

REDWOOD COUNTY, MINNESOTA

December 13, 2022

The Board of County Commissioners met in regular session at 8:30 a.m. in the Commissioner's Room in the Government Center, Redwood Falls, Minnesota.

Present for all or portions of the meeting were Commissioners Dennis Groebner, Rick Wakefield, Jim Salfer and Dave Forkrud. Also present were Administrator Vicki Kletscher; County Engineer Anthony Sellner; Sheriff Randy Hanson; County Attorney Jenna Peterson; Auditor/Treasurer Jean Price; Planning and Zoning Supervisor Nick Brozek; Technology Coordinator Paul Parsons; Human Resource Coordinator Peter Brown; Maintenance Supervisor Loren Gewerth; Recorder Joyce Anderson and Economic Development Coordinator Briana Mumme. Commissioner Van Hee joined the meeting at 8:55 a.m.

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

On motion by Groebner, second by Wakefield, 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. There were none.

**CONSENT AGENDA**

- On motion by Wakefield, second by Groebner, the Board voted unanimously to approve the following:
  - November 29, 2022 minutes.
  - Payment of bills as follows:

General Fund	\$ 61,500.86
Ditch Maintenance Fund	\$ 48,824.79
Soil and Water	\$ 5,937.12
Road and Bridge Fund	\$ 5,484.49
Solid Waste Fund	\$ 540.95

- Bills over \$2,000: Elan Corporate Payment System \$12,846.78; Indeed \$2,500.00; Forum Comm. \$4,059.84; Renville County \$21,500.04; Scott County \$2,280.00; Redwood County Highway Department \$5,307.06; Taft, Stettinius & Hollister \$2,250.00; Mark Behrends \$2,860.00; Schmidt Construction \$44,362.73; Regents of the U of MN \$2,261.88.

**SHERIFF**

- Reviewed the November jail population.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the Law Enforcement Contract with the City of Wabasso effective January 1, 2023 through December 31, 2023 for 15 hours per week at a rate of \$47/hour.

- Sheriff Hanson notified the Board of the 90-day notice of termination of services with Mend Correctional Care.

### **ROAD AND BRIDGE**

- On motion by Groebner, second by Wakefield, the Board voted unanimously to approve Road and Bridge bills in the amount of \$63,596.84.
- Bills over \$2,000.00: Northern Safety Technology \$6,892.57; Swanston Equipment \$6,720.00; Scott's Lawn Service \$3,120.00; Widseth, Smith & Nolting \$32,406.03.
- On motion by Wakefield, second by Groebner, the Board voted unanimously to approve \$94.38 mileage reimbursement and \$25.56 meal reimbursement to Anthony Sellner.
- On motion by Groebner, second by Forkrud, the Board approved final payment for Contract #21-1, SAP 64-601-016, SAP 64-701-022 and SAP 64-701-027 to Central Specialties in the amount of \$200,353.19.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to award Contract #22-12 for SAP 064-613-016 to Knife River in the amount of \$3,864,532.29.
- On motion by Groebner, second by Wakefield, the Board voted unanimously to authorize Board Chair and Administrator to sign Contract #22-12 with Knife River.
- On motion by Wakefield, second by Forkrud, the Board voted unanimously to authorize Board Chair and Administrator to sign MnDOT County Delegated Contract Process Contract.
- On motion by Groebner, second by Wakefield, in a roll-call vote with Groebner, Wakefield, Salfer and Forkrud all voting aye, the Board adopted the following resolution:

#### **Resolution**

#### **Commissioner of Transportation and Redwood County Delegated Contract Process Agreement**

WHEREAS, Delegated Contract Process (DCP) agreement between the Commissioner of Transportation and Redwood County is necessary to receive federal funds; and

WHEREAS, this agreement covers the roles and responsibilities associated with federal aid funds and allows for MnDOT to act as a local agency's agent in accepting these funds for construction projects.

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Redwood County to accept as its agent, federal aid funds which may be made available for eligible transportation-related projects; and

NOW, THEREFORE BE IT RESOLVED, the County Board Chair and the County Administrator are hereby authorized and directed for and on behalf of the local agency to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1052040, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Commissioner Van Hee joined the meeting at 8:55 a.m.

