COUNTY CORONER**

Motion made by Commissioner Klabunde Second by Commissioner Groebner

WHEREAS, Minnesota Statutes §382.01. declares that the terms of office as County Coroner shall begin on January 1 of every fourth year after 2016; and

WHEREAS, on December 15, 2015, Dr. Gregory B. McCallum was appointed by the Redwood County Board of Commissioners for a four-year term from January 1, 2016 through December 31, 2019.

NOW, THEREFORE, BE IT RESOLVED, By the County Board of Redwood County, Minnesota, that Dr. Gregory B. McCallum is hereby appointed as County Coroner for Redwood County, Minnesota for a four year term beginning January 1, 2016, per MN statute §382.01.

BE IT FURTHER RESOLVED, That a copy of this resolution be placed on file.

	Yes	No	Abstain	Absent
Salfer	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Hollatz	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Walling	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Groebner	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Klabunde	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

STATE OF MINNESOTA
OFFICE OF COUNTY ADMINISTRATOR
COUNTY OF REDWOOD

I, Vicki Knobloch, Administrator of the County of Redwood, State of Minnesota, do hereby certify that I have compared the foregoing with the original proceedings filed in my office on the 15th day of December, 2015 and that the same is a true and correct copy of part thereof.

EMPLOYEE RECOGNITION

- The Board recognized Willy Rabenberg, County Engineer, for 15 years of service to Redwood County.

ECONOMIC DEVELOPMENT

- Rath presented November update to the Board.

WELLNESS YOUR WAY

- Hogy presented information on a weight loss challenge for Redwood County employees.
- On motion by Klabunde, second by Groebner, the Board voted unanimously to approve a Wellness Challenge Grand prize of 4 hours paid time off as a Wellness Day for each participant of the winning team.

TECHNOLOGY

- On motion by Klabunde , second by Hollatz, the Board voted unanimously to approve the 2016 Contract renewal with American Communications in the amount of \$22,800.00
- On motion by Salfer, second by Hollatz, the Board voted unanimously to approve the purchase of a Sonic wall Email Filter Appliance at a revised cost with increase of \$756.

- On motion by Klabunde, second by Groebner, the Board voted unanimously to approve the Redwood Connect application/contract to be implemented for the Technology Training Facility.
- On motion by Hollatz, second by Salfer, the Board voted unanimously to renew the yearly technology contract with Southwest Health and Human Services at an hourly rate of \$50 per hour for information technology support staff services for a term commencing January 1, 2016 and terminating December 31, 2016.

PLANNING AND ZONING

- An application to reopen and operate a granite quarry, CUP #21-15 filed by Kasota Stone Fabricators for a Granite Quarry on the following described real property, situated in the County of Redwood, State of Minnesota, to wit: SW ¼ of SW ¼ of Section 18, Twp. 114N, Range 37W, Swede's Forest Township. On motion by Hollatz, second by Klabunde, the Board voted unanimously to follow the recommendation of the Planning Commission and deny the application.
- An application to construct and operate a community solar garden, CUP #23-15 filed by Tena Rytel, Morgan Community Solar on the following described real property, situated in the County of Redwood, State of Minnesota, to wit: SE ¼ of SE ¼ of Section 15, Twp. 111N, Range 34W, Morgan Township. On motion by Groebner, second by Klabunde, the Board voted unanimously to approve CUP #23-15 with (11) conditions as set forth by the Planning Commission.

COUNTY ATTORNEY

- On motion by Klabunde, second by Hollatz, the Board voted unanimously to approve the renewal of the Minnesota Children's Alliance Professional Service Agreement.
- On motion by Hollatz, second by Groebner, the Board voted unanimously to approve a Child Advocacy Internship Agreement.

AUDITOR-TREASURER

- On motion by Hollatz, second by Salfer, the Board voted unanimously to approve the following consent agenda: Cash Balance Report; Investment Summary; Budget Report: Revenue Fund; Building Fund; Ditch Maintenance; Ditch Bond Interest; Solid Waste; and November Disbursements.
- On motion by Klabunde, second by Salfer, the Board voted unanimously to approve 2015 Budget Adjustments.
- The Board reviewed the Tax Forfeited Sales.

ADMINISTRATION

- On motion by Klabunde, second by Hollatz, the Board voted unanimously to set the 2016 Board Meeting dates:

REDWOOD COUNTY BOARD OF COMMISSIONERS

2016 REGULAR MEETING DATES

<u>January</u>	5 (Env/Hwy) Organizational 19 (Sheriff & EDC) Mtg.	<u>February</u>	2 (Env/Hwy) 16 (Sheriff & EDC)
<u>March</u>	1 (Env/Hwy) 15 (Sheriff & EDC)	<u>April</u>	5 (Env/Hwy) 19 (Sheriff & EDC)
<u>May</u>	3 (Env/Hwy) 17 (Sheriff & EDC)	<u>June</u>	7 (Env/Hwy) 21 *3:00 p.m. (Sheriff & EDC) 6:00 -7:00 p.m. Board of Equalization
<u>July</u>	5 (Env/Hwy) 19 (Sheriff & EDC)	<u>August</u>	2 *8am (Env/Hwy) 16 (Sheriff & EDC)
<u>September</u>	6 (Env/Hwy) 20 (Sheriff & EDC)	<u>October</u>	4 (Env/Hwy) 18 (Sheriff & EDC)
<u>November</u>	1 (Env/Hwy) 15 (Sheriff & EDC)	<u>December</u>	6 *4:00 p.m. (Env/Hwy) 6:00 p.m. Truth in Taxation Meeting 20 (Sheriff & EDC) 27 Last Yearly Meeting

