

## AGENDA

### REDWOOD COUNTY BOARD OF COMMISSIONERS

*Redwood County is committed to stewardship, respect & shared responsibility in providing improved cost-efficient services to all!*

TUESDAY, JANUARY 3, 2023

COMMISSIONER'S ROOM

REDWOOD FALLS, MINNESOTA

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**Please Note:** This agenda is subject to change due to Department Heads, government agencies and the public bringing items forward, between the posting of the agenda and the actual meeting time. **All times listed below are approximate.**

#### 8:30 a.m.

- **OATH OF OFFICE:** Administered by Judge Patrick Rohland  
**COMMISSIONER JIM SALFER**  
**COMMISSIONER DENNIS GROEBNER**  
**SHERIFF JASON JACOBSON**  
**AUDITOR-TREASURER JEAN PRICE**  
**RECORDER JOYCE ANDERSON**  
**COUNTY ATTORNEY JENNA PETERSON**
  
- **STATUTORY MEETING – (M.S. §375.07)** “The Board shall meet at the County Seat for the transaction of business on the first Tuesday after the first Monday in January.”
  
- **AUDITOR-TREASURER**– to call the statutory meeting to order  
Pledge of Allegiance
  
- **AUDITOR-TREASURER** – to request nominations for the 2023 Chairperson of the Board
  
- **NEWLY ELECTED CHAIR** – to request nominations for the 2023 Vice-Chair of the Board

#### 8:40 a.m.

- Open Forum\*\*
- Review and approve January 3<sup>rd</sup> meeting agenda
- Identification of Conflict of Interest
- Review and approve Consent Agenda:
  - bills
  - December 27, 2022 Minutes

#### 8:45 a.m.

- **SHERIFF**  
Jason Jacobson
  - 1) Request for County Credit Card for Katelyn Torgerson

#### 8:50 a.m.

- **AUDITOR-TREASURER**  
Jean Price
  - 1) Resolution adopting Depository Designation

#### 8:55 a.m.

- **BOARD CHAIR**
  - 1) Authorize the Board Chair to act on behalf of Redwood County in case of emergencies
  - 2) Officially adopt Roberts Rules of Order as the County Board meeting procedural guide

**9:00 a.m.**

➤ **ROAD AND BRIDGE**

Anthony Sellner

- 1) Authorization to Pay Bills
- 2) Authorization for Highway Engineer to Pay Miscellaneous Permit Fees in 2023
- 3) Resolution to Use Website Advertisement for Transportation Project Bids
- 4) Out State Travel Request
- 5) Purchase (2) Plow Pups
- 6) Township Sign Maintenance and Replacement

**9:30 a.m.**

➤ **BREAK**

**9:45 a.m.**

➤ **ECONOMIC DEVELOPMENT**

Briana Mumme

- 1) Southwest Minnesota Housing Partnership Contract for CDBG Broadband Grant Administration Services (pending County Attorney approval)

**9:50 a.m.**

➤ **TECHNOLOGY**

Paul Parsons

- 1) Morris Electronics Contract Renewal (pending County Attorney approval)

**9:55 a.m.**

➤ **VETERAN SERVICE OFFICER**

Roger Zollner

- 1) Award Copier Lease

**10:00 a.m.**

➤ **COUNTY ATTORNEY**

Jenna Peterson

- 1) Contract for Prosecution Services with the City of Morgan (paperwork pending)
- 2) Contract for Prosecution Services with the City of Sanborn
- 3) Contract for Prosecution Services with the City of Clements

**10:10 a.m.**

➤ **ADMINISTRATOR**

1) Award Newspaper Bid

2) Resolution Designating the Official Newspaper for Redwood County in 2023

3) Professional Service Agreement with Awardee of Newspaper Publication (pending County Attorney approval)

4) 2023 Redwood County Fee Schedule

5) 2023 Redwood County Reimbursement Policy

6) University of Minnesota Use Agreement (pending County Attorney approval)

*Personnel*

- 1) Authorization to Hire
- 2) LELS Non-Licensed Memorandum of Understanding
- 3) Authorization to Promote
- 4) Authorization to Promote

**10:15 a.m.**

➤ **BOARD CHAIR**

- 1) Proposed Roster of the County Board - 2023 Committee Appointments

**Other Items – No Scheduled Time:**

- Commissioner's Items:
- Commissioners' Reports

**ADJOURN**

**\*\*OPEN FORUM\*\***

OPEN FORUM PROCEDURES

1. The open forum will be held at the beginning of the meeting.
2. Those wishing to speak should sign up and indicate the topic at the beginning of the meeting.
3. A maximum time of 20 minutes will be allowed for the open forum.
4. A basic guide of three people per topic with a maximum of five minutes per person.
5. Those speaking will state their name and address prior to speaking.
6. Statements should be limited to the issues only.
7. Apply the "Golden Rule" during presentations.
8. The Board retains the right to respond or not, but may discuss the item.
9. Personal/Personnel issues will not be heard or discussed.

**OFFICIAL NOTICES/ UPCOMING MEETINGS**

January 3<sup>rd</sup> – 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

January 11<sup>th</sup> – 8:00 a.m. – 12:00 p.m. – Economic Development Strategic Planning Meeting

January 17<sup>th</sup> – 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

February 7<sup>th</sup> – 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

February 21<sup>st</sup> - 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

March 7<sup>th</sup> - 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

March 21<sup>st</sup> -8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

April 4<sup>th</sup> - 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

REDWOOD COUNTY, MINNESOTA

December 27, 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, Bob Van Hee and Dave Forkrud. Also present were Administrator Vicki Kletscher; HR Coordinator Peter Brown; County Engineer Anthony Sellner; County Attorney Jenna Peterson; Auditor/Treasurer Jean Price; Deputy Sheriff Jason Jacobson; Recorder Joyce Anderson; Planning & Zoning Supervisor Nick Brozek; Human Resource Coordinator Peter Brown; Technology Coordinator Paul Parsons; Economic Development Coordinator Briana Mumme; Maintenance Supervisor Loren Gewerth; SWHHS Representative Carol Biren; Rick Morris; Caitlyn Kodet; Keith Muetzel; Roger Baumann; Larry Thompson; Jim Lux and Dean Guggisberg.

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. There were none.

**CONSENT AGENDA**

- On motion by Wakefield, second by Forkrud, the Board voted unanimously to approve the following:
  - December 13<sup>th</sup> Board minutes.
  - Payment of bills as follows:

General Fund	\$ 95,450.22
Building Fund	\$ 223,960.80
Solid Waste Fund	\$ 70.00
Insurance Fund	\$ 300.00
Soil and Water	\$ 305.53

- Bills over \$2,000: Martin Law Office \$2,757.00; American Solutions \$3,535.33; CPT \$4,010.00; MN Counties Computer Cooperative \$7,314.72; Scott County \$3,120.00; MEND Correctional \$4,123.69; Northern Safety \$8,695.72; Tersteeg's Holiday Market \$9,022.19; Regents of U of MN \$24,240.31; Achieve \$3,186.00; Community Electric \$51,573.98; Contegrity Group \$17,851.65; Duinick \$112,184.84; Floor to Ceiling \$10,199.14; Ford Metro \$19,641.31; Kendell Doors \$6,457.44; Vick Construction \$2,191.50; Vosika Portable Toilets \$2,030.00.

**JOYCE ANDERSON AND JEAN PRICE**

- Anderson and Price presented their requests for their 2023 salaries which they felt were too low and differed from the consultant's compensation study. Board took no action.

Commissioner Forkrud exited the meeting at 9:10 a.m.

### **ROAD AND BRIDGE**

- On motion by Groebner, second by Wakefield, the Board voted unanimously to approve Road and Bridge bills in the amount of \$41,039.90.
- Bills exceeding \$2,000: Affordable Dirt Works \$17,000.00; Redwood Tire \$4,247.00; Snow Wheel Systems \$2,460.00; Turbes Ag \$2,394.00; Ziegler \$4,110.25.
- Chair Salfer tabled the Township Sign Maintenance and Replacement to the January 3, 2023 board meeting.
- On motion by Groebner, second by Wakefield, the Board voted unanimously to invoice Redwood County Townships for annual bridge inspections at a rate of \$350.00 per inspection with increased rates of \$17.00 per year to go into effect on 1-1-2024 to allow Townships to budget accordingly.
- On motion by Groebner, second by Wakefield, the Board voted unanimously to authorize to advertise for 2023 Highway Projects with individual letting dates to be determined by the County Engineer.

### **SOUTHWEST HEALTH AND HUMAN SERVICES**

- On motion by Wakefield, second by Groebner, the Board voted unanimously to assign Southwest Health and Human Services, Public Health Department, to serve as the lead agency to identify, collaborate and respond to the local issues and decide how to leverage and disburse Redwood County's Opioid Settlement funds.

### **ECONOMIC DEVELOPMENT**

- On motion by Van Hee, second by Groebner, the Board voted unanimously to authorize up to (5) \$50.00 scholarships to businesses that demonstrate a need to participate in the West Central Minnesota Virtual Career Fair to be held January 18, 2023.

### **MAINTENANCE**

- On motion by Groebner, second by Wakefield, the Board voted unanimously to approve the Amendment to the G & R Controls Preventative Maintenance Agreement.

### **COUNTY ATTORNEY**

- On motion by Van Hee, second by Wakefield, the Board voted unanimously to approve the Contracts for Prosecution Services with the City of Revere, Milroy, and Wanda.
- On motion by Van Hee, second by Wakefield, the Board voted unanimously to approve the Minnesota County Attorney's Association Education Fund donation in the amount of \$100.00.

### **PUBLIC HEARING – PROPOSED ORDINANCE AMENDMENTS**

- The Public Hearing was opened at 10:05 a.m.
- Planning and Zoning Supervisor, Nick Brozek, presented the Affidavit of Publication.
- Brozek presented an overview of the proposed ordinance amendments.
- The Public Hearing was opened for public comments. No comments were made.
- Chair Salfer closed the hearing for public comments.

- On motion by Groebner, second by Wakefield, the Board voted unanimously to approve the proposed ordinance amendments.
- The Public Hearing was closed at 10:22 a.m.

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

- At 10:22 a.m., the Board entered into Redwood County Ditch Authority to set a public hearing for County Ditch #29 and 30 and Redetermination of Benefits on County Ditch #101, J7, J16, County Ditch #100, County Ditch #104 and County Ditch #14 and 14-1. Present were Commissioners Salfer, Wakefield, Groebner, and Van Hee, Administrator Kletscher, Planning and Zoning Supervisor Nick Brozek and County Attorney Peterson.
- On motion by Groebner, second by Salfer, the Board voted unanimously to set the public hearing for County Ditch #29 and 30 on February 7, 2023, at 10:00 a.m.
- On motion by Salfer, second by Groebner, in a roll-call vote with Salfer, Van Hee, Groebner and Wakefield all voting aye, the Board approved the Redetermination of Benefits for CD #101.
- On motion by Groebner, second by Van Hee, in a roll-call vote with Salfer, Van Hee, Groebner and Wakefield all voting aye, the Board approved the Redetermination of Benefits for J7.
- On motion by Groebner, second by Van Hee, in a roll-call vote with Salfer, Van Hee, Groebner and Wakefield all voting aye, the Board approved the Redetermination of Benefits for J16.
- On motion by Groebner, second by Van Hee, in a roll-call vote with Salfer, Van Hee, Groebner and Wakefield all voting aye, the Board approved the Redetermination of Benefits for CD #100.
- On motion by Groebner, second by Van Hee, in a roll-call vote with Salfer, Van Hee, Groebner and Wakefield all voting aye, the Board approved the Redetermination of Benefits for CD #104.
- On motion by Groebner, second by Van Hee, in a roll-call vote with Salfer, Van Hee, Groebner and Wakefield all voting aye, the Board approved the Redetermination of Benefits for CD #14 and 14-1.
- Chair Wakefield adjourned Redwood County Ditch Authority at 10:28 a.m.

#### **TECHNOLOGY**

- On motion by Van Hee, second by Wakefield, the Board voted unanimously to rescind the November 29, 2022 motion to approve the BCN Subscriber Service Agreement in the amount of \$2,032.00.
- On motion by Wakefield, second by Groebner, the Board voted unanimously to award Marco for the Cloud Fax Solution in the amount of \$2,180.00 for a three-year plan.

#### **AUDITOR/TREASURER**

- On motion by Wakefield, second by Groebner, the Board voted unanimously to upgrade the Election Poll Pads with an updated printer in the amount of \$33,075.00.

#### **ADMINISTRATOR**

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

**RESOLUTION**

Endorsing the efforts of the Community Supervision Work Group and urging the legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

WHEREAS, community supervision is a fundamental part of the criminal justice system in Minnesota and funding sufficient to ensure effective services is vital to public safety in all communities across the state; and

WHEREAS, community supervision includes services such as probation, supervised release, and intensive supervised release; and

WHEREAS, Minnesota's counties provide essential community supervision services both as mandated by M.S. Chapter 244.19 and also as delegated by the Department of Corrections under M.S. Chapter 401; and

WHEREAS, when the Legislature decided that community supervision was best delivered through a state-county partnership, it stated a clear intent that the state would provide significant funding to the counties for the operation of local programs; and

WHEREAS, over the past 20 years, Minnesota has become the state with the lowest level of corrections funding in the nation because the Legislature has not upheld its promise to provide adequate state resources to support community supervision; and

WHEREAS, the Legislature's failure to adequately fund community supervision has increased local property taxes on residents and businesses; and,

WHEREAS, a revised community supervision funding formula is necessary to ensure that all communities in Minnesota have enough state funding to provide a consistent standard for effective, evidence-based community supervision services, regardless of local capacity to pay; and

WHEREAS, the Association of Minnesota Counties assembled the Community Supervision Work Group including county leaders and experts in community supervision from all three supervision delivery systems to study the needs of community supervision departments statewide and develop a single funding formula that is transparent, needs based, and equitable among county and state supervision providers; and,

WHEREAS, the Community Supervision Workgroup has taken up its charge to convene stakeholders across the three probation delivery systems to oversee a study to create a unified recommendation for an equitable and adequate funding formula and appropriation; and,

WHEREAS, the Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota's 87 counties, voted to support a new funding formula that provides counties with the resources needed to keep communities safe; now, therefore,

BE IT RESOLVED, the Redwood County Board of Commissioners endorses the efforts of the Community Supervision Work Group and urges the Legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

- On motion by Groebner, second by Van Hee, the Board voted unanimously to authorize a county credit card for Assessor, Jesse Jacobson.
- On motion by Groebner, second by Wakefield, the Board voted unanimously to appoint Jason Jacobson as the interim Redwood County Sheriff for January 1<sup>st</sup> and 2<sup>nd</sup>, 2023 and set the salary at Grade 21, Step 1, \$53.88/hour.
- On motion by Groebner, second by Van Hee, the Board voted unanimously to approve 2023 Liquor License renewals for Tracy Country Club and Staples Enterprises (Expressway-Sanborn)
- On motion by Salfer, second by Wakefield, the Board voted unanimously to approve the 2023 Tobacco License Renewal for Rudra Convenience Store.
- On motion by Van Hee, second by Groebner, the Board voted unanimously to approve 2023 Solid Waste Hauler License renewals for Clobes Sanitation, Renville-Sibley Sanitation, River View Sanitation, Southwest Sanitation, and West Central Sanitation.
- Chair Salfer tabled the Renville County Retention Payment Request to the January 3, 2023 board meeting.
- Chair Salfer tabled the Resolution Setting Elected Officials' Salaries to the December 30, 2022 board meeting.

### ***Personnel***

- On motion by Wakefield, second by Groebner, the Board voted unanimously to acknowledge the resignation of part-time Veteran Service Driver, Eugene Hillesheim, effective 12-14-22.
- On motion by Wakefield, second by Salfer, the Board voted unanimously to acknowledge the resignation of full-time Environmental Service Director, Scott Wold, effective January 20, 2023.
- On motion by Van Hee, second by Groebner, the Board voted unanimously to authorize the leave of absence for Katelyn Torgerson to accept the appointment as Chief Deputy effective January 3, 2023.
- On motion by Van Hee, second by Groebner, the Board voted unanimously to appoint Katelyn Torgerson to Chief Deputy on the Non-Union Salary Schedule at Grade 18, Step 1 at \$3,421.60 per pay period effective 1-3-23.
- On motion by Wakefield, second by Van Hee, the Board voted unanimously to approve the 2023 Drug Testing Contracts with Steve Gramstad at the rate of \$27.00 per hour and Shelly Koenig at the rate of \$24.00 per hour.

### **COMMISSIONER ITEMS**

- The Board reviewed the 2023 Committee Appointments and it will be brought forward for approval at the 1-3-23 board meeting.
- On motion by Groebner, second by Van Hee, the Board approved the revised Letter of Support of the Minnesota Valley Railroad Modernization Project.

**ADJOURN**

- There being no further business, Chair Salfer declared the meeting adjourned at 11:38 a.m.