**SOUTHWEST HEALTH AND HUMAN SERVICES**

- The Opioid Settlement discussion was tabled to the December 27, 2022 board meeting.

**AUDITOR/TREASURER**

- On motion by Van Hee, second by Wakefield, the Board voted to approve the following:
  - Cash Balance Report
  - Investment Summary
  - Budget Reports, General Fund, Road and Bridge Fund, Human Services Fund, Building Fund, Ditch Fund, Solid Waste Fund, Health Fund, Debt Service Fund and Insurance Fund, Soil and Water Conservation District Fund.
  - November 2022 Disbursements in the amount of \$12,972,620.75
- Bills exceeding \$2,000: MN Commission of Finance \$325,057.24, \$14,337.15, \$4,302.00; Preferred One \$2,978.05, \$12,331.83, \$34,538.19, \$13,010.36, \$48,394.64, \$10,527.56, \$46,138.58, \$9,663.97; WEX Leap \$8,034.09, \$8,034.09; BCBS \$2,286.00; Well Fargo \$2,000,000.00, \$500,000.00, \$750,000.00, \$500,000.00; Redwood Falls Public Utilities \$3,140.66; MN Dept. of Revenue \$39,974.10; Redwood County License Center \$2,593.19; School District #2754 \$89,651.59; School District #2884 \$104,381.84, 144,737.36; School District #2897 \$355,748.79, \$242,408.94; School District #2898 \$64,554.76, \$62,245.12; School District #2904 \$5,378.21, \$22,389.67; School District #635 \$55,318.47, \$45,833.58; School District #640 \$127,518.55, \$205,068.33; School District #85 \$19,572.66, \$89,611.03; RRRSWA \$36,220.00; SWHHS \$40,100.61, \$1,164,506.16; Advocacy Trust \$2,520.00; Beebout-Bladholm \$9,900.00; Beebout Family Trust \$16,912.50; D. Beebout \$16,912.50; D. Bierbrauer \$2,700.00; Debbaut Trust \$10,875.00; D. Evans \$5,562.00; D. Leach \$7,500.00; Voyant Communications \$2,228.10; Vroman Family Trust \$7,425.00; City of Wabasso \$2,184.42; M. Franta \$2,789.00; R. Werner \$2,158.00; City of Belview \$59,616.05; City of Clements \$30,916.14; City of Delhi \$23,491.40; City of Lamberton \$386,590.97; City of Lucan \$73,135.06; City of Milroy \$94,251.27; City of Morgan \$208,686.60; City of Redwood Falls \$1,414,602.91; City of Revere \$40,891.29; City of Sanborn \$61,027.59; City of Seaforth \$16,588.15; City of Vesta \$85,567.85; City of Wabasso \$267,299.00; City of Walnut Grove \$146,957.95; City of Wanda \$17,394.96; Red Rock Rural Water \$6,541.38; RRRSWA \$276,930.60; School District #2190 \$7,999.57; School District #2754 \$140,517.97; SW Regional Development Commission \$24,315.09; Brookville Twp. \$34,671.27; Charlestown Twp. \$30,100.12; Delhi Twp. \$29,285.01; Gales Twp. \$18,177.57; Granite Rock Twp. 25,744.97; Johnsonville Twp. \$39,052.95; Kintire Twp. \$27,868.56; Lamberton Twp. \$38,112.04; Morgan Twp. \$42,379.75; New Avon Twp. \$37,113.74; North Hero Twp. \$28,297.98; Paxton Twp. \$48,131.50; Redwood Falls Twp. \$44,314.99; Sheridan Twp. \$31,510.77; Springdale Twp. \$32,029.90; Sundown Twp. \$37,544.16; Swede's Forest Twp. \$15,817.94; Three Lakes Twp. \$28,009.31; Underwood Twp. \$31,325.60; Vail Twp. \$27,024.60; Vesta Twp. \$30,797.56; Waterbury Twp. \$23,948.16; Westline Twp. \$23,877.70; Willow Lake Twp. \$36,926.56; Farmward \$6,650.95, \$16,185.35; MR Paving \$487,188.64; R & G Construction \$821,589.90; Midwest Contracting \$105,509.31.
- On motion by Salfer, second by Van Hee, the Board voted unanimously to approve the Auditor/Treasurer pay approved claims through December 30, 2022.
- On motion by Forkrud, second by Groebner, in a roll-call vote with Groebner, Salfer, Wakefield, Forkrud and Van Hee all voting aye, the Board adopted the following resolution:

**Resolution Authorizing the Redwood County Auditor-Treasurer  
To Make Electronic Funds Transfer in 2023**

**WHEREAS**, Minnesota Statute 471.38 Subd. 3. allows a local government to make an electronic funds transfer for the following:

- (1) for a claim for a payment from an imprest payroll bank account or investment of excess money;
- (2) for a payment of tax or aid anticipation certificates;
- (3) for a payment of contributions to pension or retirement fund;
- (4) for vendor payments; and
- (5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

**WHEREAS**, Minnesota Statute 471.38 Subd. 3a. authorizes electronic funds transfer to only those local governments that have enacted policy controls.

**NOW, THEREFORE, BE IT RESOLVED**, That the Redwood County Auditor/Treasurer is authorized to make electronic funds transfer per Minnesota Statute 471.38 Subd. 3.

**BE IT FURTHER RESOLVED**, that the authority to make electronic funds transfer is further extended to include the Auditor/Treasurer office staff under the supervision of the Auditor/Treasurer and payroll office staff under the supervision of the Administrator as necessary to initiate and complete electronic funds transfers to pay expenditures of and for Redwood County.

**BE IT FURTHER RESOLVED**, That as part of the policy control procedures, a list of all claims paid which includes electronic funds transfer be presented to the Board at its next regularly scheduled meeting.

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

**Resolution Authorizing the Redwood County Auditor-Treasurer  
To Pay Certain Claims**

**WHEREAS**, Minnesota Statute 375.16 allows the County Board to authorize the County Auditor/Treasurer to pay incidental expenses of the county upon the presentation of a properly itemized and verified bill; and

**WHEREAS**, Minnesota Statute 375.18 allows delegation by the County Board for paying certain claims to a county administrative official;

**NOW, THEREFORE, BE IT RESOLVED**, that the County Auditor/Treasurer is authorized to pay incidental expenses per Minnesota Statute 375.16 (such as postage, express, freight, telephone, water, light, and other utility charges);

**BE IT FURTHER RESOLVED**, that the County Board delegates and authorizes the County Auditor/Treasurer may pay the following types of claims made against the County;

- Payroll activity, including insurance (medical, dental, etc.), all other withholdings, and other taxable expenses
- Insurance costs of retirees
- Insurance claims/costs – medical, pharmacy, administrative services, etc.
- Insurance premiums and deductibles – workers’ comp, property casualty, liability, auto, etc.
- Court-ordered payments, including restitution
- Payments with statutory requirements (such as coroner and sexual assault)
- Expenses related to the jail canteen
- Subpoena/service fees
- Leased vehicle costs
- Monthly support and maintenance (CPT, SWHHS, copier leases, etc.)
- Credit cards and/or other charge cards or accounts with supporting detail for transaction(s) -- to company/business only; not reimbursements to employees for use of a personal card or account
- Expenses that would receive a discount if paid before claims are submitted at the next regularly scheduled meeting would be issued by the County and reasonably expected to be received by the vendor.
- Expenses that would incur a penalty if not paid before claims submitted at the next regularly scheduled meeting would be issued by the County and reasonably expected to be received by the vendor
- Miscellaneous taxes, including property tax and special assessment distributions
- State aid distributions (such as market value credit)
- Refunding overpayments, including tax
- Loans for septic system installations
- Payments to Recorder for document/lien recordings or releases
- Debt payments or other claims with fixed payment schedules (such as clean water partnership loans and capital leases)
- Expenses related to elections
- Payments on board approved contracts or agreements (such as highway projects), including final payments after board approval
- Registrations and dues approved by the department manager
- Reimbursement to employees for travel related expenses (hotel, mileage, parking, overnight meals, etc.) approved by the department manager
- Costs authorized by the County Board but not submitted that meeting as part of Commissioner warrants (such as ditch expenses, Commissioner mileage, and professional and technical services)
- Appropriations authorized by the County Board via the budget
- Pass-through state monies
- To reissue any Commissioner warrant, due to a lost check
- Post office box rental and/or safety deposit box rental

