

REDWOOD COUNTY, MINNESOTA

November 29, 2022

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

Present for all or portions of the meeting were Commissioners Dennis Groebner, Bob Van Hee, Jim Salfer; Dave Forkrud and Rick Wakefield. Also present were Administrator Vicki Kletscher; County Engineer Anthony Sellner; Human Resource Coordinator Peter Brown; Assessor Jesse Jacobson; Technology Coordinator Paul Parsons; Crime Victim Advocate Coordinator Denise Kerkhoff; Planning and Zoning Supervisor Nick Brozek and Joyce Anderson.

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

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

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

CONSENT AGENDA

- On motion by Groebner, second by Van Hee, and excluding the bill from Lori Wakefield in the amount of \$650.00 and Rick Wakefield in the amount of \$650.00, the Board voted unanimously to approve the Consent Agenda.
- On motion by Van Hee, second by Groebner, with Wakefield abstaining due to conflict of interest, the Board voted to approve the bill for Lori Wakefield in the amount of \$650.00 and Rick Wakefield in the amount of \$650.00.
 - November 15, 2022 Board minutes
 - Payment of bills as follows:

General Fund	\$ 73,043.17
Building Fund	\$ 501,508.17
Ditch Maintenance Fund	\$ 97,197.30
Solid Waste Fund	\$ 227.50
Soil and Water Fund	\$ 179,192.32
Insurance Fund	\$ 1,645.64

- Bills totaling over \$2,000.00: Kramer Attorney at Law \$13,460.00; Election Systems & Software \$5,653.39; Counties Providing Technology \$4,010.00; Smith and Johnson \$3,875.00; Fleet Services \$10,851.28; Jesse’s Collision \$6,275.69; One Office Solution \$5,726.60; Peterson Company \$3,200.00; Autumn Landscaping \$38,551.95; Chosen Valley Testing \$2,571.00; Contegrity Group \$23,143.15; Duininck, Inc. \$54,329.88; Elite Fence & Deck \$2,783.18; Ford Metro \$2,687.76; G & R Controls \$25,523.00; Gag Sheet Metal \$19,858.76; J & K Masonry \$16,094.39; Marshall Machine Shop \$12,655.95; Masters Plumbing \$34,520.94; RTL Construction \$32,781.21; Schindler Elevator \$61,186.35; Schmidt Construction \$109,544.50; Sussner Construction \$14,877.44; Thompson Construction \$38,136.42; Twin City Accoustics \$3,696.11; WOLD \$4,799.70; Kerkhoff

Brothers \$2,279.00; MNL Inc. \$12,121.50; Northland Erosion \$54,304.80; Stantec Consulting \$2,044.25; Stoneberg, Giles & Stroup \$12,972.87; TNT Construction \$9,571.46; Collins Family Limited Partnership \$12,505.00; Great River Greening \$12,460.04; R. Kuehn \$10,107.50; MN Board Soil and Water \$2,184.00; Onset Computer Corporation \$23,005.56; Redwood County A/T \$95,254.00; J. Schmidt \$23,176.22.

CRIME VICTIM SERVICES

- On motion by Groebner, second by Van Hee, the Board voted unanimously to approve the Out of State Travel Expense to Chicago, IL to attend an international conference on sexual assault, domestic violence and fighting for change for Denise Kerkhoff, Shannon Ness and Jenna Peterson in the amount of \$4,257.00 held on April 10-13, 2023.

ROAD AND BRIDGE

- On motion by Wakefield, second by Groebner, and excluding the bill from Turbes Ag in the amount of \$2,520.00, the Board voted unanimously to approve the Road and Bills bills.
- On motion by Wakefield, second by Forkrud, with Groebner abstaining due to conflict of interest, the Board voted to approve the bill for Turbes Ag in the amount of \$2,520.00.
- Bills totaling over \$2,000.00: Bolton & Menk \$13,193.50; Duininck Inc. \$3,643.85; L & S Construction \$9,386.63; Marshall NW Pipe Fittings \$2,041.34; MN DOT \$10,219.28; Red Rock Quarry \$17,766.88; Summit Fire Protection \$3,121.75; Turbes Ag Sales \$2,520.00; WSN \$14,970.68.

TECHNOLOGY

- Parsons presented options and costs of media use for board meetings. The discussion was tabled to the December 13, 2022 board meeting.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the BCN Subscriber Service Agreement in the amount of \$2,032.00 pending County Attorney approval.

ENVIRONMENTAL

- On motion by Wakefield, second by Groebner, the Board voted unanimously to set a public hearing for December 27, 2022 at 10:00 a.m. to enact proposed ordinance revisions.