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Jim Salfer, Chair  
Board of County Commissioners

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

DRAFT



\*\*\* Redwood County \*\*\*



RACHELW  
12/29/22 2:43PM

Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Print List in Order By:	2	1 - Fund (Page Break by Fund)	Page Break By:	1	1 - Page Break by Fund
		2 - Department (Totals by Dept)			2 - Page Break by Dept
		3 - Vendor Number			
		4 - Vendor Name			

Explode Dist. Formulas?: Y

Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?: N

\*\*\* Redwood County \*\*\*



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	DEPT 21275	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		COMMISSIONERS			
37	01-002-000-0000-6334		293.18	LODGING @ AMC CON - JS 12/04/2022 12/06/2022	93941948	LODGING & EXPENSE	N
39	01-002-000-0000-6334		516.17	LODGING @ AMC CON - RV 12/04/2022 12/07/2022	94729276	LODGING & EXPENSE	N
38	01-002-000-0000-6334		439.77	LODGING @ AMC CON - DF 12/04/2022 12/07/2022	96824412	LODGING & EXPENSE	N
40	01-002-000-0000-6334		439.77	LODGING @ AMC CON - DG 12/04/2022 12/07/2022	98138140	LODGING & EXPENSE	N
	<b>21275</b>	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>	<b>1,688.89</b>	<b>4 Transactions</b>			
2	<b>DEPT Total:</b>		<b>1,688.89</b>	<b>COMMISSIONERS</b>	<b>1 Vendors</b>	<b>4 Transactions</b>	
23	DEPT 21275	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		LAW LIBRARY			
43	01-023-000-0000-6899		459.99	DESKTOP COMPUTER - LAW LIBRARY 12/08/2022 12/08/2022	9907411 2425	MISCELLANEOUS	N
	<b>21275</b>	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>	<b>459.99</b>	<b>1 Transactions</b>			
23	<b>DEPT Total:</b>		<b>459.99</b>	<b>LAW LIBRARY</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
41	DEPT 21275	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		AUDITOR-TREASURER			
1	01-041-000-0000-6401		70.65	CONFESSION CERTIFIED LETTERS 11/28/2022 11/28/2022		OFFICE SUPPLIES & EQUIPMENT MAI	N
	<b>21275</b>	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>	<b>70.65</b>	<b>1 Transactions</b>			
41	<b>DEPT Total:</b>		<b>70.65</b>	<b>AUDITOR-TREASURER</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
42	DEPT 21275	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		ASSESSOR			
46	01-042-000-0000-6242	E	105.00	2023 MAAO MEMBERSHIP - JJ 01/01/2023 12/31/2023	5731	DUES & REGISTRATION FEES	N
47	01-042-000-0000-6242	E	105.00	2023 MAAO MEMBERSHIP - BZ 01/01/2023 12/31/2023	5783	DUES & REGISTRATION FEES	N
48	01-042-000-0000-6242	E	105.00	2023 MAAO MEMBERSHIP - JM 01/01/2023 12/31/2023	6041	DUES & REGISTRATION FEES	N

\*\*\* Redwood County \*\*\*



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIONS

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
21275	ELAN CORPORATE PAYMENT SYSTEMS		315.00		3 Transactions		
<b>42</b>	<b>DEPT Total:</b>		<b>315.00</b>	<b>ASSESSOR</b>	<b>1 Vendors</b>	<b>3 Transactions</b>	
<b>61</b>	DEPT			ADMINISTRATOR			
21275	ELAN CORPORATE PAYMENT SYSTEMS						
33	01-061-000-0000-6401		54.44	CALENDARS 11/22/2022 11/22/2022	0037025 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
32	01-061-000-0000-6401		55.98	FILE FOLDERS 11/22/2022 11/22/2022	4035403 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
45	01-061-000-0000-6401		79.56	FILE FOLDERS 12/08/2022 12/08/2022	5187403 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
41	01-061-000-0000-6334		439.77	LODGING @ AMC CON - VK 12/04/2022 12/06/2022	95772092	LODGING & EXPENSE	N
42	01-061-000-0000-6334		439.77	LODGING @ AMC CON - PB 12/04/2022 12/06/2022	98133244	LODGING & EXPENSE	N
21275	ELAN CORPORATE PAYMENT SYSTEMS		1,069.52		5 Transactions		
<b>61</b>	<b>DEPT Total:</b>		<b>1,069.52</b>	<b>ADMINISTRATOR</b>	<b>1 Vendors</b>	<b>5 Transactions</b>	
<b>64</b>	DEPT			COMPUTER			
21275	ELAN CORPORATE PAYMENT SYSTEMS						
35	01-064-000-0000-6264		114.39	EXTENDER 11/30/2022 11/30/2022	0480202 2425	PROGRAMMING EXPENSES	N
36	01-064-000-0000-6264		14.82	CONNECTORS 11/30/2022 11/30/2022	0480202 2425	PROGRAMMING EXPENSES	N
44	01-064-000-0000-6264		69.95	UPS SYSTEM 12/08/2022 12/08/2022	1379457 2425	PROGRAMMING EXPENSES	N
51	01-064-000-0000-6601		1,666.99	BOARD ROOM RECORDING EQUIP 12/19/2022 12/19/2022	2628212 2425	CAPITAL OUTLAY (\$5,000 AND OVER)	N
50	01-064-000-0000-6601		1,461.63	BOARD ROOM RECORDING EQUIP 12/19/2022 12/19/2022	2671422 2425	CAPITAL OUTLAY (\$5,000 AND OVER)	N
34	01-064-000-0000-6264		99.99	ETHERNET CABLES 11/30/2022 11/30/2022	3405801 2425	PROGRAMMING EXPENSES	N
52	01-064-000-0000-6601		613.96	BOARD ROOM RECORDING EQUIP 12/19/2022 12/19/2022	9434643 2425	CAPITAL OUTLAY (\$5,000 AND OVER)	N
49	01-064-000-0000-6601		108.00	BOARD ROOM RECORDING EQUIP 12/19/2022 12/19/2022	STMT	CAPITAL OUTLAY (\$5,000 AND OVER)	N

\*\*\* Redwood County \*\*\*



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1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
21275	ELAN CORPORATE PAYMENT SYSTEMS		4,149.73		8 Transactions		
<b>64</b>	<b>DEPT Total:</b>		<b>4,149.73</b>	<b>COMPUTER</b>	<b>1 Vendors</b>	<b>8 Transactions</b>	
<b>91</b>	<b>DEPT</b>			<b>ATTORNEY</b>			
21275	ELAN CORPORATE PAYMENT SYSTEMS						
18	01-091-000-0000-6334		23.66	MEAL @ MCAA CON - JP 12/07/2022 12/07/2022		LODGING/MILEAGE	N
19	01-091-000-0000-6334		49.27	MEALS @ MCAA CON - SN&JP 12/08/2022 12/08/2022		LODGING/MILEAGE	N
20	01-091-000-0000-6334		45.35	MEALS @ MCAA CON - SN&JP 12/09/2022 12/09/2022		LODGING/MILEAGE	N
17	01-091-000-0000-6242		325.00	REG @ MCAA CON - SN 12/07/2022 12/09/2022	2-9984	DUES & REGISTRATION FEES	N
21	01-091-000-0000-6334		322.96	LODGING @ MCAA CON - JP 12/07/2022 12/08/2022	3312281905	LODGING/MILEAGE	N
22	01-091-000-0000-6334		322.96	LODGING @ MCAA CON - SN 12/07/2022 12/08/2022	3316533920	LODGING/MILEAGE	N
23	01-091-000-2769-6334	E	645.00	REG @ DOMESTIC VIOLENCE - SN 04/11/2023 04/13/2023	49NPFW79Z96	TRAVEL & TRAINING	N
26	01-091-000-2769-6334	E	217.97	FLIGHT @ DOMESTIC TR - SN 04/10/2023 04/13/2023	5262198517094	TRAVEL & TRAINING	N
28	01-091-000-2769-6334	E	217.97	FLIGHT @ DOMESTIC TR - DK 04/10/2023 04/13/2023	5262198517095	TRAVEL & TRAINING	N
27	01-091-000-2769-6334	E	217.97	FLIGHT @ DOMESTIC TR - JP 04/10/2023 04/13/2023	5262198517096	TRAVEL & TRAINING	N
16	01-091-000-0000-6242		267.00	LAWYER REGISTRATION - AB 11/22/2022 11/22/2022	LAWYER-261137	DUES & REGISTRATION FEES	N
25	01-091-000-2769-6334	E	645.00	REG @ DOMESTIC VIOLENCE - DK 04/11/2023 04/13/2023	SFN2822754DS	TRAVEL & TRAINING	N
24	01-091-000-2769-6334	E	645.00	REG @ DOMESTIC VIOLENCE - JP 04/11/2023 04/13/2023	SNNBDY8CWD	TRAVEL & TRAINING	N
21275	ELAN CORPORATE PAYMENT SYSTEMS		3,945.11		13 Transactions		
<b>91</b>	<b>DEPT Total:</b>		<b>3,945.11</b>	<b>ATTORNEY</b>	<b>1 Vendors</b>	<b>13 Transactions</b>	
<b>118</b>	<b>DEPT</b>			<b>COURTHOUSE MAINTENANCE</b>			
21275	ELAN CORPORATE PAYMENT SYSTEMS						

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
8	01-118-000-0000-6301		192.20	WET DRY VACUUM 11/29/2022 11/29/2022		EQUIPMENT & BUILDING MAINTENAN	N
9	01-118-000-0000-6301		213.68	WET DRY VACUUM 12/01/2022 12/01/2022		EQUIPMENT & BUILDING MAINTENAN	N
10	01-118-000-0000-6301		535.89	FLUORESCENT BULBS 12/13/2022 12/13/2022	13385770	EQUIPMENT & BUILDING MAINTENAN	N
7	01-118-000-0000-6301		665.99	PORTABLE DIESEL FUEL TANK 11/28/2022 11/28/2022	1372802	EQUIPMENT & BUILDING MAINTENAN	N
12	01-118-000-0000-6301		34.94	FAT IVAN DOORSTOP 12/13/2022 12/13/2022	3691045 2425	EQUIPMENT & BUILDING MAINTENAN	N
11	01-118-000-0000-6301		132.04	FLUORESCENT BULBS 12/13/2022 12/13/2022	6273001 2425	EQUIPMENT & BUILDING MAINTENAN	N
<b>21275</b>	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>1,774.74</b>	<b>6 Transactions</b>			
<b>118</b>	<b>DEPT Total:</b>		<b>1,774.74</b>	<b>COURTHOUSE MAINTENANCE</b>	<b>1 Vendors</b>	<b>6 Transactions</b>	
<b>129</b>	DEPT 21275 <b>ELAN CORPORATE PAYMENT SYSTEMS</b>			VETERAN SERVICE OFFICER			
72	01-129-000-0000-6401		45.29	BATTERIES, PLANNER 11/30/2022 11/30/2022	8576213 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
<b>21275</b>	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>45.29</b>	<b>1 Transactions</b>			
<b>129</b>	<b>DEPT Total:</b>		<b>45.29</b>	<b>VETERAN SERVICE OFFICER</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>201</b>	DEPT 21275 <b>ELAN CORPORATE PAYMENT SYSTEMS</b>			SHERIFF			
56	01-201-000-0000-6356		75.10	PRISONER MEALS 11/24/2022 11/24/2022		BOARDING PRISONER MEAL EXPENS	N
58	01-201-000-0000-6401		16.80	POSTAGE 12/02/2022 12/02/2022		OFFICE SUPPLIES & EQUIPMENT MAI	N
61	01-201-000-0000-6401		12.05	POSTAGE 12/06/2022 12/06/2022		OFFICE SUPPLIES & EQUIPMENT MAI	N
64	01-201-000-0000-6401		16.25	POSTAGE 12/12/2022 12/12/2022		OFFICE SUPPLIES & EQUIPMENT MAI	N
66	01-201-000-0000-6401		16.25	POSTAGE 12/13/2022 12/13/2022		OFFICE SUPPLIES & EQUIPMENT MAI	N
57	01-201-000-0000-6401		64.41	SECURITY TAPE 11/23/2022 11/23/2022	3089854 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N

\*\*\* Redwood County \*\*\*



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIONS

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
59	01-201-000-0000-6401		380.00	COMPUTER MONITORS 12/02/2022 12/02/2022	4547401 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
54	01-201-000-0000-6334		463.55	LODGING @ SHERIFF CON - RH 12/04/2022 12/07/2022	649674	LODGING & EXPENSE	N
71	01-201-000-0000-6242		375.00	REG @ BCA TR - TA 12/20/2022 12/20/2022	D60FTBA99596	DUES & REGISTRATION FEES	N
68	01-201-000-0000-6242		90.00	LICENSE - TR 12/16/2022 12/16/2022	MCSP0S-116546	DUES & REGISTRATION FEES	N
69	01-201-000-0000-6242		1.94	LICENSE - TR 12/16/2022 12/16/2022	MCSP0S-116546	DUES & REGISTRATION FEES	N
<b>21275</b>	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>1,511.35</b>		<b>11</b> Transactions		
<b>201</b>	<b>DEPT Total:</b>		<b>1,511.35</b>	<b>SHERIFF</b>	<b>1 Vendors</b>	<b>11 Transactions</b>	
<b>249</b>	DEPT 21275 <b>ELAN CORPORATE PAYMENT SYSTEMS</b>			OTHER PUBLIC SAFETY			
55	01-249-000-2815-6802		41.25	CANTEEN SUPPLIES 11/22/2022 11/22/2022		CANTEEN EXPENSES	N
60	01-249-000-2815-6802		34.42	CANTEEN SUPPLIES 12/05/2022 12/05/2022		CANTEEN EXPENSES	N
62	01-249-000-2815-6802		89.80	BOOKS 12/05/2022 12/05/2022		CANTEEN EXPENSES	N
63	01-249-000-2815-6802		52.50	CANTEEN SUPPLIES 12/08/2022 12/08/2022		CANTEEN EXPENSES	N
65	01-249-000-2815-6802		12.50	CANTEEN SUPPLIES 12/12/2022 12/12/2022		CANTEEN EXPENSES	N
67	01-249-000-2815-6802		120.00	STAMPS 12/16/2022 12/16/2022		CANTEEN EXPENSES	N
70	01-249-000-2815-6802		42.50	CANTEEN SUPPLIES 12/20/2022 12/20/2022		CANTEEN EXPENSES	N
<b>21275</b>	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>392.97</b>		<b>7</b> Transactions		
<b>249</b>	<b>DEPT Total:</b>		<b>392.97</b>	<b>OTHER PUBLIC SAFETY</b>	<b>1 Vendors</b>	<b>7 Transactions</b>	
<b>251</b>	DEPT 21275 <b>ELAN CORPORATE PAYMENT SYSTEMS</b>			PROBATION AND PAROLE			
53	01-251-000-0000-6401		24.67	WEEKLY PLANNER 12/19/2022 12/19/2022	6863468 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N

\*\*\* Redwood County \*\*\*



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIONS

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
21275	ELAN CORPORATE PAYMENT SYSTEMS		24.67		1 Transactions		
251	<b>DEPT Total:</b>		24.67	<b>PROBATION AND PAROLE</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
601	DEPT			AGRICULTURAL INSPECTION			
21275	ELAN CORPORATE PAYMENT SYSTEMS						
29	01-601-000-0000-6242		16.09	TELECOM SOFTWARE - ZOOM 11/23/2022 12/22/2022	176775930	DUES & REGISTRATION FEES	N
30	01-601-000-0000-6242		267.00	LAWYER REGISTRATION - NB 12/13/2022 12/13/2022	LAWYER-263966	DUES & REGISTRATION FEES	N
21275	ELAN CORPORATE PAYMENT SYSTEMS		283.09		2 Transactions		
601	<b>DEPT Total:</b>		283.09	<b>AGRICULTURAL INSPECTION</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
602	DEPT			EXTENSION			
21275	ELAN CORPORATE PAYMENT SYSTEMS						
2	01-602-000-0000-6401		77.20	OFFICE SUPPLIES 12/18/2022 12/18/2022	2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
5	01-602-000-0000-6401		23.40	OFFICE SUPPLIES 12/18/2022 12/18/2022	2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
6	01-602-000-0000-6401		62.48	OFFICE SUPPLIES 12/18/2022 12/18/2022	2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
3	01-602-000-0000-6401		59.22	INDEX CARDS, STORAGE BOX, ENV 12/07/2022 12/07/2022	1541856 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
4	01-602-000-0000-6401		111.45	INDEX CARDS, STORAGE BOX, ENV 12/07/2022 12/07/2022	1541856 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
21275	ELAN CORPORATE PAYMENT SYSTEMS		333.75		5 Transactions		
602	<b>DEPT Total:</b>		333.75	<b>EXTENSION</b>	<b>1 Vendors</b>	<b>5 Transactions</b>	
620	DEPT			SOIL AND WATER CONSERVATION DISTI			
21275	ELAN CORPORATE PAYMENT SYSTEMS						
73	01-620-000-0000-6401		150.11	STAMPS 11/23/2022 11/23/2022		OFFICE SUPPLIES & EQUIP MNTCE	N
75	01-620-000-0000-6401		33.84	POSTAGE 12/06/2022 12/06/2022		OFFICE SUPPLIES & EQUIP MNTCE	N
78	01-620-000-0000-6334		226.76	LODGING @ MASWCD CON 12/12/2022 12/14/2022	54766302	LODGING & EXPENSE	N

RACHELW  
12/29/22 2:43PM

\*\*\* **Redwood County** \*\*\*



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
76	01-620-000-0000-6334		226.76	LODGING @ MASWCD CON 12/12/2022 12/14/2022	92853561	LODGING & EXPENSE	N
77	01-620-000-0000-6334		340.14	LODGING @ MASWCD CON 12/11/2022 12/14/2022	92853561	LODGING & EXPENSE	N
74	01-620-000-0000-6401		1,407.00	REG @ MASWCD CON X 9 12/12/2022 12/14/2022	F24E96T1	OFFICE SUPPLIES & EQUIP MNTCE	N
<b>21275</b>	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>2,384.61</b>	<b>6 Transactions</b>			
<b>620</b>	<b>DEPT Total:</b>		<b>2,384.61</b>	<b>SOIL AND WATER CONSERVATION DIST</b>	<b>1 Vendors</b>	<b>6 Transactions</b>	
<b>1</b>	<b>Fund Total:</b>		<b>18,449.36</b>	<b>GENERAL</b>		<b>74 Transactions</b>	

\*\*\* **Redwood County** \*\*\*



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

3 ROAD AND BRIDGE

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
301	DEPT			ROAD & BRIDGE ADMINISTRATION			
	21275 ELAN CORPORATE PAYMENT SYSTEMS						
15	03-301-000-0000-6332	E	195.00	REG @ 2023 ATSSA CON - MG 03/15/2023 03/15/2023	424191	STAFF DEVELOPMENT	N
14	03-301-000-0000-6401		84.44	PACKING TAPE, TONER 11/28/2022 11/28/2022	8733053 2425	OFFICE SUPPLIES	N
	21275 ELAN CORPORATE PAYMENT SYSTEMS		279.44	2 Transactions			
301	<b>DEPT Total:</b>		<b>279.44</b>	<b>ROAD &amp; BRIDGE ADMINISTRATION</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
310	DEPT			HIGHWAY MAINTENANCE			
	21275 ELAN CORPORATE PAYMENT SYSTEMS						
13	03-310-000-0000-6501		195.96	MEMORY CARD & BATTS 12/15/2022 12/15/2022	7338601 2425	ROAD MAINTENANCE SUPPLIES & M/	N
	21275 ELAN CORPORATE PAYMENT SYSTEMS		195.96	1 Transactions			
310	<b>DEPT Total:</b>		<b>195.96</b>	<b>HIGHWAY MAINTENANCE</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
3	<b>Fund Total:</b>		<b>475.40</b>	<b>ROAD AND BRIDGE</b>		<b>3 Transactions</b>	

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\*\*\* **Redwood County** \*\*\*



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

**73 INSURANCE**

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
801	DEPT			NON-DEPARTMENTAL			
21275	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>						
31	73-801-000-0000-6178		25.98	WELCOME BREAKFAST 11/23/2022		EMPLOYEE WELLNESS	N
	<b>21275 ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>25.98</b>		1 Transactions		
801	<b>DEPT Total:</b>		<b>25.98</b>	<b>NON-DEPARTMENTAL</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
73	<b>Fund Total:</b>		<b>25.98</b>	<b>INSURANCE</b>		<b>1 Transactions</b>	
	<b>Final Total:</b>		<b>18,950.74</b>	<b>18 Vendors</b>	<b>78 Transactions</b>		

\*\*\* **Redwood County** \*\*\*



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	18,449.36	GENERAL
3	475.40	ROAD AND BRIDGE
73	25.98	INSURANCE
<b>All Funds</b>	<b>18,950.74</b>	<b>Total</b>

Approved by, .....