- Transactions authorized by other boards or those boards that have delegated authority for claim payment to the County Auditor/Treasurer (including, but not limited to, Southwest Health and Human Services);

**BE IT FURTHER RESOLVED**, that on considering the sum charged excessive or for any claims with other possible questions or issues, as determined by the County Auditor/Treasurer, those bills will not be issued but will be presented to the board for action at its next regularly scheduled meeting;

**BE IT FURTHER RESOLVED**, that the County Auditor/Treasurer will not be held personally liable for payment for any claim falling into the above authorized types the County Board later disagrees with, disapproves of, or questions;

**BE IT FURTHER RESOLVED**, the above delegation and authority conferred shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to the County Auditor/Treasurer; and

**BE IT FURTHER RESOLVED**, that as part of internal accounting and administrative control procedures and for informational purposes, a list of all such claims paid be presented to the County Board on a monthly basis.

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

#### **RESOLUTION TO ESTABLISH FUND BALANCE POLICY**

**WHEREAS**, the Governmental Accounting Standards Board (GASB) issued GASB #54 Fund Balance Reporting; and

**WHEREAS**, the statement substantially changes how fund balances are categorized; and

**WHEREAS**, to provide a financial environment for Redwood County's operations which allows the County to provide quality services to its residents in a fiscally responsible manner designed to keep services and taxes as consistent as possible over time, a policy will serve as the framework upon which consistent operations may be built and sustained;

**BE IT THEREFORE RESOLVED**, that pursuant to GASB #54, Redwood County is committing fund balance for the following purposes stated below for the year ending 2022, and the dollars used to commit will be used from the current fund balance:

- Encumbrances for contracts entered into at year-end
- RCEDA Revolving Loan - 2008
- Septic System Revolving Loan - 2017
- Retiree Health Insurance
- Sheriff Canteen
- United Community Action Area Transit
- Westlake Properties Loan

**BE IT FURTHER RESOLVED**, the County Administrator and the County Auditor/Treasurer are hereby authorized and directed to adjust the amounts for each of the committed stated purposes above in regards to the transactions made during the 2022 year and amounts budgeted for the 2023 year; and

**BE IT FURTHER RESOLVED**, the County Administrator and the County Auditor/Treasurer are hereby authorized and directed to adjust and determine assigned balance amounts.

- On motion by Van Hee, second by Forkrud, the Board voted unanimously to approve the 2022 Election Security Grant Agreement in the amount of \$4,286.94 to be used for election security.
- On motion by Wakefield, second by Forkrud, the Board voted unanimously to authorize the Auditor-Treasurer to transfer funds in the amount of \$7,096.13 and \$787,648.86 from the General Fund to the Drainage Fund until FEMA grants funds are available and to authorize A/T to continue to make temporary transfers if the situation continues to occur.

#### **TECHNOLOGY**

- On motion by Groebner, second by Van Hee, the Board voted unanimously to approve the hardware purchase in the amount of \$13,085.00 and \$20.00/month fee in order to post board meetings online effective January 2023 or as soon as the equipment arrives.
- On motion by Van Hee, second by Groebner, the Board voted unanimously to approve the IBM hardware and software support renewal for the IBM iSeries server in the amount of \$3,800.00.

#### **PLANNING AND ZONING**

- An application for an Extraction Interim Use Permit #13-22 filed by L & S Construction on behalf of Darold Coulter on the following described real property, situated in the County of Redwood, State of Minnesota, to wit: NW ¼ of the NE ¼ & the S ½ of the NE ¼ and the NW ¼ of the SE ¼, except tracts, of Section 24, Twp. 109N, Range 37W, Lamberton Township. On motion by Forkrud, second by Groebner, the Board voted unanimously to approve Extraction Interim Use Permit #13-22 with (17) conditions as set forth by the Planning Commission.