PERSONNEL

- On motion by Forkrud, second by Van Hee, the Board voted unanimously to hire Jacqueline Reck as full-time Highway Accountant on the 2022 AFSCME Salary Schedule at Step 1, \$23.70/hour effective December 12, 2022.
- On motion by Wakefield, second by Van Hee, the Board voted unanimously to hire Jesse Jacobson as full-time County Assessor on the Non-Union Salary Schedule at Grade 17, Step 1 at \$34.82/hour effective November 30, 2022.
- On motion by Wakefield, second by Forkrud, in a roll-call vote with Wakefield, Forkrud, Van Hee, Groebner and Salfer all voting aye, the Board adopted the following resolution:

RESOLUTION
APPOINTING JESSE JACOBSON AS REDWOOD COUNTY ASSESSOR FOR A
PROVISIONAL TERM EFFECTIVE
NOVEMBER 30, 2022 THROUGH NOVEMBER 30, 2024

WHEREAS, John Thompson, Redwood County Assessor did not fulfill the requirements of the provisional appointment effective September 21, 2020 through September 21, 2022 thereby creating a vacancy of the office of the county Assessor; and

WHEREAS, Pursuant to Minn. Stat. §273.061 subd. 2b., Jesse Jacobson was designated to perform the functions of the office until an appointment is made; and

WHEREAS, the County Administrator has recommended to the County Board of Commissioners that Jesse Jacobson be appointed as a replacement; and,

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners in and for the County of Redwood, Minnesota, that, in accordance with Minn. Stat. §273.061 that Jesse Jacobson, Accredited Minnesota Assessor (AMA) be and hereby is appointed to a provisional two-year term beginning November 30, 2022, and continuing through November 30, 2024, with the requirement that Jacobson attain the designation of Senior Accredited Minnesota Assessor (SAMA) within two years of the appointment; and,

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Department of Revenue and included with the personnel file held by the County Administrator's Office.

Motion by Commissioner Wakefield, Seconded by Commissioner Forkrud, was duly passed and adopted this 29th day of November, 2022.

I, Vicki Kletscher, 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 29th day of November 2022, and that the same is a true and correct copy of part thereof.

- Chair Salfer bestowed the Oath of Office to County Assessor, Jesse Jacobson.

ADMINISTRATOR

- On motion by Forkrud, second by Groebner, the Board voted unanimously to authorize a credit card for County Engineer Anthony Sellner for the Highway Department.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the Lease Agreement with Southwest Health and Human Services effective 1-1-2023 through 12-31-2027.
- On motion by Groebner, second by Wakefield, the Board voted unanimously to approve the 2023 Tobacco Licenses for Erickson's Handi-Mart, Lamberton C-Store, Vesta Bar, Wabasso C-Store, Backroad's Bar and Grill, Farmer's Coop of Belview, Expressway of Sanborn and Farmer's Coop of Milroy.

- On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve the Promissory Note with PrimeWest in the amount of \$389,886.00.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to increase the County’s insurance deductible with MCIT to \$2,500.00 for property, casualty and Inland Marine coverage effective 1-1-2023.

Commissioner Items:

- Board consensus to allow each individual city in Redwood County to establish its own guidelines on the sale of cannabis.
- Board discussed the opioid settlement and requested the staff from Southwest Health and Human Services attend the December 13, 2022 board meeting for further discussion.

ADJOURNED

- The Board adjourned the regular meeting at 5:22 p.m.

TRUTH IN TAXATION

- Chair Salfer called to order the Truth in Taxation meeting at 6:00 p.m.
- Present for all or portions of the meeting were Commissioners Dennis Groebner, Bob Van Hee, Jim Salfer; Dave Forkrud and Rick Wakefield. Also present were Administrator Vicki Kletscher; Lisa Dallenbach; Terry Dallenbach; Joann Chams; Tiffany Knott; Ryan Weltsch; Jon Steinbach; Bob and Mary Bratsch; Leona Prokosch; Lynette Werner; Barb Johnson; Gary Runck and Tom Kellen.
- On motion by Wakefield, second by Van Hee, and in a roll-call vote with Forkrud, Salfer, Groebner, Wakefield and Van Hee all voting aye, the Board adopted the following Resolution:

BE IT HEREBY RESOLVED, by the Board of Commissioners for Redwood County, that the 2023 property tax levies for Redwood County Funds be set as follows:

REVENUE FUND	\$8,605,425
HUMAN SERVICES FUND.....	3,036,170
PUBLIC HEALTH FUND	219,806
ROAD AND BRIDGE FUND	2,653,945
BUILDING FUND	700,000
DEBT SERVICE FUND	733,184
REGIONAL LIBRARY	109,323

BE IT FURTHER RESOLVED, that the 2023 Redwood County property tax levy be certified to the Redwood County Auditor-Treasurer at \$16,057,853.