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\*\*\* Redwood County \*\*\*



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12/29/22 2:42PM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Print List in Order By:	2	1 - Fund (Page Break by Fund)	Page Break By:	1	1 - Page Break by Fund
		2 - Department (Totals by Dept)			2 - Page Break by Dept
		3 - Vendor Number			
		4 - Vendor Name			

Explode Dist. Formulas?: Y

Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?: N

\*\*\* **Redwood County** \*\*\*



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
41	DEPT			AUDITOR-TREASURER			
57912	MINNESOTA ASSN OF COUNTY OFFICERS						
3	01-041-000-0000-6242		1,080.00	2023 MACO DUES 01/01/2023 12/31/2023	STMT	DUES & REGISTRATION FEES	N
	<b>57912 MINNESOTA ASSN OF COUNTY OFFICERS</b>		<b>1,080.00</b>	<b>1 Transactions</b>			
57205	MINNESOTA ASSN OF TOWNSHIPS						
4	01-041-000-0000-6401		15.00	MN TOWNSHIP NEWS SUBSCRIPTION 01/01/2023 12/31/2023	S100907	OFFICE SUPPLIES & EQUIPMENT MAI	N
	<b>57205 MINNESOTA ASSN OF TOWNSHIPS</b>		<b>15.00</b>	<b>1 Transactions</b>			
41	<b>DEPT Total:</b>		<b>1,095.00</b>	<b>AUDITOR-TREASURER</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
101	DEPT			RECORDER			
57480	MN LAND TITLE ASSOCIATION						
14	01-101-000-0000-6242		150.00	2023 MEMBERSHIP DUES 01/01/2023 12/31/2023	STMT	DUES & REGISTRATION FEES	N
	<b>57480 MN LAND TITLE ASSOCIATION</b>		<b>150.00</b>	<b>1 Transactions</b>			
101	<b>DEPT Total:</b>		<b>150.00</b>	<b>RECORDER</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
201	DEPT			SHERIFF			
8690	BROWN-LYON-REDWOOD DRUG TASK						
1	01-201-000-0000-6368		63,927.50	2023 DRUG TASK FORCE DUES 01/01/2023 12/31/2023	2022-006	DRUG TASK FORCE	N
	<b>8690 BROWN-LYON-REDWOOD DRUG TASK</b>		<b>63,927.50</b>	<b>1 Transactions</b>			
999999930	MSCIC						
5	01-201-000-0000-6242		300.00	REG @ MSCIC CON - HB & AS 01/01/2023 12/31/2023	0093.0095	DUES & REGISTRATION FEES	N
	<b>999999930 MSCIC</b>		<b>300.00</b>	<b>1 Transactions</b>			
88693	TRITECH SOFTWARE SYSTEMS						
10	01-201-000-0000-6401		3,000.00	2023 LETG SOFTWARE 01/01/2023 12/31/2023	37067	OFFICE SUPPLIES & EQUIPMENT MAI	Y
9	01-201-000-0000-6407		3,000.00	2023 LETG SOFTWARE 01/01/2023 12/31/2023	37067	JAIL EXPENSES	Y
8	01-201-000-0000-6617		10,527.93	2023 LETG SOFTWARE 01/01/2023 12/31/2023	37067	RMS	Y

\*\*\* **Redwood County** \*\*\*



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
88693	TRITECH SOFTWARE SYSTEMS		16,527.93		3 Transactions		
201	<b>DEPT Total:</b>		80,755.43	<b>SHERIFF</b>	<b>3 Vendors</b>	<b>5 Transactions</b>	
202	DEPT			E-911 SYSTEM			
88693	TRITECH SOFTWARE SYSTEMS						
11	01-202-000-2756-6406		24,366.87	2023 LETG SOFTWARE 01/01/2023 12/31/2023	37067	DISPATCH EXPENSES	Y
88693	TRITECH SOFTWARE SYSTEMS		24,366.87		1 Transactions		
202	<b>DEPT Total:</b>		24,366.87	<b>E-911 SYSTEM</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
601	DEPT			AGRICULTURAL INSPECTION			
57190	MACPZA						
2	01-601-000-0000-6242		250.00	2023 DUES - SW& NB 01/01/2023 12/31/2023	STMT	DUES & REGISTRATION FEES	N
57190	MACPZA		250.00		1 Transactions		
80537	SCHNEIDER GEOSPATIAL LLC						
6	01-601-000-2775-6242		12,300.00	SYSTEM SUPPORT & MAINT 01/01/2023 12/31/2023	I001202.1204	DUES & REGISTRATION FEES	N
80537	SCHNEIDER GEOSPATIAL LLC		12,300.00		1 Transactions		
601	<b>DEPT Total:</b>		12,550.00	<b>AGRICULTURAL INSPECTION</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
620	DEPT			SOIL AND WATER CONSERVATION DIST			
999999930	SWMASWCD AREA V						
7	01-620-000-0000-6242		400.00	2023 AREA V DUES 01/01/2023 12/31/2023	STMT	DUES & REGISTRATION	N
999999930	SWMASWCD AREA V		400.00		1 Transactions		
620	<b>DEPT Total:</b>		400.00	<b>SOIL AND WATER CONSERVATION DIST</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
1	<b>Fund Total:</b>		119,317.30	<b>GENERAL</b>		<b>12 Transactions</b>	

\*\*\* **Redwood County** \*\*\*



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>802</b>	DEPT			DEBT SERVICE			
	90595 <b>U S BANK</b>						
12	31-802-000-2711-6702		240,000.00	1,170,000 BOND PRIN - 2016A 01/03/2023 01/03/2023	2157725	BOND PRINCIPAL 2016A REF	N
13	31-802-000-2711-6705		4,900.00	1,170,000 BOND INT - 2016A 01/03/2023 01/03/2023	2157725	BOND INTEREST PAYMENTS 2016A R	N
	<b>90595 U S BANK</b>		<b>244,900.00</b>	<b>2 Transactions</b>			
<b>802</b>	<b>DEPT Total:</b>		<b>244,900.00</b>	<b>DEBT SERVICE</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>31</b>	<b>Fund Total:</b>		<b>244,900.00</b>	<b>DEBT SERVICE</b>		<b>2 Transactions</b>	
	<b>Final Total:</b>		<b>364,217.30</b>	<b>11 Vendors</b>	<b>14 Transactions</b>		

\*\*\* **Redwood County** \*\*\*



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	119,317.30	GENERAL
	31	244,900.00	DEBT SERVICE
	<b>All Funds</b>	<b>364,217.30</b>	<b>Total</b>

Approved by, .....  
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**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b> 01/03/2023	<b>Originating Dept.:</b> Sheriff's Office
<b>Preferred 2<sup>nd</sup> Date:</b> 01/17/2023	
<b>Discussion Item:</b> Credit card for Chief Deputy Katelyn Torgerson	<b>Presenter:</b> Jason Jacobson
	<b>estimated time needed:</b>
<b>Board Action:</b> <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Approve county credit card for Chief Deputy Katelyn Torgerson

**Background Information:**

[Redacted area]

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

[Redacted area]

Reviewed by Administrator:  Yes  No

**\*\* The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day \*\***

**REDWOOD COUNTY CREDIT CARD POLICY  
DEPARTMENT REQUEST FOR CREDIT CARD  
(Appendix #24)**

To: Auditor-Treasurer's Office  
From: Sheriff Jason Jacobson  
(Department Head)

**RE: Department Request for Credit Card**

The following employee is authorized to be issued a Redwood County Credit Card for the Department indicated.

Full Name (print): Katelyn Elizabeth Rose Torgerson

Signature: Katelyn Torgerson

Title: Chief Deputy

Department: Redwood County Sheriff's Office

Single Purchase Limit: \$4,000<sup>00</sup>

30-Day Limit (not to exceed \$2,500 per department): \$8,000<sup>00</sup>

I have read the Redwood County Credit Card Use Policy and I understand the responsibility of purchasing services and supplies using the Redwood County Credit Card Program. I agree to abide by the policy for the use of a credit card. I also understand that misuse of the card can result in disciplinary action or may be cause for dismissal.

Katelyn Torgerson  
Department Employee

12/28/22  
Date

[Signature]  
Signature of Department Head

12/28/22  
Date

\_\_\_\_\_  
Auditor-Treasurer

\_\_\_\_\_  
Date

**Signed Original-Employee Personnel File    Copy-Department Head    Copy-Employee**



# Cardholder Agreement

(Appendix #21)

The Elan Financial Services Credit Card represents Redwood County's trust in you. You are empowered as a responsible agent to safeguard county assets. Your signature below is verification that you have read the accounting policies and procedures manual concerning credit cards and agree to comply with it as well as the following responsibilities. It also acknowledges that you have received credit card #XXXX-XXXX-XXXX-XXXX.

1. I understand the card is for county-approved purchases only and I agree not to charge personal purchases.
2. Improper use of this card can be considered misappropriation of county funds. This may result in disciplinary action up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify Elan Financial Services by telephone. I will confirm the telephone call by mail or facsimile with a copy of the notification to the program administrator.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in my name. I am considered responsible for any and all charges against the card.
6. All charges will be billed directly to and paid directly by Redwood County. The bank cannot accept any monies from me directly; therefore any personal charges billed to the county could be considered misappropriation of county funds.
7. As the card is county property, I understand that I may be periodically required to comply with internal control procedures designed to protect county assets. This may include being asked to produce the card to validate its existence and account number. I may also be asked to produce receipts and statements to audit its use.
8. I will print out a Monthly Cardholder Statement, which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier or the bank.
9. I understand the credit card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the county and/or to provide for county travel. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

### AUTHORIZATION

Employee Signature.....

*Kateilyn Torgerson*

Approving Manager Signature

*Jason Jacobson*

Employee Printed Name

Kateilyn Torgerson

Date

12/28/22

Manager Printed Name

Jason Jacobson

Date

12/28/22



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	1/3/2023	<b>Originating Department:</b>	Aud/Treas
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>		<b>Presenter:</b>	Jean
		<b>estimated time needed:</b>	5 min
<b>Board Action:</b>		<input checked="" type="checkbox"/> <b>Yes, action required</b> <input type="checkbox"/> <b>No, informational only</b>	

**If Action, Board Motion Requested:**

Motion to pass resolution:

1) Resolution to Designate Depositories for 2023

**Background Information:**

Each year the board must pass the designation of depositories.

Supporting Documents:  Attached     None

County Attorney Reviewed Information:  Completed     In Progress     Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes     No

**\*\* The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day \*\***

**Redwood County Board of Commissioners**

403 South Mill Street

P.O Box 130

Redwood Falls, MN 56283

Phone: (507) 637-4016 Fax: (507) 637-4017

redwoodcounty-mn.us



MN Statute 118A.02 subd. 1 (a) The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.

**DESIGNATION OF DEPOSITORIES**

(for Deposit Accounts)

**DEPOSITOR:** County of Redwood  
403 South Mill Street  
Redwood Falls, MN 56283

**FINANCIAL INSTITUTIONS:** Bremer Bank, NA  
Bremer Wealth Management  
Hometown Bank  
Integrity Bank Plus  
Minnwest Bank M.V.  
U.S. Bank  
Wanda State Bank  
MAGIC Fund  
Wells Fargo Advisors  
Multi-Bank Securities  
State Bank of Taunton

I, the undersigned Administrator of the County named above, hereby certify that the County of Redwood is organized and existing under and by virtue of the laws of the state of Minnesota as a corporation for profit, with its principal address at 403 South Mill Street, Redwood Falls, MN 56283.

Account Holder: County of Redwood is the complete and correct name of the Account Holder.

**I FURTHER CERTIFY** that at a meeting of the Board of Commissioners of the County of Redwood, duly and regularly called and held on January 3, 2023, at which a quorum was present and voting, the following resolutions were adopted:

**RESOLVED**, that the Financial Institutions named above at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of the County, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: Any one (1) of the following named officers or employees of the County (“Agents”), whose actual signatures are shown below:

*1st District*

**RICK WAKEFIELD**

P.O. Box 473

Walnut Grove, MN 56180

(507) 859-2369

Rick\_W@co.redwood.mn.us

*2nd District*

**JIM SALFER**

865 Pine Street

Wabasso, MN 56293

(507) 342-2431

Jim\_S2@co.redwood.mn.us

*3rd District*

**DENNIS GROEBNER**

250 Center Street

Clements, MN 56224

(507) 692-2235

Dennis\_G@co.redwood.mn.us

*4th District*

**BOB VANHEE**

503 Fallwood Road

Redwood Falls, MN 56283

(507) 616-1000

Bob\_V@co.redwood.mn.us

*5th District*

**DAVE FORKRUD**

P.O. Box 235

Belview, MN 56214

(507) 430-1907

Dave\_F@co.redwood.mn.us

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Jean Price  
Authorized Signer Printed Name

Vicki Kletscher  
Authorized Signer Printed Name

Authorized Signature

Authorized Signature

And that the Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agent's signing the same.

**FURTHER RESOLVED**, that the Financial Institution is hereby directed to accept and pay without further inquiry any item drawn against any of the County's accounts with the Financial Institution bearing the signature or signatures of Agents, as authorized above or otherwise even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

**FURTHER RESOLVED**, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by Redwood County for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.

**FURTHER RESOLVED**, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the County may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.

**FURTHER RESOLVED**, that the authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. Financial Institution shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

<b>1st District</b> <b>RICK WAKEFIELD</b> P.O. Box 473 Walnut Grove, MN 56180 (507) 859-2369 Rick_W@co.redwood.mn.us	<b>2nd District</b> <b>JIM SALFER</b> 865 Pine Street Wabasso, MN 56293 (507) 342-2431 Jim_S2@co.redwood.mn.us	<b>3rd District</b> <b>DENNIS GROEBNER</b> 250 Center Street Clements, MN 56224 (507) 692-2235 Dennis_G@co.redwood.mn.us	<b>4th District</b> <b>BOB VANHEE</b> 503 Fallwood Road Redwood Falls, MN 56283 (507) 616-1000 Bob_V@co.redwood.mn.us	<b>5th District</b> <b>DAVE FORKRUD</b> P.O. Box 235 Belview, MN 56214 (507) 430-1907 Dave_F@co.redwood.mn.us
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I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of Redwood County; that they are in full force and effect and have not been modified in any manner whatsoever.

The above resolution was adopted by the Board of Commissioners of Redwood County on this 3<sup>rd</sup> day of January, 2023.

\_\_\_\_\_  
Board Chair  
Redwood County Board of Commissioners

\_\_\_\_\_  
Vicki Kletscher  
County Administrator

*1st District*

**RICK WAKEFIELD**

P.O. Box 473

Walnut Grove, MN 56180

(507) 859-2369

Rick\_W@co.redwood.mn.us

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## ROAD & BRIDGE AGENDA

January 3, 2023

1. Authorize Engineer to pay certain permit fees
2. Resolution to use Website to advertise 2023 transportation projects for bid
3. Authorize out of state travel request
4. Approve the purchase of 2 plow pups
5. Township sign responsibility continuation

### Other Discussion Items:

- \*



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	1/3/2023	<b>Originating Dept.:</b>	Highway
<b>Preferred 2<sup>nd</sup> Date:</b>	NEXT AVAILABLE		
<b>Discussion Item:</b>		<b>Presenter:</b>	Anthony Sellner, P.E.
Authorize to pay permits in 2023		<b>estimated time needed:</b>	5 mins
<b>Board Action:</b> <input checked="" type="checkbox"/> Yes, action required		<input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Authorize County Engineer to pay permit fees including but not limited to; MPCA Storm Water, DNR, COE and others for Redwood County projects as required.

**Background Information:**

Any construction project disturbing > 1 acre requires a MN Pollution Control Agency Permit. Any bridge replacement project working in the waters of the State may require a DNR and/or COE permit. Other agencies that may require project submittal items may include Soil & Water, Historical/Archeological Society, and others.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

**\*\* The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day \*\***



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	1/3/2023	<b>Originating Dept.:</b>	Highway
<b>Preferred 2<sup>nd</sup> Date:</b>	NEXT AVAILABLE		
<b>Discussion Item:</b>		<b>Presenter:</b>	Anthony Sellner, PE
Approve resolution to use website advertisement		<b>estimated time needed:</b>	5 mins
<b>Board Action:</b> <input checked="" type="checkbox"/> Yes, action required		<input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Approve resolution to use Redwood County website advertisement for the 2023 transportation project bid request

**Background Information:**

[Empty text box for background information]

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

[Empty text box for administrators comments]

Reviewed by Administrator:  Yes  No

**\*\* The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day \*\***

**Redwood County Board of Commissioners**

403 South Mill Street

P.O Box 130

Redwood Falls, MN 56283

Phone: (507) 637-4016 Fax: (507) 637-4017

redwoodcounty-mn.us



**Resolution**

**Use Website Advertisement for Transportation Project Bids**

*January 3, 2023*

The following Resolution was offered by Commissioner \_\_\_\_\_ and moved for adoption at a Regular Meeting held on January 3, 2023 at the Redwood County Government Center, Redwood Falls, MN:

WHEREAS, Minn. Statute #331A.12, allows a county to use its website as publication for transportation contracts;

NOW, THEREFORE BE IT RESOLVED, the County of Redwood designates publication for transportation contracts on the County website, <https://redwoodcounty-mn.us/>, in place of or in addition to any other required form of publication,

FURTHERMORE, each year after designating publication on the County website, the County of Redwood must publish in a qualified newspaper in the jurisdiction and on the website notice that the County will publish any advertisements for bids on its website,

FURTHERMORE, that any dissemination by alternative means must be in substantially the same format and for the same period of time as a publication would otherwise be required under Minn. Statute #331A.12 Subd.3,

FURTHERMORE, a political subdivision that publishes notice on its website must ensure that a permanent record of publication is maintained in a form accessible by the public per Statute #331A.12 Subd.4.

Seconded by Commissioner \_\_\_\_\_ and the same being put to a vote was duly carried.

This Resolution shall be effective immediately and without publication.

Adopted by the following vote: Ayes \_ Nays \_

Dated this \_\_\_ day of January, 2023

\_\_\_\_\_  
Board Chair, Redwood County

ATTEST:

\_\_\_\_\_  
Administrator, Redwood County

**1st District**  
**RICK WAKEFIELD**  
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Walnut Grove, MN 56180  
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**5th District**  
**DAVE FORKRUD**  
P.O. Box 235  
Belview, MN 56214  
(507) 430-1907  
Dave\_F@co.redwood.mn.us



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b> 01/03/2023	<b>Originating Dept.:</b> Highway
<b>Preferred 2<sup>nd</sup> Date:</b> NEXT AVAILABLE	
<b>Discussion Item:</b>	<b>Presenter:</b> Anthony Sellner County Engineer
Approve Out-of-State Travel Request	<b>estimated time needed:</b> 5 mins
<b>Board Action:</b> <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Approve out-of-state travel request for Matt Guetter.

**Background Information:**

Matt is the Sign Specialist in the High Department and attends ATSSA's Northland "How To" workshop in Fargo, ND every year. This workshop provides education and training on the inspection, maintenance, and selection of pavement markings, signage, and temporary traffic control. The estimated cost will exceed \$500 requiring board approval.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

**\*\* The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day \*\***

# OUT-OF-STATE TRAVEL REQUEST

EMPLOYEE(S): Matthew Couetter

EVENT: ATSSA How To Conf

LOCATION: Fargo, ND DATES: 3/13/23 - 3/15/23

**EXPENSE ESTIMATE:**

Registration: 195 Lodging: 296.14

Meals: 105 Per Diems: \_\_\_\_\_

Transportation: \_\_\_\_\_ (Include: Airfare, rental car, taxi cab, fuel, etc. for all employees)

Other: \_\_\_\_\_ Other: \_\_\_\_\_

Explanations, if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL EXPENSES: 596.14 DEPARTMENT:  Hwy De PT

I acknowledge the information and estimated expenses are to the best of my knowledge and in accordance with Redwood County Policies.

EMPLOYEE: [Signature] DATE: 12/15/22

SUPERVISOR: [Signature] DATE: 12/15/22

Total travel expenses under \$500: require approval by the County Administrator.  
Total travel expenses over \$500: require approval by the County Board.

APPROVED BY: \_\_\_\_\_ DATE:   /  /

# Invoice

## Northland "How To" Conference



March 13-15, 2023  
Delta Marriott in Fargo, N.D.

INVOICE DATE: December 15, 2022

#: 424191

**Sold To:**  
Matthew Guetter  
Redwood County Highway Dept  
1820 East Bridge St  
Redwood Falls, MN 56283

Date	Description	Unit Price	Qty	Gross Amount
12/15/2022	Northland How To 2023 Registration	\$195.00	1	\$195.00
			Total Sales	\$195.00
				(\$195.00)
12/15/2022	Payment by VISA Paula Olson *0786			
			Balance Due	\$0.00





**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	1/3/2023	<b>Originating Dept.:</b>	Highway
<b>Preferred 2<sup>nd</sup> Date:</b>	NEXT AVAILABLE		
<b>Discussion Item:</b>		<b>Presenter:</b>	Anthony Sellner, PE
Approve purchase of two tandem axle snowplow pup trailers.		<b>estimated time needed:</b>	5 mins
<b>Board Action:</b>		<input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Approve purchase of two tandem axle snowplow pup trailers from Towmaster in the amount of \$49,985 each.