(Note: Bills Due Daily after the 15th)

Board meetings will be held the **first** and **third Tuesday** of the month at 8:30 a.m. unless otherwise stated. Bills will be paid at both meetings.

Generally the first Tuesday of the month is designated for Environmental/Solid Waste and Highway. The third Tuesday of the month is designated for Sheriff and EDC.

Work Sessions will be held as necessary, and will take place in the afternoon of a regular meeting date.

- On motion by Salfer, second by Hollatz, the Board voted unanimously to approve the Redwood County Reimbursement Policies for 2016. The IRS Mileage rate will be added when available.
- On motion by Groebner, second by Salfer, in a roll-call vote with Hollatz, Salfer, Klabunde, Walling and Groebner all voting aye, the Board adopted the following Resolution:

REDWOOD COUNTY BOARD OF COMMISSIONERS

The County Board shall, in accordance with Minnesota Statutes 375.055, annually set the salary of the County elected officials.

THEREFORE, BE IT RESOLVED, that the salaries of the County elected officials be set for 2016 as listed below:

County Commissioners	\$ 26,915.00
County Recorder	\$ 75,982.40
County Auditor-Treasurer	\$ 88,566.40
County Attorney	\$ 93,870.40
County Sheriff	\$ 101,108.80

FURTHER, that a maximum per diem (per day) rate of \$75.00 shall be granted to Redwood County Commissioners for service on any board, committee or commission that has been approved by the full board; for special meetings of the County Board; for attendance at conferences and education/training sessions; and for performance of services as an individual Commissioner relating to the execution of the duties of the Office of County Commissioner. At the discretion of each Commissioner, a lesser per diem amount may be charged.

- On motion Hollatz, second by Klabunde, the Board voted unanimously to renew the EDC Administration Contract from January 1, 2016 through December 31, 2016 in the amount of \$18,540.00.
- Knobloch updated the Board on the Redwood County Jail Population for November, 2015.
- On motion by Salfer, second by Hollatz, the Board voted unanimously to approve the contract with the City of Wabasso to provide Law Enforcement services from January 1, 2016 to December 31, 2016 for 15 hours per week at \$41 per hour.
- On motion by Hollatz, second by Klabunde, the Board voted unanimously to enter into a 12 month Realtor Agreement with Kerkhoff Auction and Real Estate for a 5% Commission for the sale of the Human Services Building.
- On motion by Klabunde, second by Groebner, the Board voted unanimously to set a CFR Procurement Standards Grace Period.
- On motion by Walling, second by Hollatz, the Board voted unanimously to renew the 2016 Liquor License for Tracy Country Club with the corrected period end date.
- On motion by Hollatz, second by Klabunde, the Board voted unanimously to renew the Minnesota River Valley National Scenic Byway Membership for 2016 in the amount of \$50.00.

Personnel Action Items:

- On motion by Groebner, second by Klabunde, the Board voted unanimously to approve the Pay Equity Report.
- On motion by Klabunde, second by Groebner, the Board voted unanimously to hire Katie Salden as the Child Advocacy Coordinator at \$1,000/month for 50 hours/month as a part of an internship with SW MN State University.

TRUTH IN TAXATION

- On motion by Hollatz, second by Klabunde, and in a roll-call vote with Hollatz, Salfer, Klabunde, Walling and Groebner all voting aye, the Board adopted the following Resolution:

RESOLUTION

BE IT HEREBY RESOLVED, by the Board of Commissioners for Redwood County, that the 2016 property tax levies for Redwood County Funds be set as follows:

REVENUE FUND	\$6,331,508
HUMAN SERVICES FUND.....	2,297,885
PUBLIC HEALTH FUND	209,570
ROAD AND BRIDGE FUND	1,795,000
BUILDING FUND	273,000
DEBT SERVICE FUND	666,523
REGIONAL LIBRARY	101,993

BE IT FURTHER RESOLVED, that the 2016 Redwood County property tax levy be certified to the Redwood County Auditor-Treasurer at \$11,675,479.

BE IT FURTHER RESOLVED, that the 2016 Redwood County adjusted property tax levy be set at \$11,375,098, a 3.7% change from the 2016 adjusted tax levy of \$10,968,138.