BE IT FURTHER RESOLVED, that the 2023 Redwood County adjusted property tax levy be set at \$15,365,685, a 7.6 % change from the 2022 adjusted tax levy of \$14,277,930.

- On motion by Forkrud, second by Groebner, and in a roll-call vote with Groebner, Forkrud, Salfer, Van Hee and Wakefield all voting aye, the Board adopted the following Resolution:

2023 BUDGET RESOLUTION

WHEREAS, the Redwood County Board of Commissioners has reviewed the proposed 2023 budget with the Redwood County Department Heads to discuss budgets proposed for the staffing, supplies, and general operation of their departments during Calendar year 2022 and;

WHEREAS, the Redwood County Board of Commissioners has subsequently reviewed each of the departmental budgets in relationship to the amounts needed from the 2023 Property Tax Levy, and;

NOW, THEREFORE, BE IT RESOLVED, that the Redwood County Board of Commissioners does hereby adopt the 2023 Redwood County Budgeted Revenues and Expenditures as attached:

**BUDGETARY APPROVAL REPORT
1 - GENERAL**

	BUDGETED AMOUNTS
REVENUE	
PROPERTY TAXES	\$ 8,733,033
OTHER TAXES	15,000
SPECIAL ASSESSMENTS	10,329
LICENSES & PERMITS	62,720
PAYMENT IN LIEU OF TAXES	284,378
DISPARITY REDUCTION CREDIT	26,689
POLICE AID	120,000
COUNTY PROGRAM AID	891,795
E-911	173,000
MARKET VALUE CREDIT	236,903
CASINO CREDIT	75,460
IGR - REIM FOR SERVICES - GEN GVT	1,656
IGR - REIM FOR SERVICES - PUB SFTY	186,875
IGR - REIM FOR SERVICES - CONSERVTN	400,000
MN DEPT OF PUBLIC SAFETY	1,000
MN BOARD OF WATER AND SOIL RES	84,859
MN DEPT OF NATURAL RESOURCES	95,633
MN DEPT OF VETERANS AFFAIRS	7,500
MN DEPT OF PEACE OFFICERS BOARD	12,000
MN DEPT OF CORRECTIONS	51,228
DEPARTMENT OF JUSTICE	69,000
DEPARTMENT OF HOMELAND SECURITY	577
EMERGENCY MANAGEMENT PERFORMANCE	20,029
CHARGES FOR SERVICES	807,580
EARNINGS ON INVESTMENTS	57,045
MISCELLANEOUS REVENUE	151,154
RENTAL INCOME	187,840
INSURANCE DIVIDENDS	65,000
TOTAL REVENUE	\$ 12,828,283
EXPENDITURE	
GENERAL GOVERNMENT	
COMMISSIONERS	\$ 262,582
LAW LIBRARY	8,500
COUNTY ADMINISTRATION	489,848
AUDITOR-TREASURER	462,225
ASSESSOR	535,928

**BUDGETARY APPROVAL REPORT
1 - GENERAL**

	BUDGETED AMOUNTS
LICENSE CENTER	206,200
ADMINISTRATOR	443,426
ELECTIONS	66,200
COMPUTER	499,198
ATTORNEY	954,515
RECORDER	340,447
COURTHOUSE MAINTENANCE	609,283
BUILDINGS AND PLANT	100,000
VETERAN SERVICE OFFICER	163,168
Total GENERAL GOVERNMENT	\$ 5,141,520
PUBLIC SAFETY	
SHERIFF	\$ 4,413,048
E-911 SYSTEM	73,000
CORONER	23,000
OTHER PUBLIC SAFETY	15,000
PROBATION AND PAROLE	308,047
RESTORATIVE JUSTICE	98,685
SENTENCE TO SERVE	88,728
EMERGENCY MANAGEMENT	104,108
Total PUBLIC SAFETY	\$ 5,123,616
CULTURE & RECREATION	
MUSEUM	\$ 3,900
OTHER CULTURE & RECREATION	87,500
PARKS	199,833
MINNESOTA TRAILS	95,633
Total CULTURE & RECREATION	\$ 386,866
CONSERVATION	
AGRICULTURAL INSPECTION	\$ 343,103
EXTENSION	152,565
OTHER CONSERVATION	41,104
SOIL AND WATER CONSERVATION DISTRICT	541,989
Total CONSERVATION	\$ 1,078,761
ECONOMIC DEVELOPMENT	
OTHER ECONOMIC DEVELOPMENT	\$ 147,871
Total ECONOMIC DEVELOPMENT	\$ 147,871
INTERGOVERNMENTAL - LIBRARY	
LIBRARY	\$ 109,323
Total INTERGOVERNMENTAL - LIBRARY	\$ 109,323