**Background Information:**

The total amount of this purchase is \$99,970. The budgeted amount for these two pups is \$95,000. The excess amount will be funded through the miscellaneous small equipment budget.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

**\*\* The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day \*\***



**TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355**  
**PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517**  
**TOWMASTERTRUCK.COM**

**Reference No.**  
**QT 75995**

**\*\* QUOTATION \*\***

<b>Ship To:</b> REDWOOD COUNTY HIGHWAY DEPT. 1820 EAST BRIDGE STREET  REDWOOD FALLS MN 56283 USA	<b>Cust:</b> 3617 <b>Phone:</b>	<b>Bill To:</b> REDWOOD COUNTY HIGHWAY DEPT. P.O. BOX 6  REDWOOD FALLS MN 56283	<b>Phone:</b>
--	------------------------------------	---	---------------

ATTN: Roger Polkow 507-430-3602

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	11/01/22	11/02/22	0/00/00

Serial No.	Qty	Part No.	Description	Price Ea.	Net Amt.
	1		WARRANTY - TOWMASTER EXCLUSIVE WARRANTY: 5 yr Steel/Stainless Steel Body Structure; 5 yr Whelen LED Light Systems; Hoists; 4 yr SwapLoader Hoists; 1 year Swenson Spreaders, 2 yr Hyd, FALLS Snow Equip, Tele/Scissor Hoists, and all other items.		
	1	TP2STRC	Pup trailer, Tandem, 72" WS Hutch Suspension, 15' Solid Tongue, 12'6" Edge RC dump body, 50-46-46, Mailhot C-111 Series Hoist, Air, Hyd, & Elect Lines, Lighting, Aluminum Diamond Plate Fenders, Frame Painted Gloss Black, Rock Chip Guard (black) applied to Front Panel, w/balance of Body Painted . LESS TIRES & RIMS (see options)	\$44,291.00	\$44,291.00
	1	9900206P	Pup, Ladder, Flip-away, w/steps & grab handle above (ea)	\$478.00	\$478.00
	8	9904997	Tire & Rim, 11R-22.5 Hwy tread tire on 10-hole steel painted rim, Installed (ea)	\$652.00	\$5,216.00

**Price: \$49,985.00**

**Total Discounts:**

**Net Cost: \$49,985.00**

**Freight**

**Total: \$49,985.00**

**Accepted by**

**Date**



1130 73rd Avenue NE  
 Fridley, MN 55432  
 (763) 571-1902  
 1-800-795-1902  
 Fax # (763) 571-5091

Highway 60 East  
 Lake Crystal, MN 56055  
 (507) 726-6041  
 1-800-722-0588  
 Fax # (507) 726-2984

[www.crysteeltruck.com](http://www.crysteeltruck.com)

AN EQUAL OPPORTUNITY EMPLOYER

Date: 12/8/2022  
 Company: Redwood County Hwy Dept  
 Contact: Roger Polkow  
 Phone#: 507-637-4056; Cell 507-430-3602  
 Email: [Roger\\_P@co.redwood.mn.us](mailto:Roger_P@co.redwood.mn.us)

Reference:  
 Address: 1820 East Bridge Street  
 P.O. Box 6  
 City: Redwood Falls  
 State: MN 56283

REFERENCE: COOPERATIVE PURCHASE OF EQUIPMENT FROM STATE OF MINNESOTA  
 CONTRACT NO: 206477  
 RELEASE NO: T-603(5)  
 CONTRACT PERIOD: FEBRUARY 1, 2022, THROUGH JANUARY 31, 2023  
 EXTENSION OPTION: Up to 48 months  
 1-UNIT  
 STATE COOPERATIVE PRICING

<u>QTY</u>		<u>Price Each</u>	<u>Extended</u>
<b>1.0</b>	<b><u>1.0 Pup Trailer</u></b>		
	<b><u>MAKE AND MODEL</u></b>		
	GVWR	Cancade 14' Fixed Pole Tandem Axle Pup Trailer	
	Payload Capacity	37,478 lbs.	
	Deck Length	24,035 lbs. approximate	
	Deck Width	14'	
	Loading Deck Height	96"	
	Construction	79" ground to top of side - approximate	
	Decking Material	Floor & inner gate panel - 3/16 AR200, Front & Outer Gate - 10ga CQ, Outer Wall - 12ga CQ, Inner Wall - 10ga GR50, & Long Sills 7ga CQ	
	Headboards	3/16" AR200 steel floor	
		Flat front or dog house style, front post telescopic Mailhot hoist	
	<b><u>SUSPENSION</u></b>		
	Type	H9700 Hutch spring suspension with 49" axle spacing	
	Axles	25,000 lb. axles	
	Axle Make	IMT	
	Tires	11R22.5 Sailun Tires on white steel unimount rims	
	Wheels	Drum wheels Uni-Mount	
	<b><u>BRAKES</u></b>	Gunite 16" x 7.5" air brake w/ slack adj	
	<b><u>ELECTRICAL WIRING SYSTEM</u></b>		
		Grote	
	<b><u>TONGUE</u></b>		
	Style	Fixed Tongue	

	Main Frame Material	Tongue frame 8"x 8" x 3/8" HSS Frame; trailer frame steel channel; full depth cross members are integrated and welded to the suspension hangers		
	Length	Fixed tongue 180" approx. total length, 57" ahead of main frame tapers		
	Hitch Type	Premier 407SE		
	Safety Chains	Included		
	Tongue Stand	10,000 lb. jack		
	Paint	Sandblasted, epoxy primed and painted 1 color urethane top coat (non base coat clear coat)		
	Warranty (Months/Years)	1 year		
2		<b>BASE UNIT PRICE FOR COMPLETE PUP</b>	\$53,370.00	\$106,740.00
2	2.1	MN/DOT Wiring and lighting - Price per specs.	\$177.00	\$354.00

**Total Package Price**

**\$107,094.00**

\*\*\*PRICES SHOWN DO NOT INCLUDE ANY APPLICABLE TAXES OR FEES\*\*\*

Cost Per Loaded Mile for Delivery:

\$4.00

Starting Point:

Lake Crystal, MN

\*A WRITTEN PURCHASE ORDER MUST BE RETURNED SPECIFYING PURCHASE OF THIS EQUIPMENT OFF THE STATE OF MINNESOTA COOPERATIVE PURCHASE CONTRACT

\*NO EXHAUST WORK INCLUDED FOR TRUCKS WITH NEW EMISSION CONTROL EXHAUST SYSTEMS. EXHAUST SYSTEMS CANNOT BE MODIFIED.

\*ALL LABOR COSTS ARE BASED ON INSTALLING EQUIPMENT ON A TRUCK CHASSIS WITH ALL TRUCK ITEMS OUT OF THE WAY FOR EQUIPMENT INSTALLATION. IF CRYSTEEL HAS TO MOVE FUEL TANKS, AIR TANKS, AIR DRYER, ETC. EXTRA CHARGES MAY APPLY

Vendor Name:	<b>Crysteel Truck Equipment-Lake Crystal</b>
Contact Person:	<b>Josh Miller</b>
Street Address:	<b>52248 Ember Rd</b>
City, State, Zip:	<b>Lake Crystal, MN 56055</b>
Phone #:	<b>(507) 726-6041</b>
Toll Free #:	<b>(800) 722-0588</b>
Fax #:	<b>(507) 726-2984</b>
Email Address:	<a href="mailto:jmiller@crysteeltruck.com">jmiller@crysteeltruck.com</a>

**OPTIONS -- The below options are NOT included in the above package pricing**

<b><u>1.0 Pup Trailer OPTIONS</u></b>		
2.3	24.5 tire upgrade	\$537.00
2.4	Aluminum rim upgrade	\$1,746.00
2.5	Air ride upgrade	\$4,002.00
2.6	Tub style body upgrade	\$1,056.00
2.7	3/16" AR400 floor	\$486.00
2.8	3/16" AR400 sidewall upgrade	\$486.00
2.9	3/16" AR400 end gate inner wall	\$112.00
2.10	3/16" AR400 front wall	\$224.00
2.11	1/4" AR400 floor	\$815.00
2.12	1/4" AR400 end gate inner wall	\$196.00
2.13	1/4" AR400 front wall	\$280.00
2.14	Electric flip tarp upgrade	\$1,458.00
2.15	High lift hydraulic gravel gate including cylinders and short hose kit (no valves)	\$3,140.00
2.16	Aluminum body upgrade	\$8,390.00
2.17	Custom paint on gravel body (Not one of the 6 Utech colors in plastic case)	\$672.00
2.18	Custom paint on side boards (Other than black)	\$272.00
2.19	Aluminum checker plate front on pups	\$560.00
2.20	Aluminum checker plate toolbox for pup reach	\$560.00
2.21	Neoprene tarp upgrade	\$243.00
2.22	Turnbuckles and rubber seal for Hazardous Material gate	\$727.00
2.23	40" sidewall upgrade	\$485.00
2.24	Vibrator DC3200	\$2,034.00





**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	12/27/2022	<b>Originating Dept.:</b>	Highway
<b>Preferred 2<sup>nd</sup> Date:</b>	NEXT AVAILABLE		
<b>Discussion Item:</b>		<b>Presenter:</b>	Anthony Sellner, PE
Township Signs		<b>estimated time needed:</b>	5 mins
<b>Board Action:</b>	<input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Inventory, maintenance and replacement of township signs continue to be a responsibility of each township and that the County Highway Department will provide limited, billable, discretionary support as required.

**Background Information:**

In Redwood County there are 5,800 County Road and County State Aid signs, 4,500 township signs, and 1,500 City owned signs. The Highway Sign Specialist is responsible for the County's signs, striping on the County's paved roads, calcium chloride applications to gravel roads, and traffic control, striping and signing plans on the County's construction projects.

See attached memo sent to each township on November 19, 2020.

The Redwood County Highway Department will continue to offer emergency sign support to townships as needed and called upon by the townships, such as replacing knocked over stop signs and bridge load postings, and provide limited, discretionary and infrequent sign replacements as requested. This support will be at the County's billable truck and employee rate and mileage. After installation, townships are responsible for inventory, maintenance and future replacement.

Townships can contact the attached list of vendors and suppliers for regular replacement needs as well.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

**\*\* The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day \*\***

November 19, 2020

Redwood County Township Officers

Re: Township Road Signs

Dear Town Officer:

We received an inquiry from a Redwood County Township Officer regarding responsibilities for Township signs. I thought all the townships may all be interested in this question and so am responding to all of you.

The Township signs are the responsibility of each township, just as the town roads and bridges are. The signs are an important part of the town road system.

In the late 1980's, there was a Federal sign program providing funds to inventory and install new township signs. The Federal program required the Counties act as agent for the townships and contract for this work. Redwood County acted as agent as a service to the Townships, similar to how the County acts as agent to the townships for bridge safety inspection and bridge construction.

In short – the inventory, maintenance and replacement of signs on Town Roads is a township responsibility. We do assist with sale of signs to townships and advice as requested.

On another note – it has been an honor and pleasure to serve as the Interim County Engineer during the military deployment of Anthony Sellner, P.E., your appointed County Engineer. Anthony will be returning on November 30, 2020.

Sincerely,

Alan Forsberg, P.E.

Cf: County Commissioners

Vicki K

Jamie L; jeff B; Matt G

y:\al\_f\town signs jurisdiction.docx

# **SIGN CONTRACTORS**

## **Installers / Rentals**

*All State Traffic Control*

320-685-9911

Allstatetrafficmn.com

*Warning Lites*

612-521-4220 / 800-766-5483

Warninglitesmn.com

*ID Sign Solutions*

John Peterson

952-201-1906

Idsignsolutions.com

## **Sign Sales**

*Newman Signs*

701-252-1970

Newmansigns.com

*M-R Sign Co. Inc.*

218-736-5681

Mrsigncompany.com

## **Guardrail Sales/Install**

*HR Construction*

13349 Co. Rd. 35

Dalton, MN 56324

218-589-8707





**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	1/3/2023	<b>Originating Dept.:</b>	EDA
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>	Presenter: Briana Mumme		
SW MN Housing Partnership Contract for CDBG Broadband Grant Administrative Services	<b>estimated time needed:</b>	5 minutes	
<b>Board Action:</b> <input checked="" type="checkbox"/> <b>Yes, action required</b> <input type="checkbox"/> <b>No, informational only</b>			

**If Action, Board Motion Requested:**

Authorization to enter into contract with the Southwest Minnesota Housing Partnership for \$50,000, plus mileage to provide administrative services to the Redwood County Economic Development Authority for the Small Cities Community Development Block Grant - Coronavirus (CDBG-CV) Broadband program (pending County Attorney review).

**Background Information:**

Redwood County is a recipient of the CDBG-CV grant for the deployment of a fiber network within the city of Sanborn and Charlestown Township in the amount of \$1.7M. An additional \$155,964 is allocated for administrative activities. One of the eligible uses of the administrative funds is to contract with a private non-profit to provide grant administrative services for the duration of the grant. ED Coordinator submitted a request to collect a proposal from Community and Economic Development Associates (CEDA) and the Southwest Minnesota Housing Partnership (SWMHP) for these services. CEDA responded on 11/3/2022 they would not submit a proposal, leaving SWMHP as the only respondent. All expenses incurred as outlined in the contract will be paid through the CDBG-CV administrative fund.

The SWMHP contract was received 12/28/2022 and has been sent to County Attorney Peterson for review.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

[Empty box for Administrator Comments]

Reviewed by Administrator:  Yes  No

**\*\* The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day \*\***



## Redwood County Broadband Development

Proposal to Administer the CDBG-CV Broadband Project



Proposal for:  
Briana Mumme  
Economic Development Coordinator  
Redwood County  
12/19/2022

Jen Theneman  
Dir. of Real Estate & Community Development  
507.836.1610  
jent@swmhp.org  
2401 Broadway Avenue  
Slayton, Minnesota 56172



December 20, 2022

Redwood County, MN  
Attn: Briana Mumme  
403 S. Mill Street  
Redwood Falls, MN 56283  
Telephone: (507) 637-1122  
Email: Briana\_m@co.redwood.mn.us  
Re: Proposal for Administration of CDBG-CV Broadband Project

Dear Ms. Mumme,

On behalf of Southwest Minnesota Housing Partnership ("SWMHP", the "Developer"), we are pleased to submit the attached proposal outlining activities to assist you in completion of the Broadband Expansion and Installation work in Sanborn and Charlestown Township, located in Redwood County, MN.

### **Proposed Scope of Work**

As previously discussed, we are enclosing the following documents for your review:

- Development Services Agreement
- Broadband Services Summary – an outline of tasks to be completed with assignments for the various stakeholders involved in the project

### **About the Developer - SWMHP**

The Southwest Minnesota Housing Partnership is a non-profit community development corporation serving communities throughout Southwest and South-Central Minnesota. The Mission of the Partnership is to "Create thriving places to live, grow and work through partnerships with communities." Our goal is to build strong and healthy places to live by supporting the preservation, stability, and economic development of our communities, so all may thrive. We do this by promoting and delivering a high-quality comprehensive menu of housing and commercial services and products.

SWMHP was founded in Slayton, Minnesota around the time devastating tornadoes went through the nearby communities of Lake Wilson and Chandler in 1992. We assisted in rebuilding those communities and have continued to call Slayton our home ever since, while adding an office in Mankato as well. We have completed numerous development projects with communities across the region and offer a range of services including:

- Community Planning, Building & Engagement
- Housing Preservation
- Commercial Redevelopment
- Land Development & Redevelopment
- Multi-Family Housing Development

- Infrastructure Development and Administration
- Housing Assessments and Inspections
- Supportive Housing Services

My colleague, Jesse Schott, Director of Construction Services and I are happy to meet to discuss the proposal and answer any questions you may have prior to your upcoming County Board meeting. We also welcome any comments or questions which Redwood County representatives may have.

Thank you for the opportunity to consider this exciting project and to pursue an outcome that can be broadly beneficial to Sanborn and Charlestown Township, as well as the whole County.

Sincerely yours,

*Jen Theneman*

Jen Theneman  
Director of Real Estate and Community Development  
Southwest Minnesota Housing Partnership

**AGREEMENT FOR DEVELOPMENT SERVICES  
BY AND BETWEEN THE REDWOOD COUNTY ECONOMIC DEVELOPMENT AUTHORITY AND THE  
SOUTHWEST MINNESOTA HOUSING PARTNERSHIP**

**THIS CONTRACT** for the Redwood County CDBG-CV Broadband Project entered into on this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the Redwood County Economic Development Authority (hereinafter the "EDA") and the Southwest Minnesota Housing Partnership (hereinafter the "SWMHP"). In consideration of the mutual covenants and agreements contained herein, the EDA and the SWMHP agree as follows:

**WHEREAS**, the SWMHP will provide certain administration services to the EDA, and

**WHEREAS**, the SWMHP is willing to provide these administration services for the EDA in accordance with the provisions of this agreement; and,

**NOW, THEREFORE**, the parties do hereby mutually agree in consideration of the mutual covenants contained herein as follows:

1. The SWMHP agrees to provide the following services, at the request of the EDA:
  - A. **Administration of Broadband Installation Services** – At the request of the EDA, the SWMHP shall administer and oversee the installation of Fiber-to-the-Premise Network services for the City of Sanborn and the Charlestown Township by a selected Internet Service Provider (ISP). This will include coordination and oversight of the construction and installation process with the selected ISP contractor.
  - B. **Administration of Funds** – To include any paperwork required to approve or release funds.
  - C. **Data Collection and Reporting** – The SWMHP will work with the selected ISP contractor to collect necessary information and submit to Department of Employment and Economic Development (DEED) for the required Labor Standards reporting related to this project.
  - D. **Technical Assistance for Project** - As outlined on the attached Broadband Service Summary.
  
2. Payment For Services.

The EDA hereby agrees to pay \$50,000 to the SWMHP for:

  - A. **The Administration of Broadband Installation Services**
  - B. **The Administration of Funds**
  - C. **The Data Collection and Reporting**
  - D. **The Technical Assistance for Project**

As well as:

  - E. **The Mileage** – The SWMHP will be reimbursed at the current Federal Rate.

According to:

  - F. **The Terms** – Payment of the monthly invoice to be received within 30 days.

3. Covenants and Representations by the EDA. The EDA covenants and represents that the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby, and the fulfillment of the terms and conditions of this Agreement, do not and will not conflict with or result in a breach of any of the terms or conditions of any restrictions contained in any agreement or any instrument to which the EDA is now a party or by which it is bound.
4. Covenants and Representation of the SWMHP. The SWMHP covenants and represents that it is a non-profit corporation, duly organized and existing under the laws of the State of Minnesota and is duly authorized to conduct its activities in the State of Minnesota, has the power to enter into this Agreement, and has by proper action authorized the execution and delivery of this Agreement. The SWMHP further covenants and represents that the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby, and the fulfillment of the terms and conditions hereby do not and will not conflict with or result in the breach of any of the terms or conditions of any restriction contained in any agreement or instrument to which the SWMHP is now a party or by which it is bound , and do not and will not constitute a default under any of the foregoing.
5. Termination. This Agreement shall terminate the earlier of two years from the date hereof or completion of the project. This Agreement may be terminated with or without cause by either party upon thirty (30) days prior written notice to the other party. In the event that a petition in bankruptcy is filed by or against either the SWMHP, or in the event that either party shall make an assignment for the benefit of creditors to take advantage of any insolvency act, either party hereto may immediately terminate this Agreement without notice, but prompt advice of such action shall be given to the other party. In the event of a termination the SWMHP shall receive compensation for services provided prior to the date of such termination.
6. Governing Law. This Agreement shall be construed and interpreted in accordance with the laws of the State of Minnesota.
7. Notices. All notices, certificates or other communications hereunder shall be sufficiently given and shall be deemed given when mailed by first class mail, postage prepaid, with proper addresses as indicated below. Any party may, by written notice given to the other party designate any address or addresses including email, to which notices, certificates or other communications to them should be sent when required as contemplated by this Agreement. Until otherwise provided by the respective parties, all notices, certificates and communications to each of them shall be addressed as follows:

**EDA:**

Redwood County EDA  
Briana Mumme, EDA Coordinator  
403 South Mill Street  
Redwood Falls, MN 56283

**SWMHP:**

Southwest Minnesota Housing Partnership  
Attn: Chief Executive Officer  
2401 Broadway Ave  
Slayton, MN 56172

8. Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
9. Captions. The captions or headings of this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions hereof.
10. Binding Effect. This Agreement shall inure to the benefit and shall be binding upon the EDA and the SWMHP and their respective successors and assigns until this Agreement is terminated.
11. Amendment or Waiver of this Agreement. This Agreement and every part hereof may not be waived or amended except by a writing executed by the EDA and the SWMHP.
12. Assignments. This Agreement shall inure to the benefit of and constitute a binding obligation upon the SWMHP and the EDA, and their respective successors and assigns, provided that neither party assign this Agreement or any of its duties hereunder without the prior written consent of the other party.
13. Conflict of Interest. The SWMHP will identify, disclose and remove itself from any inspection or consulting activities pertaining to properties owned, managed or controlled by the SWMHP or its affiliate companies or organizations. The EDA will be solely responsible for ensuring that qualified services are available, in a timely manner, to those identified properties.
14. Independent Contractor. For the purposes of this Contract, the SWMHP shall be deemed an independent contractor and not an employee of the EDA and all employees of the SWMHP or other persons while engaged in the performance of any work or services required by the SWMHP under this Contract, shall not be considered employees of the EDA.
15. Liability. It is agreed that the EDA shall defend and save the SWMHP harmless from any claims, demands, actions, or causes of action, damages, costs (including attorneys' fees) arising out of any act or omission on the part of the EDA, its agents, servants or employees in performance of, or with relation to any of the work or services provided or furnished by the SWMHP under the terms of this Contract.