- On motion by Klabunde, second by Salfer and in a roll-call vote with Hollatz, Salfer Klabunde, Walling and Groebner all voting aye, the Board adopted the following Resolution:

RESOLUTION

WHEREAS, the Redwood County Board of Commissioners has individually met with the Redwood County Department Heads to discuss budgets proposed for the staffing, supplies, and general operation of their departments during Calendar year 2016 and;

WHEREAS, the Redwood County Board of Commissioners has subsequently reviewed each of the departmental budgets in relationship to the amounts needed from the 2016 Property Tax Levy, and;

NOW, THEREFORE, BE IT RESOLVED, that the Redwood County Board of Commissioners does hereby adopt the 2016 Redwood County Budgeted Revenues and Expenditures as follows:

Commissioners	\$248,360	Principal	\$46,852
Law library	\$5,000	Interest	\$1,703
County administration	\$445,426	Administrative Charges	
County Administrator	\$313,483		\$48,555
Auditor-Treasurer	\$383,165	Total Revenue Fund Expenditure Budget	\$8,698,087
License center	\$187,432		
Assessor	\$469,392	Road and Bridge Fund	
Elections	\$67,419	Highways and Streets	
Computer	\$366,870	Administration	\$482,000
Attorney	\$473,904	Maintenance	\$2,133,000
Recorder	\$286,260	Construction	\$3,001,000
Buildings and plant	\$464,028	Equipment and maintenance shops	\$759,000
Veterans service officer	\$206,126	Intergovernmental Highway Maintenance	\$400,000
	<u>\$3,916,865</u>		<u>\$6,775,000</u>
		Human Services Fund	
<i>Public Safety</i>		Intergovernmental	
Restorative Justice	\$70,596	Human Services Fund	\$2,297,885
Sheriff	\$2,859,465		\$2,297,885
Coroner	\$15,000		
E-911 system	\$217,400	Solid Waste Fund	
Sentence to Service	\$69,138	Intergovernmental	
Probation and parole	\$287,591	RRRSWA Joint Powers	\$613,243
Emergency management	\$82,837	Debt Service-RRRSWA Joint Powers	\$120,000
Other public safety	\$22,600	Debt Service-Interest RRRSWA Joint Powers	\$44,615
	<u>\$3,624,627</u>	Debt Service-Admin (Fiscal) Chgs	\$213
			<u>\$778,071</u>
		Building Fund	
<i>Health</i>		General Government	
Community Health	\$286,020	Buildings and plant	\$342,341
			<u>\$342,341</u>
<i>Culture and Recreation</i>		Ditch Fund	
Museum	\$2,000	Conservation of Natural Resources	
Parks	\$166,167	Other	\$153,137
Minnesota trails	\$87,806		<u>\$153,137</u>
Other	\$57,500		
	<u>\$313,473</u>	Debt Service Fund	
		Debt Service	
<i>Conservation of Natural Resources</i>		Principal	\$445,000
Extension	\$105,224	Interest	\$181,193
Agricultural inspection	\$293,987		

Water quality loan program	\$25,000	Administrative Charges	<u>\$850</u>
Other	<u>\$176,914</u>		\$627,043
	\$601,125		
<i>Economic Development</i>		Total Budgeted Expenditures	\$19,671,564
Other	<u>\$80,000</u>		
	\$80,000		
<i>Intergovernmental</i>			
Library	<u>\$113,442</u>		
	\$323,012		

***Breakdown of the Excess of Revenues & Other Sources Over/(Under) by Fund**

Revenue Fund:		Solid Waste Fund:	
Revenue Budget	\$8,314,414	Revenue Budget	\$778,071
Expenditure Budget	<u>\$8,698,087</u>	Expenditure Budget	<u>\$778,071</u>
Excess of Revenues & Other Sources Over (Under)	(\$383,673)	Excess of Revenues & Other Sources Over (Under)	\$0
 Road and Bridge Fund:		 Building Fund:	
Revenue Budget	\$6,444,000	Revenue Budget	\$316,494
Expenditure Budget	<u>\$6,775,000</u>	Expenditure Budget	<u>\$342,341</u>
Excess of Revenues & Other Sources Over (Under)	(\$331,000)	Excess of Revenues & Other Sources Over (Under)	(\$25,847)
 Human Services Fund:		 Ditch Fund:	
Revenue Budget	\$2,297,885	Revenue Budget	\$303,492
Expenditure Budget	<u>\$2,297,885</u>	Expenditure Budget	<u>\$153,137</u>
Excess of Revenues & Other Sources Over (Under)	\$0	Excess of Revenues & Other Sources Over (Under)	\$150,355
 Public Health Fund:		 Debt Service Fund:	
Revenue Budget	\$209,570	Revenue Budget	\$671,229
Expenditure Budget	<u>\$286,020</u>	Expenditure Budget	<u>\$627,043</u>
Excess of Revenues & Other Sources Over (Under)	(\$76,450)	Excess of Revenues & Other Sources Over (Under)	\$44,186

ADJOURN

There being no further business, Chair Walling declared the meeting adjourned at 6:21 p.m.

Lon Walling, Chair
Board of County Commissioners

Attest: _____
Vicki Knobloch
County Administrator