**BUDGETARY APPROVAL REPORT
1 - GENERAL**

	BUDGETED AMOUNTS
INTERGOVERNMENTAL - SWHHS PHS LEVY	
COMMUNITY HEALTH	\$ 228,841
Total INTERGOVERNMENTAL - SWHHS PHS LEVY	\$ 228,841
DEBT SERVICE - PRINCIPAL	
WATER QUALITY LOAN PROGRAM	\$ 9,733
Total DEBT SERVICE - PRINCIPAL	\$ 9,733
DEBT SERVICE - INTEREST	
WATER QUALITY LOAN PROGRAM	\$ 889
Total DEBT SERVICE - INTEREST	\$ 889
TOTAL EXPENDITURE	\$ 12,227,420
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 600,863
OTHER SOURCES(USES)	
OPERATING TRANSFERS IN	\$ 1,000
OPERATING TRANSFERS OUT	(704,000)
SPECIAL ITEMS	(389,886)
TOTAL OTHER SOURCES(USES)	\$ (1,092,886)
PLANNED CHANGES TO FUND BALANCE	\$ (492,023)

**BUDGETARY APPROVAL REPORT
3 - ROAD AND BRIDGE**

	<u>BUDGETED AMOUNTS</u>
REVENUE	
PROPERTY TAXES	\$ 2,591,004
OTHER TAXES	1,336,000
LICENSES & PERMITS	19,300
MAINTENANCE REGULAR	2,409,125
CONSTRUCTION REGULAR	2,979,120
MAINTENANCE MUNICIPAL	297,757
CONSTRUCTION MUNICIPAL	446,758
TOWN BRIDGE	1,128,955
SPECIAL TOWN BRIDGE	4,538,065
DISPARITY REDUCTION CREDIT	6,428
MARKET VALUE CREDIT	56,520
TOWN ROAD	908,338
IGR - REIM FOR SERVICES - HIGHWAY	805,367
MN DEPT OF TRANSPORTATION	5,450,215
HIGHWAY PLANNING AND CONSTRUCTION	125,000
CHARGES FOR SERVICES	6,000
MISCELLANEOUS REVENUE	150,000
RENTAL INCOME	50
TOTAL REVENUE	\$ 23,254,002
EXPENDITURE	
HIGHWAY ADMINISTRATION	
ROAD & BRIDGE ADMINISTRATION	\$ 618,377
Total HIGHWAY ADMINISTRATION	\$ 618,377
HIGHWAY MAINTENANCE	
HIGHWAY MAINTENANCE	\$ 3,624,566
Total HIGHWAY MAINTENANCE	\$ 3,624,566
HIGHWAY CONSTRUCTION	
HIGHWAY CONSTRUCTION & ENGINEERING	\$ 22,765,407
Total HIGHWAY CONSTRUCTION	\$ 22,765,407
HIGHWAY EQUIPMENT AND MAINT SHOPS	
EQUIPMENT MAINTENANCE & SHOP	\$ 1,288,048
Total HIGHWAY EQUIPMENT AND MAINT SHOPS	\$ 1,288,048
INTERGOVERNMENTAL - TOWN ROAD DIST	
HIGHWAY MAINTENANCE	\$ 908,338
Total INTERGOVERNMENTAL - TOWN ROAD DIST	\$ 908,338

**BUDGETARY APPROVAL REPORT
3 - ROAD AND BRIDGE**

	<u>BUDGETED AMOUNTS</u>
DEBT SERVICE - INTEREST	
HIGHWAY MAINTENANCE	\$ 225,275
Total DEBT SERVICE - INTEREST	\$ 225,275
TOTAL EXPENDITURE	\$ 29,430,011
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ (6,176,009)
OTHER SOURCES(USES)	
OPERATING TRANSFERS IN	\$ 704,000
PROCEEDS FRM SALE OF CAPITAL ASSETS	35,000
TOTAL OTHER SOURCES(USES)	\$ 739,000
PLANNED CHANGES TO FUND BALANCE	\$ (5,437,009)