**IN WITNESS WHEREOF**, the parties hereunto have executed this Proposal for Development Services the day and year first above written.

**SOUTHWEST MINNESOTA  
PARTNERSHIP**

**REDWOOD COUNTY, MINNESOTA HOUSING  
ECONOMIC DEVELOPMENT  
AUTHORITY**

By: \_\_\_\_\_

Its: Chief Executive Officer

By: \_\_\_\_\_

Its:

By: \_\_\_\_\_

Its: \_\_\_\_\_



**Broadband Services Summary  
Redwood County, MN**

SWMHP

COUNTY

INTERNET INSTALLATION  
CONTRACTOR &  
ENGINEERING PARTNER

CONSULTANT

Tasks	Entity Responsible				Notes
Request for Proposal for Internet Service Provider		✓		✓	
Selection of Internet Service Provider		✓		✓	
Contracting with Selected Internet Service Provider		✓			
Project Planning			✓		Schedules, Phases, Plans, Obtain Permits
Disbursements		✓			
Annual Progress Reports	✓				
Residential Anti-Displacement Policy	✓	✓			
Drug Free Work Place Policy	✓	✓			
Excessive Force Policy	✓	✓			
Income Reuse Plan	✓	✓			
Section 3 Plan	✓	✓			
Fair Housing Plan and Yearly Activities	✓	✓			
Procurement and Contracting		✓			
Equal Opportunity	✓	✓			
Environmental			✓		Bolton and Menk completed
Tier Two Environmental - 5 additional Items			✓		
Federal Objective		✓			
Public Meetings and Closeout Public Hearing	✓	✓			
Section 3 and Women & Minority-Owned Business Reports	✓		✓		Part of Bidding to include in the bids - CCG put together the RFP for ISP. An amendment to the RFP was sent regarding federal labor standards provisions and reporting requirements.
Bid Specifications	✓	✓	✓		Plans & Specifications - these need to be approved by DEED) with the wage decision included. Need to include prints/drawings, maps.
Construction Monitoring - On-site	✓				SWMHP - 2 trips per month
Contractor Pay Application Review	✓	✓			SWMHP and provide to Redwood County to draw funds to pay contractor
Review of Documents	✓				
Review of Schedule	✓				
Labor Standards	✓				
Debarment Check (contractors/subcontractors)	✓				
Construction Contract	✓	✓			Redwood County would put this together with our review to make sure that the Federal Documents are included.
HUD 4010 in Construction Contract	✓				
Equal Opportunity Executive Order	✓				



Jen Theneman  
Dir. of Real Estate & Community Development  
507.836.1610  
jent@swmhp.org  
2401 Broadway Avenue  
Slayton, Minnesota 56172

## Briana Mumme

---

**From:** Annie Nichols <annie.leibel@cedausa.com>  
**Sent:** Thursday, November 3, 2022 12:29 PM  
**To:** Briana Mumme  
**Subject:** SCDP Admin Services - Redwood County

### SECURITY NOTICE:

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact support.

Hello Briana,

Thank you for the opportunity to consider submitting a proposal for your CDBG grant project. In reviewing the information and discussing with our management team, CEDA has decided not to submit a proposal, due to concerns that we would not be able to effectively carry out the administration of the Redwood County Project by the final deadline of March 1, 2024.

In our current open CDBG grants we have encountered many obstacles. Other disbursing agencies across the State have expressed similar concerns. Since the time that Redwood County reached out to CEDA for CDBG administration services, there has been additional communication with DEED regarding the challenges. Unfortunately, the concerns have not yet been resolved.

Please know that this decision was not taken lightly, as CEDA was founded on grant writing, and has worked on the SCDP program for over 20 years.

I know Redwood County was in contact with another non-profit that may bid on this project, so I sincerely hope that they are able to carry out this project. If you'd like to speak with me or someone from our management team, I'd be happy to get you in contact with them. Thank you again for thinking of CEDA and we sincerely wish you all the best with this project.



**Annie Nichols**  
*SC/SW Regional Director*  
**Community and Economic  
Development Associates**

m: [651-338-1816](tel:651-338-1816)

e: [annie.nichols@cedausa.com](mailto:annie.nichols@cedausa.com)

w: [www.cedausa.com](http://www.cedausa.com)

[Faribault County, MN](#)



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	01-03-2023	<b>Originating Dept.:</b>	Technology Dept.
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>		<b>Presenter:</b>	Paul Parsons
Morris Electronics Contract		<b>estimated time needed:</b>	3-5 minutes
<b>Board Action:</b>			
<input checked="" type="checkbox"/> Yes, action required		<input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Please review and make motion to approve the Morris Electronics Service Contract renewal for 2023 in the amount of \$14,400.00. This price has had no change since last year.

**Background Information:**

Morris Electronics provides Redwood County with one on site maintenance visit per month to assist with Technology as requested.

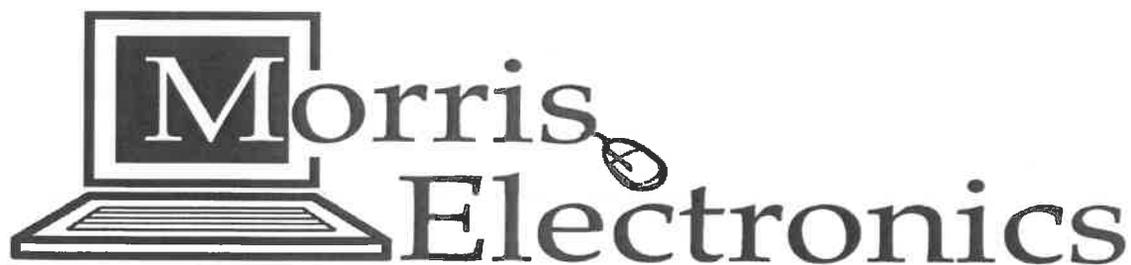
Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

**\*\* The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day \*\***



511 Atlantic Ave., Morris, MN 320-589-1781

### 2023 Network Support Contract

**This agreement is made effective as of January 1, 2023 through December 31, 2023 by and between Redwood County, Redwood Falls MN 56283 and Morris Electronics, Morris MN 56267.**

In this agreement, the party who is contracting to receive services shall be referred to as "the County" and the party who will be providing the services shall be referred to as "Morris Electronics".

Morris Electronics has a background in design, installation, and on-going support of network systems and is willing to provide services to the County based on this background. The County will include all departmental units, but the contract will be held with Redwood County.

The County desires to have services provided by Morris Electronics.

Therefore, the parties agree as follows:

#### **1. Description of services.**

Morris Electronics, will assist in maintaining Redwood County's computer networks.

Connectivity to other networks is also provided under this contract. Below is a list but not limited to types of possible services:

- Address server and workstation issues
- Maintain and monitor antivirus software
- Assist with iSeries access
- Maintain E-mail software
- Work with structured cabling issues
- Assist with developing a strategic technology plan
- Troubleshoot areas around technology
- Maintain and provide a network schematic

#### **2. Payment.**

The County will pay \$14,400.00 to Morris Electronics for the services described above upon board approval. Morris Electronics will provide the equivalent of one (1) on-site visit per month. The amount above includes mileage charges.

### **3. Expense reimbursement.**

Morris Electronics shall be entitled to reimbursement from the County for meals and lodging expenses, only if overnights are needed and are not to exceed the amount set in the County Personnel Policy.

### **4. Term/termination.**

This agreement shall terminate automatically on December 31, 2023 and that no notice to either party is required.

### **5. Relationship to Parties.**

It is understood by the parties that Morris Electronics is an independent contractor with respect to the County, and not an employee of the County. The County will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of Morris Electronics.

The Contractor should provide proof of their worker's compensation insurance coverage as required by the Minnesota Statute 176.181 Subd.2. This information will include the name of the insurance company, policy number and dates of coverage.

### **6. Injuries.**

Morris Electronics acknowledges Morris Electronics obligation to obtain appropriate insurance coverage for the benefit of Morris Electronics (and Morris Electronics employees, if any). Morris Electronics waives any rights to recovery from the County for any injuries that Morris Electronics (and/or Morris Electronics employees) may sustain while performing services under this agreement and that are a result of the negligence of Morris Electronics or Morris Electronics employees. The Contractor further agrees, in order to protect itself as well as the Department and the County under the indemnity contract provision set forth below, it will at all times during the term of the Contract have and keep in force a general liability insurance policy in the amount of Three Hundred Thousand Dollars (\$300,000) for both bodily injury or property damage to any one person and One Million Dollars (\$1,000,000) for total injuries or damages arising from one occurrence. See Minnesota Statute section 3.736, subdivision 4(c). The County will be named as additional insured and shall be sent a current certificate of insurance on an annual basis. The Contractor must also maintain worker's compensation insurance per Minnesota statutory requirements. If applicable, the Contractor must also maintain professional liability insurance with a minimum aggregate amount of \$1,000,000.

### **7. Indemnification.**

Morris Electronics agrees to indemnify and hold the County harmless from all claims, losses, expenses, fees, including attorney fees, cost, and all judgments that may be asserted against the County that result from the acts or omissions of Morris Electronics, Morris Electronics employees, if any, and Morris Electronics agents.

### **8. Entire Agreement.**

This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreements whether oral or written. This agreement supersedes any prior written or oral agreements between parties.

### **9. Amendment.**

This agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

### **10. Severability.**

If any provision of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provisions it would be valid or enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

### **11. Waiver of Contractual Right.**

The failure of either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of the party's right to subsequently enforce and compel strict compliance with every provision of this agreement.

### **12. Applicable Law.**

This agreement shall be governed by the laws of the State of Minnesota.

### **13. Records And Information.**

Ownership of Documents, Intellectual Property Rights and Confidentiality. All documents, reports, recommendations, and other work prepared or furnished by Morris Electronics pursuant to this Agreement are work products of the County and shall be the property of the County. Morris Electronics represents and certifies that the works and documents created and paid for under this Agreement do not and will not infringe upon any intellectual property rights of other persons or entities. Morris Electronics shall furnish the County with all products upon completion of the work, and at any other time as requested by the County. Morris Electronics may retain copies of all such work products and related documents, but Morris Electronics may not use the work products and related documents for any purpose not related to the Description of Services without the County's consent. No reports, documents, or other information that are generated under this Agreement shall be released by Morris Electronics except as required to be released by the Minnesota Data Practices Act or with the approval of the Authorized Representative.

Data Practices. Morris Electronics must comply with the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) as it applies to all data provided to the Morris Electronics by the County under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Morris Electronics pursuant to this Agreement. If Morris Electronics receives a request to release data pursuant to this Section, Morris Electronics shall notify the County immediately and consult with the County as to how Morris Electronics should respond to the request. Morris Electronics response shall comply with applicable law.

Private and Confidential Data. Morris Electronics shall comply with the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes Ch. 13) and all other applicable state and federal laws, rules and regulations relating to data privacy or confidentiality, which may include the Health Insurance Portability and Accountability Act (HIPAA and/or the Health Information Technology for Economic and Clinical Health Act (HITECH). Morris Electronics further acknowledges that the classification of data as trade secret data will be determined based on applicable law, and labeling data as trade secret data will not necessarily make it so.

**14. Audit**

Morris Electronics shall maintain complete and accurate records with respect to costs incurred and services performed under this Agreement for a period of at least six (6) years after the termination of this Agreement. Pursuant to Minn. Stat. § 16C.05, Subd. 5, Morris Electronics shall allow the County or other persons or agencies authorized by the County, including the Legislative or State Auditor, access to the records of Morris Electronics at reasonable hours, including all books, records, documents, and accounting procedures and practices of Morris Electronics relevant to the subject matter of the Agreement, for purposes of audit.

IN WITNESS WHEREOF, Redwood County and the Contractor have executed this contract as of the day and year first written above:

COUNTY OF REDWOOD  
STATE OF MINNESOTA

Morris Electronics  
BY: \_\_\_\_\_

REDWOOD COUNTY  
BOARD OF COMMISSIONERS

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
Chairperson of the County Board  
DATED: \_\_\_\_\_

ATTESTED TO:

BY \_\_\_\_\_  
County Administrator  
DATED: \_\_\_\_\_

APPROVED TO LEGALITY AND FORM:

BY: \_\_\_\_\_  
DATED: \_\_\_\_\_







**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	01/17/2022	<b>Originating Dept.:</b>	Veteran Service Office
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>		<b>Presenter:</b>	Roger Zollner
New Copier/Fax Machine Contract		<b>estimated time needed:</b>	5 minutes
<b>Board Action:</b> <input checked="" type="checkbox"/> Yes, action required		<input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Motion to accept proposal from Loffler on MN State Contract at \$72.03/month for a 5-year contract

**Background Information:**

Current contract is with Marco, and expires on 01/19/2020.  
New contract will be presented at the January 17, 2023 meeting

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

**\*\* The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day \*\***

Business Proposal Presented To:

**Redwood County VSO**

Prepared By:

**Coordinated Business Systems**

**Steve Gardner**

**December 23, 2022**

**State of Minnesota Contract Pricing**

## **Our Mission**

---

The Coordinated Business Systems team is committed to your growth and success. Minnesota owned and operated, we provide the capabilities to manage the flow of information with innovative document technology and professional support.

### **We Commit To**

- Practicing business ethics with professionalism and integrity
- Listening to customers, understanding their needs, and providing solutions
- Providing our employees with individual development and opportunities for career growth in a positive, stable environment
- Maintaining long term partnerships with quality vendors
- Exploring and embracing new technologies
- Being an active member in our community, focusing on youth development

**Teamwork, accountability, and communication will continue to be the cornerstones of Coordinated Business Systems.**

**This is our Promise.**

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## Education & Update Services

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The products that you are evaluating come with a variety of different features and functions, many of which may be new to your end users. While all vendors of multi-function print devices will provide you with initial end-user training and perhaps a follow up session shortly thereafter, the reality is that your business will utilize these devices for years to come.

Coordinated Business Systems offers to all of our clients support from our **Client Education Team**. This team provides **unlimited** end-user training for the **life of your service contract** with Coordinated (our competitors typically charge ongoing training on a per-hour basis). A few other important notes about this team include:

- Over 30 years of combined experience training end-users on real-world scenarios
- 30% of the **Client Education Team's** time is spent supporting and providing follow up training to clients who have had their devices for **over a year**
- This team has provided over 3,000 total hours of on-site training and 5,000 hours of phone support
- Our team has helped many clients maximize their investments and helped them to avoid unnecessary upgrades and new purchases by showing them how their current devices can satisfy their needs as they change over time

All multi-function print devices are powered by an internal operating system. Like most software packages, the operating systems on these devices are subject to updates and upgrades over time. We provide all of these updates to our clients free of charge for the life of their service contract.

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## Product Configuration

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### Kyocera TASKalfa 2554ci

- **25ppm B&W and 25ppm color**
- 2 x 500 Sheet Universal Drawers
  - Up to 12" x 18" paper – 140 lb Index
- 150 Sheet Multi-Purpose Tray
  - Up to 12" x 18" paper – 110 lb Cover
- 320 Sheet Dual Scan Document Feeder
- **Scans up to 200 pages per minute**
- Secured/Locked print Jobs
- Network Scan to email and/or folder
- Network Print
- AirPrint for Mobile Devices and Tablets
- Kyocera Mobile Print

Other Features:

- Store frequently used document to HDD (Application)

(Image shown with two additional paper drawers, quoted device has stand)



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# State of Minnesota contract pricing

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## Imaging Hardware and Service Breakdown:

### 60-month rental

Hardware .....\$105.19 /month

### State of MN copier service contract rates

- **Black & White price per page** (locked in duration of contract).....**0.0038**/print
- **Color price per page** (locked in duration of contract).....**0.038**/print

### Estimated print cost breakdown based on provided average prints:

#### Monthly Estimate

BW Copier Devices 500 @ .0038/print= **\$1.90**

Color Copier Devices 250 @ .038/print= **\$9.50**

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## What's Included –Minnesota State Contract Pricing and inclusions

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- All New devices—no refurbished or used devices
- Under this agreement, Coordinated Business Systems will provide all required preventative maintenance, break/fix service calls, travel time, labor, toner, parts, staples and ALL consumables **except for paper**.
- 4 hour or less on-site response time guarantee
- Automated meter reading system to assure usage is in line with contracted volumes
- UNLIMITED end user training for life of contract
- UNLIMITED firmware upgrades to equipment for life of contract
- 6-month account reviews to assure customer satisfaction
- Delivery, installation, training, and setup
- ProConnect Coverage –Networking for the copiers and printers for the 60 months and unlimited phone/remote support for the contract
- No shipping charges to return equipment at the end of the contract
- Automatic Month to Month extension at the end of contract
- Locked Rates for the term of the contract
- No charge for shipping of supplies
- No Hidden Fees
- **No Return Fees for the copier at contract end**
- **We must perform to the MN State Contract guidelines. If not, the client can fire us with 30 days notice**
- **The client can cancel this contract for convenience with 90 days notice**

December 5, 2022

**PROPOSAL FOR**

# **REDWOOD COUNTY VETERANS SERVICE OFFICE**

Prepared by:

**Erin VanderVeen**

Technology Advisor

320.241.3505 or 800.847.3098

Erin.VanderVeen@marconet.com

 **MANAGED SERVICES**

 **AUDIO VISUAL**

 **COPIERS & PRINTERS**

 **BUSINESS IT SERVICES**

**marco**<sup>®</sup>

*taking technology further*

**800.847.3098 • MARCONET.COM**

## Executive Summary:

- The current device at this location is listed below:
  - Konica Bizhub C227
  - Terms January 19<sup>th</sup>, 2023
  - Average Monthly Volume – 427 black & 224 Color
  - Monthly Base Service Payment - \$24.29 (does not include any overages)
  - Monthly Lease Payment - \$93.55

## RECOMMENDED PRINT SOLUTION

Qty	Description
1	Konica Bizhub C300i

### Specifications

- 30 Monochrome Pages Per Minute
- 30 Color Pages Per Minute
- 150 Sheet Bypass Tray
- (2) 500 Sheet Paper Tray's
- 100 Sheet Single Pass Document Feeder
  - Scans two sided documents in a single pass
- Network Scanning
  - Scan to E-Mail/Network Folder/USB
  - Connects to Microsoft Exchange and Gmail.
  - Blank page removal feature
  - Scan to Searchable PDF, Word, Excel, PowerPoint
  - Scan Preview and Edit from touchscreen
- Scan to E-Mail/Network Folder/USB
- Automatic Duplexing
- Network Printing (PCL & Postscript Drivers)
- Google Cloud Print and Apple Air Print
- Secure Print Options
- Mailbox/ User Box
- Customizable touchscreen display
- Internal Stapling Finisher
- Fax Board Optional





**MANAGED ACCOUNT PROGRAM (MAP)**

Marco’s Managed Account Program includes the equipment, service, toner and supplies (except paper, and network troubleshooting services). The result is a system with the capabilities and features you need—without the administrative headaches.