#### **ENVIRONMENTAL**

- On motion by Groebner, second by Wakefield, the Board voted unanimously to approve the Memorandum of Agreement for one watershed one plan efforts for the Cottonwood-Middle MN River Watersheds.
- Chair Salfer appointed Commissioner Wakefield to the Cottonwood-Middle MN One Watershed, One Plan Committee.

#### **REDWOOD COUNTY DITCH AUTHORITY**

- At 10:08 a.m. the Board entered into Redwood County Ditch Authority. Present for the meeting was Commissioners Van Hee, Forkrud, Salfer, Groebner and Wakefield, Planning and Zoning Supervisor Nick Brozek and Administrator Kletscher.
- On motion by Groebner, second by Salfer, the Board voted unanimously to set a public hearing on January 17, 2023 at 10:00 a.m. for redetermination of benefits for County Ditch #44, 48, 55, 63, and 65.

- On motion by Groebner, second by Forkrud, the Board voted unanimously to set a public hearing on January 17, 2023 at 10:30 a.m. for redetermination of benefits for County Ditch #66, 74, 88, 94, and 97.
- Chair Wakefield adjourned Redwood County Ditch Authority at 10:11 a.m.

### RECONVENE

- The Board reconvened into regular session at 10:11 a.m.

### MAINTENANCE

- On motion by Van Hee, second by Groebner, the Board voted unanimously to approve the Summit Fire Protection Standard Fire Alarm Agreement for the Justice Center at \$780.00 annually and the Government Services Building installation at \$890.00 with a \$780.00 annual fee.

### ADMINISTRATOR

- On motion by Forkrud, second by Wakefield, the Board voted unanimously to approve 2023 Liquor License renewal for Grandview Winery.
- On motion by Wakefield, second by Groebner, the Board voted unanimously to set the 2023 Board Meeting Dates.
- On motion by Groebner, second by Wakefield, the Board voted unanimously to adopt the Elected Officials Out of State Travel Policy.
- On motion by Forkrud, second by Salfer, the Board voted unanimously to approve Amendment #3 to the A.C.E. Joint Powers Agreement.

### CLOSED SESSION

- The Board entered into Closed Session at 10:28 a.m. per MN Statute 179A.01 to 179A.25 for labor negotiations.
- Closed Session ended at 10:34 a.m.

### *Personnel*

- On motion by Van Hee, second by Wakefield, the Board voted unanimously to approve the Work Boot Reimbursement Policy.
- On motion by Forkrud, second by Wakefield, the Board voted unanimously to ratify the Non-License Officer LELS Contract for 2023-2025.
- On motion by Wakefield, second by Forkrud, the Board voted unanimously to approve the Personnel Policy 6.07.2 and 6.07.3 Revisions for vacation carry-over from 96 hours to 120 hours and allow employees on a probationary period to use vacation time under extenuating circumstances with prior approval by the HR Director.
- On motion by Van Hee, second by Salfer, the Board voted unanimously to approve the Leave of Absence for Jason Jacobson to fulfill the position of Sheriff effective January 3, 2023.
- On motion by Forkrud, second by Wakefield, the Board voted unanimously to approve the Jail Sergeant Job Description with a \$2,500/year stipend.
- On motion by Wakefield, second by Van Hee, the Board voted unanimously to approve the promotion of Tyson Reynolds from FT Correctional Officer to FT Deputy Sheriff effective 12-26-22 at Step 1 of the Deputy 1 LELS Pay Scale at \$23.46/hour.

- On motion by Groebner, second by Wakefield, the Board voted unanimously to approve the 2023-2025 Non-Union and Department Head Salary Schedules.

**COMMISSIONER ITEMS**

- On motion by Van Hee, second by Wakefield, the Board voted unanimously to approve a letter of support for the Minnesota Valley Regional Railroad Modernization Project.
- Board consensus to invite legislators to the January 17<sup>th</sup> board meeting.

**COMMISSIONER REPORTS**

- The Commissioners reported on meetings they attended:

Wakefield: Emergency Services/Radio Replacement

Van Hee: Fair Board, Southwest Regional Development Commission

**ADJOURN**

There being no further business, Chair Salfer declared the meeting adjourned at 10:52 a.m.

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Jim Salfer, Chair  
Board of County Commissioners

Attest: \_\_\_\_\_  
Vicki Kletscher  
County Administrator