**BUDGETARY APPROVAL REPORT
5 - HUMAN SERVICES**

	<u>BUDGETED AMOUNTS</u>
REVENUE	
PROPERTY TAXES	\$ 2,946,847
DISPARITY REDUCTION CREDIT	9,122
LOCAL HOMELESS PREVENTION AID	36,024
OUT OF HOME PLACEMENT AID	46,371
NATIONAL OPIOID SETTLEMENT	20,152
MARKET VALUE CREDIT	80,201
TOTAL REVENUE	\$ 3,138,717
EXPENDITURE	
INTERGOVERNMENTAL - SWHHS - HS LEVY	
**** HUMAN SERVICES ****	\$ 3,138,717
Total INTERGOVERNMENTAL - SWHHS - HS LEVY	\$ 3,138,717
TOTAL EXPENDITURE	\$ 3,138,717
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$
PLANNED CHANGES TO FUND BALANCE	\$

**BUDGETARY APPROVAL REPORT
15 - DITCH**

	<u>BUDGETED AMOUNTS</u>
REVENUE	
SPECIAL ASSESSMENTS	\$ 607,088
STATE GRANTS & CONTRIBUTIONS	600,000
FEDERAL GRANTS & CONTRIBUTIONS	2,000,000
TOTAL REVENUE	\$ 3,207,088
EXPENDITURE	
CONSERVATION	
DITCH MAINTENANCE	\$ 4,866,380
Total CONSERVATION	\$ 4,866,380
TOTAL EXPENDITURE	\$ 4,866,380
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ (1,659,292)
PLANNED CHANGES TO FUND BALANCE	\$ (1,659,292)

**BUDGETARY APPROVAL REPORT
22 - SOLID WASTE**

	<u>BUDGETED AMOUNTS</u>
REVENUE	
SPECIAL ASSESSMENTS	\$ 621,206
IGR - REIM FOR SERVICES-SANITATION	136,250
MN DEPT OF POLLUTION CONTROL	69,700
RENTAL INCOME	100
TOTAL REVENUE	\$ 827,256
EXPENDITURE	
SOLID WASTE	
SOLID WASTE	\$ 4,500
Total SOLID WASTE	\$ 4,500
HAZARDOUS WASTE	
HAZARDOUS WASTE	\$ 1,200
Total HAZARDOUS WASTE	\$ 1,200
INTERGOVERNMENTAL - RRRSWA ASSESSMT	
RRRSWA JOINT POWERS	\$ 690,898
Total INTERGOVERNMENTAL - RRRSWA ASSESSMT	\$ 690,898
DEBT SERVICE - PRINCIPAL	
RRRSWA JOINT POWERS	\$ 100,000
Total DEBT SERVICE - PRINCIPAL	\$ 100,000
DEBT SERVICE - INTEREST	
RRRSWA JOINT POWERS	\$ 36,000
Total DEBT SERVICE - INTEREST	\$ 36,000
DEBT SERVICE - ADMIN (FISCAL) CHGS	
RRRSWA JOINT POWERS	\$ 750
Total DEBT SERVICE - ADMIN (FISCAL) CHGS	\$ 750
TOTAL EXPENDITURE	\$ 833,348
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ (6,092)
PLANNED CHANGES TO FUND BALANCE	\$ (6,092)

**BUDGETARY APPROVAL REPORT
31 - DEBT SERVICE**

	<u>BUDGETED AMOUNTS</u>
REVENUE	
PROPERTY TAXES	\$ 749,023
DISPARITY REDUCTION CREDIT	2,428
MARKET VALUE CREDIT	21,533
IGR - REIM FOR SERVICES - GEN GVT	4,706
TOTAL REVENUE	\$ 777,690
EXPENDITURE	
DEBT SERVICE - PRINCIPAL	
DEBT SERVICE	\$ 410,000
Total DEBT SERVICE - PRINCIPAL	\$ 410,000
DEBT SERVICE - INTEREST	
DEBT SERVICE	\$ 340,444
Total DEBT SERVICE - INTEREST	\$ 340,444
DEBT SERVICE - ADMIN (FISCAL) CHGS	
DEBT SERVICE	\$ 2,340
Total DEBT SERVICE - ADMIN (FISCAL) CHGS	\$ 2,340
TOTAL EXPENDITURE	\$ 752,784
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 24,906
PLANNED CHANGES TO FUND BALANCE	\$ 24,906

ADJOURN

- There being no further business, Chair Salfer declared the meeting adjourned at 6:43 p.m.

Jim Salfer, Chair
Board of County Commissioners

Attest: _____
Vicki Kletscher
County Administrator