- **60 Month MAP w/o Fax ..... \$121.97/Month**
- **60 Month MAP with Fax..... \$128.41/Month**
- Monochrome Prints **included** per Month: 500
- Monochrome Print Overages: \$0.008/Print
- Color Prints included per Month: 250
- Color Print Overages: \$0.051/Print
- Non-Profit Pay Per Print Model \*if wanted\*
- Staples Included

**DELIVERY, INSTALLATION, INITIAL SUPPLIES, AND INITIAL TRAINING**

Delivery, Returning Current Device, Installation, Initial Supplies & Initial Training..... Included

*The above pricing does not include applicable sales tax.  
Prices quoted are subject to change and should be verified before placing your order.*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this proposal, you are authorizing Marco Technologies LLC to order, install and invoice the above listed equipment.

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**LOFFLER**

**DRIVING DIGITAL  
TRANSFORMATION**







## Current Scenario

- $\frac{1}{100} \times 100 = 1$
- $\frac{1}{100} \times 100 = 1$

# Our Mission & Core Values

Our mission is to provide the highest quality of service to our clients, while maintaining the highest standards of integrity and ethical conduct. We are committed to excellence in everything we do, and we strive to be the most innovative and efficient organization in our industry. Our core values are the foundation of our success, and we are proud to share them with you.



Mr. [Name] - [Title]

Our core values are:

- Integrity
- Excellence
- Client Focus
- Innovation
- Teamwork

Our core values are:

- Integrity
- Excellence
- Client Focus
- Innovation
- Teamwork

# Why Loffler?

## Our Products

The suite of services and solutions Loffler offers allows us to meet our clients' wide range of business technology needs. Our products and services include:

- Copier and printer services
- Managed Print Solutions (MPS)
- IT services
- Document management
- Business process outsourcing (BPO)
- Cloud services
- Security services
- Compliance services
- Disaster recovery services
- Data backup services
- Network services
- Hardware services
- Software services
- Consulting services
- Training services
- Support services
- Maintenance services
- Repair services
- Replacement services
- Upgrade services
- Migration services
- Integration services
- Optimization services
- Performance services
- Reliability services
- Scalability services
- Flexibility services
- Security services
- Compliance services
- Disaster recovery services
- Data backup services
- Network services
- Hardware services
- Software services
- Consulting services
- Training services
- Support services
- Maintenance services
- Repair services
- Replacement services
- Upgrade services
- Migration services
- Integration services
- Optimization services
- Performance services
- Reliability services
- Scalability services
- Flexibility services

## Our People

Our people are the heart of Loffler. We are a team of professionals who are passionate about providing exceptional service to our clients. Our employees are highly skilled and experienced in their respective fields. We are committed to providing a supportive and collaborative work environment for all our employees. Our people are the reason we are able to provide the highest quality of service to our clients. Our employees are the ones who interact with our clients and they are the ones who make a difference in their lives. We are proud of our people and we are committed to their success. Our people are the heart of Loffler. We are a team of professionals who are passionate about providing exceptional service to our clients. Our employees are highly skilled and experienced in their respective fields. We are committed to providing a supportive and collaborative work environment for all our employees. Our people are the reason we are able to provide the highest quality of service to our clients. Our employees are the ones who interact with our clients and they are the ones who make a difference in their lives. We are proud of our people and we are committed to their success.

## Our Company

Our mission is simple. We want to exceed your expectations. Since 1986, we've worked hard to become Minnesota's most capable office technology provider. We've emerged as the largest privately owned business technology provider in the state. We are committed to providing the highest quality of service to our clients. We are committed to our employees and to the communities we serve. We are committed to our customers and to the success of our business. We are committed to our values and to the future of our company. We are committed to our mission and to the success of our clients. We are committed to our people and to the success of our business. We are committed to our customers and to the success of our business. We are committed to our values and to the future of our company. We are committed to our mission and to the success of our clients. We are committed to our people and to the success of our business.

As an independent company, we have the freedom to do what is right for our clients. Whether you're looking for a copier or printer service, a managed print solution, or a business process outsourcing solution, we have the expertise and resources to help you succeed. We are committed to providing the highest quality of service to our clients. We are committed to our employees and to the communities we serve. We are committed to our customers and to the success of our business. We are committed to our values and to the future of our company. We are committed to our mission and to the success of our clients. We are committed to our people and to the success of our business.

# Integrated Solutions

## Imaging Solutions

- Multi-channel distribution of documents
- On-site or off-site scanning
- Document management and storage
- Document capture and distribution

## Managed Print Services

- Print and copy services
- Document management
- Document storage
- Document distribution
- Document capture and distribution

## Software & Workflow Technologies

- Document management software
- Document capture software
- Document storage software
- Document distribution software
- Document capture and distribution software

## IT Solutions

- Managed IT services
- Cloud services
- Document management
- Document capture and distribution
- Document storage
- Document distribution

## Phone & Voice

- Document capture and distribution
- Document management
- Document storage and distribution
- Document capture and distribution

## Loffler Management Solutions

- Document management
- Document capture and distribution
- Document storage and distribution
- Document capture and distribution
- Document capture and distribution







# Loffler Support Team

## Jerome Jacobson

Account Executive

Director of Sales

Phone: (763) 437-1111

## Heather Halloff

Color Solutions Sales Manager

Director of Sales

Phone: (763) 437-1111

## John Detra

St. Cloud Branch Manager

Director of Sales

Phone: (763) 437-1111

## Jeff King

CTO & Director of Information Technologies

Director of Sales

Phone: (763) 437-1111

## John Turner

Director of MPS & Customer Success

Director of Sales

Phone: (763) 437-1111



# Keeping Our Environment Green



Our commitment to environmental sustainability is a core value at Loffler. We strive to reduce our carbon footprint and promote green practices across all aspects of our business. This includes energy conservation, recycling, and responsible sourcing of materials.

## Saving Energy:

- Use energy-efficient light bulbs and appliances.
- Turn off lights and computers when not in use.
- Maximize natural light and ventilation.
- Use programmable thermostats to optimize heating and cooling.
- Maintain HVAC systems and filters regularly.
- Use energy-efficient office equipment.
- Encourage employees to conserve energy.

## Recycling:

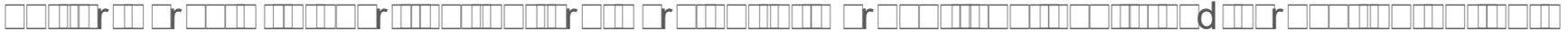
- Recycle paper, cardboard, and plastic.
- Recycle electronic waste (e-waste).
- Recycle paint, oil, and other hazardous materials.

# Sports Technology Partners





# Community Connections



# A Trusted Business Technology Partner

**32**  
YEARS

Over 32 years of experience  
in providing business technology solutions  
to our clients.

More than 50,000  
clients served

**50K+**

Over 515+ employees  
worldwide

**515+**

**45**  
SECONDS

45 seconds to get your  
data back after a disaster

**91**

91% of our clients  
are satisfied with our  
services. We are a  
Member of the  
Responsible100.

Over 91% of our clients  
are satisfied with our  
services. We are a  
Member of the  
Responsible100.

**#1**

# Industry-Leading Partners

vmware®

ARCTIC WOLF

Dolbey

uniFLOW

Canon

ACCO

aruba  
a Hewlett Packard  
Enterprise company

Ruckus®  
Simply Better Wireless.

OLYMPUS

BISCOM



KONICA MINOLTA

GBC

Enghouse  
Interactive

CITRIX®

iRecord

square9  
softworks

xerox

FP®

Microsoft

Zerto

Liberty

eCopy™

océ

Satori Software®

DELL EMC

Extreme  
networks

PHILIPS

ABBYY®

CRESCENDO

KnowBe4

WatchGuard™

FISASCORE

IQMAX  
INTELLIGENT MOBILITY

PaperCut.™

hp

OBJECTIF LUNE

Lexmark

NUTANIX

zix

NICE®

efi

COMMAVAULT™

Mitel

REVCORD

YSOFT™

VEEAM

NEC

DVS Analytics

Laserfiche®

datto

8x8

ORACLE

Ring  
Central®

west®

LOFFLER Helping You Succeed

# Locally Owned • Nationally Recognized



MINNEAPOLIS/ST. PAUL BUSINESS JOURNAL



2019 BEST PLACES TO WORK



# 100% Satisfaction Guarantee

Our satisfaction guarantee is a promise that we will do whatever it takes to ensure that you are completely satisfied with your purchase. If you are not satisfied, we will provide a full refund or replacement, no questions asked.

We understand that every customer is different, and we want to make sure that we meet your specific needs. Our customer service team is available 24/7 to assist you with any questions or concerns you may have.

Our products are made with the highest quality materials and are designed to last. We are confident that you will love the results, and we want to make sure that you are completely satisfied with your purchase.

Our satisfaction guarantee is a promise that we will do whatever it takes to ensure that you are completely satisfied with your purchase. If you are not satisfied, we will provide a full refund or replacement, no questions asked.



	<b>VENDOR</b>	<b>MODEL</b>	<b>Pages Per Minute</b>
Current	MARCO	Konica Bizhub C227	22ppm
Proposed	MARCO	Konica Bizhug C330i	30ppm
Proposed	Loffler	Cannon C3826	26ppm
Proposed	Coordinated Business System, Ltd	Kyocera TASKalfa 2554ci	25ppm

Sheets Per Drawer	B&W Pages	Cost Per Page	Color Pages	Cost Per Page	Monthly Cost
2 - 500 Sheet Drawers	800 included	0.008	200 included	0.051	\$110.15
2 - 500 sheet drawers	500 included	0.008	250 included	0.051	\$128.41
2 - 550 sheet drawers	pay per use	0.005	pay per use	0.042	\$72.03
2 - 500 sheet drawers	pay per use	0.0038	pay per use	0.038	\$105.19

\* Estimated Cost of Printed Paper Per month

\*\* Estimated Total Monthly Cost of Machine & Per Page Use

- Based on past monthly use over 60 months of 500 B&W; 250 Color

**RED** - Increased Expense to County

**GREEN** - Decreased Expense to County

		Compared to Current Lease Cost	
		Montly	5 Year Period
		\$18.26	\$1,095.60
*\$13.00	**\$85.03	\$38.12/**\$25.12	2287.20/**\$1507.20
*11.40	**\$116.59	\$4.96/**\$6.44	\$297.60/**\$386.40

**Contract for Prosecution Services  
Between the City of Clements and  
Redwood County**

**Whereas**, the City of Clements (“City”) desires to contract with the Redwood County Attorney’s Office (“Contractor” or “County”) to provide prosecution services under the following terms and conditions:

**Scope of Services Required**

Criminal prosecution services include, but are not limited to, all petty misdemeanors, misdemeanor, gross misdemeanor violations of Minn. Stat. Chapter 169A, 171, 169 and any violation of city ordinance, rule or regulation offenses committed within the corporate limits of the city, and all prosecution services to victims of crime as provided in Minnesota Statute Chapter 611A. Principle duties include:

- Represent and prosecute all criminal law matters within the City’s jurisdiction, included but not limited to scheduling, coordinating officer appearances, reviewing all criminal cases present for purposes of prosecution, determine technical compliance with criminal code and other statutes, writing complaints, making recommendations to the Court for alternatives to prosecution where appropriate.
- Provide advice, consultation, and training where required to the city, its departments and staff in the interpretation, investigation, and enforcement of statutes and ordinances, in connection with prosecution of criminal cases.
- Prepare criminal cases for prosecution where facts warrant including but not limited to:
  - Evaluate all cases where a plea of not guilty is entered and prosecute as warranted.
  - Prepare pre-trial motions or notices if required.
  - Seek additional investigations if required.
  - Negotiate resolutions by plea where advisable.
  - Work with law enforcement and the courts to provide timely court notices to Redwood County Sheriff’s Office.
- Represent the City in all pre-trial proceedings.
- Perform legal research and prepare legal briefs where required and advisable.
- Try all Court and Jury trials.
- Examine and evaluate all Appeals to Appellate Courts and refer to Office of the Minnesota Attorney General as necessary.
- In conjunction with the Office of the Minnesota Attorney General try all appeals in Appellate Courts where warranted.

- Provide a yearly report on complainants/cases declined for prosecution and status of complaints/cases prosecuted.
- Available to respond to questions as necessary from law enforcement after regular business hours with regard to interpretation of the law.
- Provide necessary direction to law enforcement regarding investigative techniques which will assist in prosecution.
- Act as resource to the Sheriff's Office in the development of criminal cases and provide training sessions for Sheriff's Office staff as needed.
- Timely preparation and pursuit of disposition of criminal cases in advance of actual Court cases to avoid unnecessary officer court time.
- Process and present forfeiture cases on behalf of Sheriff's Office.

### **Term of Agreement**

The retainer agreement shall remain in effect January 1, 2023 through midnight December 31, 2026.

### **Compensation for Services**

The pricing schedule will be an all-inclusive billing rate of \$175.00 per hour. Compensation will be paid on a monthly basis to Redwood County as due pursuant to a monthly invoice. The contract year is defined as 12:01 am on January 1 through midnight December 31. This rate includes the following services to be performed by the Redwood County Attorneys Office:

- a) Provide twenty four hour per day seven days per week access and availability to the Redwood County Sheriff's Office regarding questions that may arise during their performance of investigations and traffic stops as well as legal advice.
- b) Provide training as requested by the Sheriff of the Redwood County Sheriff's Office as to criminal justice issues, forfeiture issues or legislative updates that would be of assistance to the department.
- c) Provide full and complete services to victims of crime in the City of Clements cases as defined and mandated by Chapter 611A of the Minnesota Statutes.
- d) Prosecute all matters within the City of Clements's jurisdiction, including but not limited to scheduling, coordinating officer appearances, reviewing all criminal cases for purposes of prosecution, determine technical compliance with criminal code and other statutes, writing

complaints, making recommendations to the Court for alternatives to prosecution where appropriate.

e) Provide advice, consultation, and training where required to the city, its departments and staff in the interpretation, investigation, and enforcement of statutes and ordinances, in connection with prosecution of criminal cases.

f) Prepare criminal complaints where facts warrant.

g) Request and work with the Redwood County Sheriff's Office on any follow up investigation necessary for prosecution.

h) Represent the City in all pre-trial proceedings and prepare any necessary motions.

i) Perform legal research and prepare legal briefs where required and advisable.

j) Following an evaluation of the case, if warranted by the facts and the law, try all Court and Jury trials.

k) Examine, evaluate, and represent the City of Clements in all appeals and other post-conviction proceedings in the state and federal courts should an appeal be deemed necessary by this office upon consultation with the Redwood County Sheriff's Office and the Office of the Minnesota Attorney General.

l) Provide an annual report on cases declined for prosecution and status of complaints prosecuted to the Clements City Council at a regular meeting of the Council.

m) Timely preparation and pursuit of disposition of criminal cases in advance of actual Court cases to avoid unnecessary officer court time.

n) Process and present forfeiture cases on behalf of the Sheriff's Office.

o) Work with law enforcement and the courts to provide timely court notices to Redwood County Sheriff's Office deputies.

p) Provide the opportunity to have any interested member of the Clements City Council participate in a courtroom "ride along" to observe the court process.

q) Serve as a resource to the Redwood County Sheriff's Office by providing direction, responses and answer to any questions that will be in the best interests of the public safety for the City of Clements.

r) Available to respond to questions as necessary from law enforcement after regular business hours with regard to interpretation of the law.

### **Independent Contractor**

The parties intend that an independent contractor-employer relationship will be created by this Agreement. The City is interested only in the results to be achieved, and the conduct and control of the work will lie solely with the Contractor. Contractor is not to be considered an agent or employee of the City for any purpose. No tenure or any rights or benefits, including workers

compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to City employees, shall accrue to the Contractor.

**Hold Harmless and Indemnify**

County agrees that it will defend, indemnify and hold harmless the City, its elected officials, officers, employees, and volunteers against any and all liability, loss, costs, damages, and expenses which the City, its elected officials, officers, employees, or volunteers may hereafter sustain, incur or be required to pay arising out of the County's negligent performance or failure to adequately perform their obligations pursuant to this Agreement.

County further agrees that under the indemnity provisions set forth above, the County will at all times during the term of this Agreement keep appropriate insurance in force.

**Termination Provision**

Either party may terminate this Agreement by providing 160 days written notice. Notice of intent to cancel shall be mailed via mail to the following address:

For the City:                   Clements City Clerk  
  106 Pine Street  
  Clements, MN 56224

For the County:               Redwood County Attorney's Office  
  250 S Jefferson Street  
  Redwood Falls, MN 56283

Each party has the responsibility to inform the other party of any address changes for notification purposes.

**Entire Agreement**

This Agreement constitutes the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement.

**Modification of Agreement**

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if in writing signed by each party or an authorized representative of each party.

**Governing Law**

This Agreement shall be governed by, construed, and enforced in accordance with the laws of Minnesota.

On Behalf of the City of Clements

On Behalf of Redwood County

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
County Board Chair

ATTEST:

 12 1 2022  
\_\_\_\_\_  
Jenna M. Peterson, County Attorney

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Vicki Kletscher, County Administrator

**Contract for Prosecution Services  
Between the City of Sanborn and  
Redwood County**

**Whereas**, the City of Sanborn (“City”) desires to contract with the Redwood County Attorney’s Office (“Contractor” or “County”) to provide prosecution services under the following terms and conditions:

**Scope of Services Required**

Criminal prosecution services include, but are not limited to, all petty misdemeanors, misdemeanor, gross misdemeanor violations of Minn. Stat. Chapter 169A, 171, 169 and any violation of city ordinance, rule or regulation offenses committed within the corporate limits of the city, and all prosecution services to victims of crime as provided in Minnesota Statute Chapter 611A. Principle duties include:

- Represent and prosecute all criminal law matters within the City’s jurisdiction, included but not limited to scheduling, coordinating officer appearances, reviewing all criminal cases present for purposes of prosecution, determine technical compliance with criminal code and other statutes, writing complaints, making recommendations to the Court for alternatives to prosecution where appropriate.
- Provide advice, consultation, and training where required to the city, its departments and staff in the interpretation, investigation, and enforcement of statutes and ordinances, in connection with prosecution of criminal cases.
- Prepare criminal cases for prosecution where facts warrant including but not limited to:
  - Evaluate all cases where a plea of not guilty is entered and prosecute as warranted.
  - Prepare pre-trial motions or notices if required.
  - Seek additional investigations if required.
  - Negotiate resolutions by plea where advisable.
  - Work with law enforcement and the courts to provide timely court notices to Redwood County Sheriff’s Office.
- Represent the City in all pre-trial proceedings.
- Perform legal research and prepare legal briefs where required and advisable.
- Try all Court and Jury trials.
- Examine and evaluate all Appeals to Appellate Courts and refer to Office of the Minnesota Attorney General as necessary.
- In conjunction with the Office of the Minnesota Attorney General try all appeals in Appellate Courts where warranted.

- Provide a yearly report on complainants/cases declined for prosecution and status of complaints/cases prosecuted.
- Available to respond to questions as necessary from law enforcement after regular business hours with regard to interpretation of the law.
- Provide necessary direction to law enforcement regarding investigative techniques which will assist in prosecution.
- Act as resource to the Sheriff's Office in the development of criminal cases and provide training sessions for Sheriff's Office staff as needed.
- Timely preparation and pursuit of disposition of criminal cases in advance of actual Court cases to avoid unnecessary officer court time.
- Process and present forfeiture cases on behalf of Sheriff's Office.

### **Term of Agreement**

The retainer agreement shall remain in effect from January 1, 2023 through midnight December 31, 2026.

### **Compensation for Services**

The pricing schedule will be an all-inclusive billing rate of \$175.00 per hour. Compensation will be paid on a monthly basis to Redwood County as due pursuant to a monthly invoice. The contract year is defined as 12:01 am on January 1 through midnight December 31. This rate includes the following services to be performed by the Redwood County Attorneys Office:

- a) Provide twenty four hour per day seven days per week access and availability to the Redwood County Sheriff's Office regarding questions that may arise during their performance of investigations and traffic stops as well as legal advice.
- b) Provide training as requested by the Sheriff of the Redwood County Sheriff's Office as to criminal justice issues, forfeiture issues or legislative updates that would be of assistance to the department.
- c) Provide full and complete services to victims of crime in the City of Sanborn cases as defined and mandated by Chapter 611A of the Minnesota Statutes.
- d) Prosecute all matters within the City of Sanborn's jurisdiction, including but not limited to scheduling, coordinating officer appearances, reviewing all criminal cases for purposes of prosecution, determine technical compliance with criminal code and other statutes, writing

complaints, making recommendations to the Court for alternatives to prosecution where appropriate.

e) Provide advice, consultation, and training where required to the city, its departments and staff in the interpretation, investigation, and enforcement of statutes and ordinances, in connection with prosecution of criminal cases.

f) Prepare criminal complaints where facts warrant.

g) Request and work with the Redwood County Sheriff's Office on any follow up investigation necessary for prosecution.

h) Represent the City in all pre-trial proceedings and prepare any necessary motions.

i) Perform legal research and prepare legal briefs where required and advisable.

j) Following an evaluation of the case, if warranted by the facts and the law, try all Court and Jury trials.

k) Examine, evaluate, and represent the City of Sanborn in all appeals and other post-conviction proceedings in the state and federal courts should an appeal be deemed necessary by this office upon consultation with the Redwood County Sheriff's Office and the Office of the Minnesota Attorney General.

l) Provide an annual report on cases declined for prosecution and status of complaints prosecuted to the Sanborn City Council at a regular meeting of the Council.

m) Timely preparation and pursuit of disposition of criminal cases in advance of actual Court cases to avoid unnecessary officer court time.

n) Process and present forfeiture cases on behalf of the Sheriff's Office.

o) Work with law enforcement and the courts to provide timely court notices to Redwood County Sheriff's Office deputies.

p) Provide the opportunity to have any interested member of the Sanborn City Council participate in a courtroom "ride along" to observe the court process.

q) Serve as a resource to the Redwood County Sheriff's Office by providing direction, responses and answer to any questions that will be in the best interests of the public safety for the City of Sanborn.

r) Available to respond to questions as necessary from law enforcement after regular business hours with regard to interpretation of the law.

### **Independent Contractor**

The parties intend that an independent contractor-employer relationship will be created by this Agreement. The City is interested only in the results to be achieved, and the conduct and control of the work will lie solely with the Contractor. Contractor is not to be considered an agent or employee of the City for any purpose. No tenure or any rights or benefits, including workers

compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to City employees, shall accrue to the Contractor.

**Hold Harmless and Indemnify**

County agrees that it will defend, indemnify and hold harmless the City, its elected officials, officers, employees, and volunteers against any and all liability, loss, costs, damages, and expenses which the City, its elected officials, officers, employees, or volunteers may hereafter sustain, incur or be required to pay arising out of the County's negligent performance or failure to adequately perform their obligations pursuant to this Agreement.

County further agrees that under the indemnity provisions set forth above, the County will at all times during the term of this Agreement keep appropriate insurance in force.

**Termination Provision**

Either party may terminate this Agreement by providing 160 days written notice. Notice of intent to cancel shall be mailed via mail to the following address:

For the City:               Sanborn City Clerk  
                                  Po Box 278  
                                  Sanborn, MN 56083

For the County:         Redwood County Attorney's Office  
                                  250 S Jefferson Street  
                                  Redwood Falls, MN 56283

Each party has the responsibility to inform the other party of any address changes for notification purposes.

**Entire Agreement**

This Agreement constitutes the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement.

**Modification of Agreement**

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if in writing signed by each party or an authorized representative of each party.

**Governing Law**

This Agreement shall be governed by, construed, and enforced in accordance with the laws of Minnesota.

On Behalf of the City of Sanborn

On Behalf of Redwood County

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
County Board Chair

ATTEST:

 11/18/2022  
\_\_\_\_\_  
Jenna M. Peterson, County Attorney

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Vicki Kletscher, County Administrator



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	1-2-23	<b>Originating Dept.:</b>	Administrator
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>		<b>Presenter:</b>	Vicki Kletscher
Newspaper Bid for 2023		<b>estimated time needed:</b>	
<b>Board Action:</b>		<input checked="" type="checkbox"/> <b>Yes, action required</b> <input type="checkbox"/> <b>No, informational only</b>	

**If Action, Board Motion Requested:**

Award newspaper publication bid to the Redwood Gazette at \$11.83 per column inch for all legal publications

**Background Information:**

The bid for 2021 and 2022 was \$11.83 per column inch. The bid from 2019 & 2020 was \$11.21 per column inch.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

**\*\* The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day \*\***



## **2023 BID FORM**

### **REDWOOD COUNTY OFFICIAL NEWSPAPER**

Redwood County Commissioners:

In response to your request for submission, I, on behalf of The Redwood Gazette, the Standard Gazette & Messenger, and the Lamberton News do hereby offer to print the legal notices described in the accompanying invitation to bid in accordance with the specifications set forth at a rate per column inch of:

We will offer a rate hold from last year.

#### **Details:**

\$11.83 per column inch

This is paid as follows:

Redwood Gazette .005 per Redwood County Subscriber (826 subscribers)

Standard Gazette & Messenger .008 per Redwood County Subscriber (214 subscribers)

Lamberton News .005 per Redwood County Subscriber (800 subscribers)

Line Length (width of column) in picas: 10.872086

Size of type to be used: 9 point font

If bidder is awarded the contract, it will print the official notices at the rate bid herein for all of 2023 according to the specifications set forth in the invitation to bid and in this bid form.

Bidder certifies that they have 826 subscribers residing in Redwood County at the time this bid is submitted. This information will be used to provide the successful bidder with copies of the Redwood County Financial Statement for insertion as per the invitation to bid.

The Bidder currently uses Column, a subcontractor, to create and process all of our legal notices. There is a 10% processing fee on all ads. The bidder will continue to manually deduct this 10% processing fee from the \$11.83 per column inch rate.

**2023-**  
**OFFICIAL REDWOOD COUNTY NEWSPAPER INVITATION TO BID**

The Redwood County Board of Commissioners will receive sealed bids for the designation of its official newspaper for 2023 for the publication of the delinquent tax list, county board proceedings, notice of hearings with respect to county zoning matters, and all miscellaneous notices required by law to be published, and the insertion of a copy of the county's annual financial statement in a publication of its paper.

The law provides that all legal notices must be:

1. Printed in the English language
2. Printed in type face no smaller than six-point. Larger type faces may be used. Every notice shall include a title or a caption in a body type no smaller than brevier or eight-point referring to the content of the notice. Larger type faces may be used.
3. The maximum rate that may be charged for publication of a public notice shall not exceed the lowest classified rate paid by commercial users for comparable space in the newspaper in which the public notice appears, and shall include all cash discounts, multiple insertions discounts, and similar benefits extended to the newspapers' regular customers. The maximum rate is further limited in that no newspaper may increase rates by more than ten (10) percent per year, as compared to the maximum rate actually charged by the newspaper in 2022 for publication of public notices."

The following provisions will govern that receipt and opening of bids:

1. Bids will be received until 10:00 a.m. on November 23, 2022 at the office of the County Auditor/Treasurer.
2. All bids should be submitted on the enclosed bid form or a facsimile thereof.
3. Only bids which conform to or exceed the following minimum specifications will be considered:
  - 8-point type
  - 9 lines per vertical inch
4. All bids must specify in picas the length of line (width of column) bidder intends to use.
5. All bids must be submitted on a cost-per-column-inch basis and specify length of line in picas.
6. Each bidder must submit with the bid a sample of the print, using the enclosed Official Publication Notice that it will use, if awarded the bid, in fulfilling the requirements as official legal newspaper.

Official Redwood County Newspaper Invitation to Bid, continued

7. The bidder who is designated as the official county newspaper shall fully comply with all requirements of Minn. Statute 331A.02 and 375.12.
8. Bidder agrees that it will not withdraw the bid even if it is not designated as the official county newspaper. Bidder agrees to print, on request, any county legal notices at the rate and specifications bid if the official newspaper fails to complete its contract.
9. Bidders are instructed to build in all discounts to commercial users in their singular bid. This is intended to facilitate simplicity in selecting the lowest bidder.
10. Bidder agrees to insert (not print) the county financial statement in one issue of the bidder's newspaper when called for by the County Auditor-Treasurer at a price not to exceed 10 cents per subscriber.

The county reserves the right to reject any and all bids and, if the interest of the public requires it, to award the primary contract to a bidder who is not the lowest bidder.

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Vicki Kletscher  
County Administrator

**2021-2022 BID FORM**

**REDWOOD COUNTY OFFICIAL NEWSPAPER**

Redwood County Commissioners:

In response to your request for submission, I, on behalf of: \_\_\_\_\_

\_\_\_\_\_

do hereby offer to print the legal notices described in the accompanying invitation to bid in accordance with the specifications set forth at a rate per column inch of:

\$ \_\_\_\_\_

Line length (width of column) in picas \_\_\_\_\_

Size of type to be used \_\_\_\_\_

If bidder is awarded the contract, it will print the official notices at the rate bid herein for all of 2023 according to the specifications set forth in the invitation to bid and in this bid form.

Bidder certifies that they have \_\_\_\_\_ subscribers residing in Redwood County at the time this bid is submitted. This information will be used to provide the successful bidder with copies of the Redwood County Financial Statement for insertion as per the invitation to bid.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date





**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	January 3, 2023	<b>Originating Dept.:</b>	Admin
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>		<b>Presenter:</b>	
Designate Redwood Gazette as Official Newspaper		<b>estimated time needed:</b>	
<b>Board Action:</b>	<input type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Adopt resolution designating Redwood Gazette as official newspaper for 2023

**Background Information:**

Minnesota Statute 331A requires the County to annually designate its official newspaper for publications.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

**\*\* The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day \*\***

**Redwood County Board of Commissioners**

403 South Mill Street

P.O. Box 130

Redwood Falls, MN 56283

Phone: (507) 637-4016 Fax: (507) 637-4017

redwoodcounty-mn.us



**RESOLUTION**

**RESOLVED, THAT THE** Redwood Gazette, a legal newspaper printed and published in the City of Redwood Falls, Redwood County, Minnesota, be and the same is hereby designated by the Board of County Commissioners of said Redwood County, Minnesota as the newspaper in which the notice and list of real estate remaining delinquent on the first working day of January, 2023 shall be published.

**RESOLVED FURTHER, THAT THE** said Redwood County, Minnesota enter into a contract with the Redwood Gazette to print and publish as provided by law that said list of delinquent taxes at a compensation rate allowed by Section 331.08 of the Statutes of the State of Minnesota.

**BE IT FURTHER RESOLVED, THAT THE** Redwood Gazette be named the official newspaper of the County for the insertion of the annual financial statement and all printing of Commissioners' proceedings for 2023 for legal printing rates as prescribed by State Law.

**STATE OF MINNESOTA**

**COUNTY OF REDWOOD**

I, Vicki Kletscher, being the Administrator of Redwood County, Minnesota do hereby certify that the above is a full, true and correct copy of a Resolution duly adopted by the Board of Redwood County Commissioners on January 3, 2023.

Dated this 3<sup>rd</sup> day of January 2023.

\_\_\_\_\_  
Board Chair  
Redwood County Board of Commissioners

\_\_\_\_\_  
Vicki Kletscher  
County Administrator

*1st District*

**RICK WAKEFIELD**

P.O. Box 473

Walnut Grove, MN 56180

(507) 859-2369

Rick\_W@co.redwood.mn.us

*2nd District*

**JIM SALFER**

865 Pine Street

Wabasso, MN 56293

(507) 342-2431

Jim\_S2@co.redwood.mn.us

*3rd District*

**DENNIS GROEBNER**

250 Center Street

Clements, MN 56224

(507) 692-2235

Dennis\_G@co.redwood.mn.us

*4th District*

**BOB VANHEE**

503 Fallwood Road

Redwood Falls, MN 56283

(507) 616-1000

Bob\_V@co.redwood.mn.us

*5th District*

**DAVE FORKRUD**

P.O. Box 235

Belview, MN 56214

(507) 430-1907

Dave\_F@co.redwood.mn.us



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	12-27-22	<b>Originating Dept.:</b>	Administration
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>		<b>Presenter:</b>	Vicki Kletscher
2023 County Fee Schedule		<b>estimated time needed:</b>	
<b>Board Action:</b>			
<input checked="" type="checkbox"/> Yes, action required		<input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Approve the 2023 County Fee Schedule as presented

**Background Information:**

All Department Heads have reviewed the fee schedule and all changes are shown in "Red"

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

**\*\* The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day \*\***

# REDWOOD COUNTY FEE SCHEDULE

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***2022~~2021~~***

## ***FEE SCHEDULE***

***Adopted***

**December ~~27, 2021~~ 14, 2021**

**~~Amended 4-5-22, 7-5-22~~**

**Redwood County Fee Schedule**

**Adopted by the Redwood County Board of Commissioners**

**Effective**

**January 1, ~~2022~~ 2023**

## REDWOOD COUNTY FEE SCHEDULE

<b>AUDITOR-TREASURER – 507-637-4013</b>	
Prepare Auditor's Certificate for Taxes and Taxable Property	\$ 200.00
Prepare Auditor's Certificate for Annual Tax Report	\$ 50.00
Current Tax Search	\$ 5.00/Parcel
Delinquent Tax Search	\$ 5.00/Parcel
Delinquent Tax Cost	\$ 30.00 <del>\$35.00</del> /Parcel
Monthly Delinquent Tax Listing	\$50.00
Confession of Judgment Set up Fee	\$130.00/parcel
Annual Escrow Maintenance	\$ 5.00/Parcel
Special Assessment Setup Fee	\$ 5.00/Parcel
Special Assessment Annual Fee after 1 <sup>st</sup> Year (Minimum of \$20.00 per Assessment Roll)	\$ 1.00/Parcel
Tax Increment Setup Fee	\$ 200.00
Annual Abatement Fee ( <i>Policy adopted 11-1-22</i> )	<i>Actual Cost 2% of Taxes Abated</i>
Ditch Maintenance Levies (\$ 5.00 per Government Unit)	\$ 1.00/Description
Ditch Lien Release	\$ 1.00/Description
Mobile Home Revenue Recapture Administration Fee	\$ 20.00/Parcel
Computer Print-Out	\$ 25.00 Set Up Fee plus \$ .25/Page
Computer Labels	\$ 25.00 Set Up Fee plus \$ .05/Label
Cemetery Filing Fees	\$ 15.00
Septic Loan Fee	\$ 110.00
Dangerous Dog Registration Fee	Annual Fee \$500.00
Escrow Company Duplicate Bill Fee	\$2.50
Staff Document Search with Copies	\$1/Page
<b>LICENSES</b>	
Transient Merchant's License	\$ 150.00
3.2% Liquor License (on & off sale)	\$120.00
On-Sale and Sunday Liquor License	\$ 850.00
Off-Sale Liquor License	\$ 300.00
Auctioneer License	\$ 20.00
Tobacco License	\$100.00 (Pro-rated thru July)

## REDWOOD COUNTY FEE SCHEDULE

<b>RECORDER – NON-STATUTORY – 507-637-4032</b>	
Certificate of Continuation	\$ 60.00
New Certificate	60.00
Per Entry	\$5.00
Cover & Caption	\$5.00
Mailing Fee	\$ 8.00
Name Searches (Per name) Includes Federal, State and Judgments	\$ 10.00
Bankruptcy	\$ 2.00
Current Year Real Estate	\$ 5.00
Delinquent Real Estate Tax	\$ 5.00
<b>TRACT SEARCH</b>	
One Owner Search	\$ 90.00
Two Owner Search	\$125.00
Bring down Report or updated O & E	\$ 35.00
40 Year Tract Search Report	\$200.00
<b>MISCELLANEOUS CHARGES</b>	
<b>Copies</b>	
\$1.00/page	
<b>Fax Charges</b>	
Faxes 5 pages and over	\$ 5.00
Faxes under 5 pages	\$ 3.00
<b>E-Mailing Charges – Document</b>	<b>\$ 3.00</b>
<b>REDWOOD COUNTY LANDSHARK FEES:</b>	
Initial Set up/License Fee	\$50.00
Monthly Access Level 1 (up to 250 images per month)	\$50.00
Monthly Access Level 2 (up to 950 images per month)	\$100.00

Minnesota Statutes, Section §357.09, subdivision 8 provides: "The County Board shall set the Sheriff's fees with the advice and consultation of the Sheriff. --- Fees set under Minnesota Statute §357.09, subdivision 8, shall be charged and collected by the Sheriff for the following."

<b>SHERIFF – 507-637-4036</b>	
Serving a summons, warrant, writ, subpoena, or any process issued by a court of record, for each defendant served and mileage.	\$ 70.00
Taking and approving a bond, and for certified copy	\$ 70.00
Collection on execution after levy	6%
Posting three notices of sale	\$ 70.00

## REDWOOD COUNTY FEE SCHEDULE

Copy of certificate of sale of real estate; a copy when requested	\$ 50.00/\$5.00
Selling land on foreclosure of a mortgage, for all services required, including executing a certificate of sale; postponing such a sale. (Includes execution & mechanic's lien sales)	\$ 100.00
Making a diligent search & inquiry & returning a summons when defendants cannot be found	\$ 70.00
Returning an execution unsatisfied when no service is made	\$ 70.00
Receiving and paying over money paid on redemption of property and executing a certificate, to be collected from the person redeeming	\$ 250.00
Filing of each notice of intention to redeem	\$ 100.00
Filing of redemption documents other than the notice of intention to redeem	\$ 20.00
Securing and safely keeping property in replevin or attachment or on execution	\$ 70.00
For services not enumerated, if provided by the County Board	\$ 70.00
For all process when no charge is made for service of a return of not found or unsatisfied	\$ 70.00
Civil Fees ( <i>Hourly rate if needed</i> )	\$40.00/hour
Miscellaneous Charges: Request for Records Processing Fee <i>Additional fees may be applied depending on schedule</i>	\$5.00
Accident Report <i>No charge to persons listed on the report if sent directly to them</i>	\$ .25/page (\$1 minimum)
Copy of Photo(s) on CD (no charge to other Law Enforcement agencies and victim/complainant)	\$10.00
Copies of Reports <i>No charge to victim/complainant</i>	\$ .25/page (\$1 minimum)
Background Checks <i>No charge to other law enforcement agencies</i>	\$ 5.00/Person
Fingerprinting (non-criminal)	\$10.00/Person
Burning Permits	\$10.00
Impound Fees	\$25.00/1 <sup>st</sup> 3 days (72 Hours)/\$10.00 additional days
Escort Services (Buildings, oversized vehicles, etc.)	<b>75.00/Hour</b> (Includes deputy and vehicle)
Deputy Fee – Events	<b>\$75.00/hr.</b> \$70.00/hour
Fraud Investigations	\$ 65.00
Transcription of 911 Recordings	\$30.00/hour (minimum \$30.00)
Body Cam Video	\$125.00

## REDWOOD COUNTY FEE SCHEDULE

Squad Car Video	\$125.00
Civil Process received via E-mail in excess of 4 pages	\$.25/per page
<b>JAIL FEES</b>	
Booking Fees *	\$ 20.00
Work Release	\$ 20.00/Sentenced day
Pay for Stay Program	\$ 25.00/Sentenced day with \$5.00 per day discount for pay early program.
Out-County Prisoners	\$65.00/Day
<b>ASSESSOR – 507-637-4008</b>	
<b>CHARGES FOR COMPUTER PRINTOUTS</b>	
<b>PRIVATE BUSINESS</b>	
Operator Time	\$ 25.00/Hour Minimum \$25.00
Printout sheets	\$ .05/sheet
Excel Spreadsheet	\$.05/line
<b>GOVERNMENT INFORMATION EXCHANGE</b>	
Small Cities	\$ 25.00
City of Redwood Falls	\$ 50.00
E-Mailing Charges – Document	\$1.00
Field Book Pages <i>(owner free)</i>	\$ 1.00/copy
<b>PRODEX/CER PRINTOUT</b>	
CER (40's)	\$ 1.00/Sheet
CER maps off system	\$5.00 Initial fee per township \$1.00 Per page
Example: One township and 3 parcel number = \$11.00 (each parcel has two pages) <i>Note: No charge to owner</i>	
Sales Study Charge	\$1.00//page
<b>LICENSE CENTER – 507-637-4029</b>	
<b>MOTOR VEHICLE</b>	
Transfers, out-of-state vehicles, duplicate plates, tabs, titles, and new vehicle applications	\$11.00
Vehicle Renewals	\$ 7.00
Wheelage Tax – Passenger, Pick-up, Buses, Self Propelled RV's, School Buses, Farm Trucks, Commercial And non-commercial Vehicles	\$20.00
<b>DRIVER'S LICENSE</b>	
All Drivers license applications	\$ 8.00

## REDWOOD COUNTY FEE SCHEDULE

<b>DNR</b>	
Transfers, out-of-state, and new snowmobiles, ATV's, and boats	\$ 7.00
Renewals, Duplicates or Registration Replacements	\$ 4.50
<b>FISH &amp; GAME</b>	
All Licenses	\$ 1.00
<b>ENVIRONMENTAL – 507-637-4023</b>	
Colored Maps (8.5" x 11")	\$ .50/page
Colored Maps (8.5" x 14")	\$.75/page
Colored Maps (11" x 17")	\$1.00/page
Plotter Print-outs	\$ 2.00/linear foot
Zoning Permits	\$40.00 plus .1% for construction \$150,000 or more, with a maximum of \$10,000*
New Home Permits (stick, modular, mobile, moved homes, log, etc.)	\$ 100.00
Holding Tank Permits	\$ 100.00
Septic System Permit	\$ 200.00
Amendment/Rezoning	\$ 700.00
Conditional Use Permit	\$ 700.00
Variance Permit	\$ 700.00
Subdivision Permit	\$ 700.00
Shoreland Alteration Permit	\$ 40.00
Temporary Filling and Grading Permit	\$ 40.00
Appeal to the Board of Adjustment	\$ 500.00
Special Meeting	All rates are doubled
Ditch Preparation Fees	\$150.00 Minimum Fee**
Handicapped Accessibility Permit	\$150.00 all major projects will be charged at a rate of \$45.00/hour**
Septic System Operating Permit - MSTs	\$1,500.00.
Septic System Operating Permit – Type IV, Type ISTS	\$100.00
After the Fact Permit	All Rates are Doubled
<ul style="list-style-type: none"> <li>• *If a Conditional Use Permit has already been granted the zoning permit fee may be reduced by up to the cost of the conditional use permit for all buildings material to the conditional use and included on the conditional use application which are built within one (1) year of conditional use permit approval date</li> <li>• *The Conditional Permit application fee shall be reduced by 50% for any Home Occupation Conditional Use, and for any Conditional Use that meets the home occupation standards listed in Redwood County Code of Ordinances, Section 153.284</li> </ul>	
<p>** Additional costs will be incurred for any "extra" time required to assist in processing a petition. This could include additional</p>	

# REDWOOD COUNTY FEE SCHEDULE

meetings with the petitioner, meetings with outside groups at the request of petitioner, or time spent correcting the petitioner's petition. This list is not exhaustive of situations when the additional time will be charged. Time will be charged at a "billable rate" as determined using the Board of Water and Soil Resources billable rate calculator.

**\*\*Major Projects** – All projects that require more than three hours of work related to the inspections of the Minnesota Handicapped Accessibility codes

## **GIS DATA**

GIS Services Requests (Custom maps, special data requests, or other data analysis services)	\$40.00 <del>\$45.00</del> / hour (15 minute increments) No charge for less than 15 minutes.
Parcel Data	\$800.00/County Or \$ .10/per parcel
All other GIS Data	Free
Beacon subscription – 1 week	\$10.00 / user
Beacon subscription – 1 month	\$25.00 / user
Beacon subscription – 1 year	\$150.00 for 1-5 users \$200.00 for 6-10 users \$250.00 for 11+ users

## **2009, 2013, 2016 AERIAL PHOTOS \*FREE FOR GOVERNMENT ENTITIES**

All County Sections – Per year	\$ 3,000.00
Neighborhood Resolution – per section	\$ 100.00
Community Resolution-per section	\$ 50.00

## **PLUM CREEK PARK**

### **STATE SALES WILL BE ADDED TO PARK PURCHASES**

#### **CAMPING FEES**

Primitive – No Utilities	\$ 20.00 <del>18.63</del>
Overnight with Electricity	\$ 25.00 <del>23.28</del>
Seasonal with Full Hookups	1,500.00/Year
Camper Cabins	\$70.00 <del>\$69.85</del>

#### **Boat Rental**

Single Kayak/Paddleboard	\$10.00
Tandem Kayak	\$15.00

#### **Supplies**

Firewood	\$5.00 <del>\$4.66</del> / bundle
20 lb. Ice	\$8.00 <del>\$7.45</del>

## REDWOOD COUNTY FEE SCHEDULE

5 lb. Ice	\$4.00 <del>\$3.72</del>
Ice Cream	\$.50 - \$1.50
<b>Other</b>	
Inconvenience Discount (manager discretion)	Up to 20%
Park Staff Additional Services (event set-up or cleanup beyond normal course of duties.	\$40.00 / hour (15 minute increments) No charge for less than 15 minutes.
<b>PLUM CREEK PARK CLOTHING/GEAR</b>	
T-Shirt	\$15.00
Hooded Sweatshirt	\$35.00
Hats	\$25.00
Decals	\$ 3.00 <del>\$2.79</del>
Can Koozies	\$ 3.00 <del>\$2.79</del>
Playing Cards	\$ 6.00 <del>\$5.59</del>
<b>ALL DEPARTMENTS (UNLESS OTHERWISE NOTED)</b>	
All data is free to inspect. If printed copies are required, you will be charged according to Minnesota Statutes §13.03	<p>100 or less at \$.25/Copy page (letter or legal size in b/w only)</p> <p>101 Copies and over: cost of media, mailing, employee time to research and copy data</p> <p style="text-align: center;">Employee time will be charged at \$25.00/hour with a \$25.00 minimum.</p>
<b>ATTORNEY – 507-637-4010</b>	
As per contracts in Attorney's Office	
<b>VETERAN OFFICE – (507) 637-4034</b>	
It is unlawful to charge a fee to Veterans	
<b>PROBATION – 507-637-4047</b>	
<p>Misdemeanor Fee Per File: \$100.00 (Sent to Redwood County Auditor)</p> <p>Gross Misdemeanor Fee Per File: \$200.00 (Sent to Redwood County Auditor)</p> <p>Felony Fee Per File: \$300.00 (Sent to State of Minnesota)</p>	
<b>Room Rental (If not County Business)</b>	
Non-Profit, Civic (Community Rm., any Conference or Board Room	<p>\$25.00</p> <p>Plus After Hours if before 7am or after 8:30 pm M-F, or Weekends</p>
For-Profit, Civic (Community Rm., any Conference or Board Room	<p>\$50.00</p> <p>Plus After Hours if before 7am or after 8:30 pm M-F, or Weekends</p>

## REDWOOD COUNTY FEE SCHEDULE

After Hours	\$25.00/per hour
<b>ADMINISTRATION- (507) 637-4016</b>	
Passport Administration Fee to Redwood County	\$35.00
Copies	.25 per copy
Passport Photo	\$10.00
<b>SOLID WASTE SPECIAL ASSESSMENTS</b>	
<b>CLASSIFICATION</b>	<b>Fee Amt./Unit/Value Range</b>
Agriculture	\$1 to \$999,999,999
<b>Residential</b>	
Mobile Home	\$1 to \$999,999,999
Single Family Homes	\$1 to \$999,999,999
Apartments	Per unit
Triplex	Base Fee
1 to 3 units	Per unit
4 or more units	Per unit
Bed & Breakfast < 6 units	<\$50,000
<b>COMMERCIAL</b>	
<\$50,000	
\$50,001 - \$150,000	
\$150,001 - \$300,000	
\$300,001 - \$500,000	
\$500,001 - \$750,000	
\$750,001 - \$1,000,000	
\$1,000,001 - \$1,500,000	
\$1,500,001 - \$3,000,000	
\$3,000,001 - \$999,999,999	
<b>Tax Exempt Properties</b>	\$31.00 – \$791.00
<b>Solid Waste Haulers License</b>	\$50.00 per truck





**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	January 3, 2022	<b>Originating Dept.:</b>	Admin
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>		<b>Presenter:</b>	Vicki K
Reimbursement Policy for 2023		<b>estimated time needed:</b>	
<b>Board Action:</b>	<input type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Approve the 2023 Reimbursement Policies

**Background Information:**

No changes to the policies at this time. The IRS has not provided a revision to the Standard Mileage reimbursement for 2023; therefore, the rate will remain the same until the revise number is obtained.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

**\*\* The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day \*\***

# REDWOOD COUNTY REIMBURSEMENT POLICIES FOR 2023

## MILEAGE REIMBURSEMENT

As of January 1, 2023, the mileage reimbursement rate will be set at the federal rate. 2023 mileage reimbursement will be paid at the rate of .65.5 cents per mile, with .55.5 cents per mile when a Redwood County employee chooses to use their personal vehicle for travel related to county business, UNLESS proper verification from the County Administrator's Office is made, indicating that a county car was requested, but not available or not the best choice for use. In these cases, the full mile reimbursement will be paid. **There will be no exceptions to this policy.**

## MEAL REIMBURSEMENT\*

The Meal Reimbursement Policy requires claims for meal reimbursements to be accepted only with an original itemized receipt from the establishment at the following maximum rates, allowing in-county reimbursement when job requirements dictate attendance at an official function, upon approval by the Department Head and/or County Board: Maximum of \$35.00 per day.

**Claims must not be made for, or include within, the cost of any alcoholic beverages, tips or delivery charges.**

Meal reimbursements shall be granted to County Commissioners, lay members who serve Redwood County on boards, committees, or commissions, when the expenses were incurred in performing the duties of their office or assignment, all upon presentation of properly itemized claims.

Meal purchases for all-day board planning sessions are an acceptable expenditure. Any other meal planning sessions must have prior authorization by the County Administrator. A claim form must be submitted and approved by the County Administrator. If authorization or approval is NOT submitted, the Employee will be responsible for the total cost of the meal.

Redwood County employees must submit the completed Redwood County Meal Reimbursement Policy Worksheet along with properly itemized claims for these meal reimbursement amounts when incurred as a result of attendance at conferences, training sessions, workshops, and special meetings approved by the Department Head.

Note: Credit card receipts document only the method of payment. **Itemized original receipts** are required in order to detail each expenditure. If an itemized receipt is not provided, the employee will be responsible to reimburse Redwood County at their own expense.

## OUT-OF-STATE TRAVEL

Requests for out-of-state travel and related expenses will be reviewed and approved by the County Board on a case-by-case basis if the expense to the county exceeds \$500.00. If the out-of-state travel and related expenses are under \$500, it will be reviewed and approved by the County Administrator.

A completed Out of State Travel Request Form must be submitted with any request. The Out of State Travel Form is available on the HR Connection.

## LODGING REIMBURSEMENT

Employees and elected officials are eligible for the reimbursement of the actual cost of single room rate for lodging required to conduct the business of the County. Every effort should be made to utilize reasonable priced accommodations and obtain governmental discounts. Itemized receipts are required, and

reimbursement will be made only for those expenses clearly identified as business related. Only charges for lodging should be charged at hotels/motels.

Employees attending a morning session requiring departure from home prior to 6:30 A.M. will be reimbursed for lodging if they choose to drive the previous day or evening. Staff members must obtain prior approval from the department head/unit supervisor for all sessions, travel and expenses.

#### **OTHER EXPENSES**

Reimbursements for any other necessary, actual expenses incurred in performing the duties of the office or committee assignment, including registration fees, will be made upon presentation of properly itemized vouchers, including receipts.

#### **PER DIEM**

A maximum per diem (per day) rate of \$75 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 educational/training sessions; and for the 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.

The per diem rate to be paid to lay members appointed to serve Redwood County on boards, committees or commissions is \$50.

#### **REIMBURSEMENT DEADLINE**

Requests for reimbursements for expenses incurred by county employees and committee appointees in conducting business for Redwood County must be submitted within 60 days of the date on which the expenses occurred. Requests submitted after the 60-day period will not be paid unless the County Board grants special approval for the reimbursement.

**\*WHEN ARE MEALS TAXABLE?** When you travel and an overnight stay is NOT required then your meal reimbursement is taxable.

**\*WHEN ARE MEALS NON-TAXABLE?** When you travel and an overnight stay IS required then your meal is non-taxable.

*Adopted 1-3-23*



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	1-2-23	<b>Originating Dept.:</b>	Administrator
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>		<b>Presenter:</b>	Vicki Kletscher
U of MN Use Agreement		<b>estimated time needed:</b>	
<b>Board Action:</b>		<input checked="" type="checkbox"/> <b>Yes, action required</b> <input type="checkbox"/> <b>No, informational only</b>	

**If Action, Board Motion Requested:**

Approve the U of MN Use Agreement.

**Background Information:**

The U of MN Extension will be utilizing the Learning Center for a training on February 11, 2022. Standard protocol for them to utilize our meeting room is to approve the agreement. There is no fee to use our space.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

**\*\* The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day \*\***



## UNIVERSITY OF MINNESOTA USE AGREEMENT

**THIS USE AGREEMENT** (the “Agreement”) is entered into effective as of December 27 2022 by and between Regents of the University of Minnesota (the “University”), a Minnesota constitutional corporation, and Redwood County Government Center (the “Facility Owner”), a government agency. This Agreement is entered into by the University through its Extensoin.

**1. Facility.** Facility Owner, in consideration of the covenants contained in this Agreement, grants to University the right to use the facilities located in the County of Redwood, and State of Minnesota, described as follows:

Meeting spaces within the government center, restrooms, parking lot for all terrain vehicle (ATV) safety training, parking for participants (the “Facility”).

**2. Use.** University may use the Facility during the hours of 8 am to 5:30 pm on the following date(s): Saturday February 11 2022, for the following purpose(s):

4-H Shooting Sports & Wildlife adult leader & older youth (9<sup>th</sup> grade and older) leader training plus 4-H ATV safety training

The Facility is provided in “As-Is” condition, and University shall not make any alterations or additions to the Facility without the prior consent of Facility Owner.

**3. Services.** Facility Owner, at no additional expense to University, will provide all services reasonably required for University’s use of the Facility, including heat or air-conditioning, electricity, water/sewer, garbage removal, janitorial services and NA.

**4. Payment.** University agrees to pay to the Facility Owner as payment for the Facility use the sum of zero and no/100 dollars (\$0), to be paid:

within thirty (30) days of its receipt of a fully executed copy of this Agreement

within thirty (30) days following the end of the University’s Facility use

within thirty (30) days of its receipt of an invoice from the Facility Owner

as described in the payment terms in paragraph 15

**5. Assignment.** University will not assign or otherwise transfer its rights under this Agreement without the consent of the Facility Owner.

**6. Obligations at End of Agreement.** University will, at the expiration of this Agreement, cease use of the Facility, remove all of its personal property and equipment therefrom, leaving the Facility in as good condition that existed at the commencement of its use, normal wear and tear and damage from fire, casualty and the elements excepted.

**7. Responsibility.** University will be responsible for damage, loss or injury caused by University, its employees, attendees and contractors in assigned function rooms in the Facility during University's use, except to the extent caused by the willful or negligent act or omission of Facility Owner, its officers, agents, employees and representatives. University's liability is subject to the limits in the Minnesota Tort Claims Act, Minn. Stat. § 3.736 and other applicable law.

**8. Notices.** All notices, requests and other communications that a party is required or elects to deliver shall be in writing and shall be delivered personally, or by facsimile or electronic mail (provided such delivery is confirmed), or by a recognized overnight courier service or by United States mail, first-class, certified or registered, postage prepaid, return receipt requested, to the other party at its address set forth below or to such other address as such party may designate by notice given pursuant to this section:

If to the University:                      University of Minnesota  
Attn.:  
c/o Real Estate Office  
451 Donhowe Building  
319-15th Avenue SE  
Minneapolis, MN 55455-0199  
Facsimile No: (612) 624-6345  
E-mail: reo@umn.edu

With a copy of  
default notices to:                      University of Minnesota  
Office of the General Counsel  
Attn.: Transactional Law Services Group  
360 McNamara Alumni Center  
200 Oak Street SE  
Minneapolis, MN 55455-2006  
Facsimile No.: (612) 626-9624  
E-mail: contracts@mail.ogc.umn.edu

If to the Facility Owner:  
  
Attn:  
  
Facsimile No.:  
E-mail:

**9. Amendments.** This Agreement shall be amended only in a writing duly executed by both parties. This Agreement (including all addenda, exhibits and schedules) is intended by the parties

as the final and binding expression of their agreement and all prior negotiations and agreements related to the subject matter of this Agreement are superseded by this Agreement.

**10. Use of University Name or Logo.** Facility Owner agrees not to use the name, logo, or any other marks (including, but not limited to, colors and music) owned by or associated with the University or the name of any representative of the University in any sales promotion work or advertising, or any form of publicity, without the written permission of the University in each instance.

**11. Non-Waiver.** No waiver by any party of a default or non-performance by the other party shall be deemed a waiver of any subsequent default or non-performance.

**12. Governing Law; Forum.** The laws of the state of Minnesota shall govern the validity, construction and enforceability of this Agreement. All suits, actions, claims and causes of action relating to the construction, validity, performance and enforcement of this Agreement shall be brought in the state courts of Minnesota.

**13. Counterparts and Electronic Delivery.** This Agreement may be executed in counterparts, each of which will be deemed an original, and all of which together will constitute one Agreement. The executed counterparts of this Agreement may be delivered by electronic means, such as email and/or facsimile, and the receiving party may rely on the receipt of such executed counterpart as if the original had been received.

**14. Force Majeure.** This Agreement may be terminated upon one party providing notice to the other if an Uncontrollable Event makes it impracticable or inadvisable to conduct the event(s) contemplated by this Agreement. An “**Uncontrollable Event**” means an event or circumstance that is beyond the reasonable control and without the fault of the party impacted. An Uncontrollable Event may include, but is not limited to, acts of God; civil disorder; terrorist acts or threats; acts of governing authorities; fires, floods, and other natural disasters; strikes or other labor difficulties; public health issues or disease; facility closings or operation disruptions due to severe weather, a failure or disruption of utilities or critical equipment, an active shooter, or other emergencies; or other events, whether similar or dissimilar to the foregoing. For clarity, an Uncontrollable Event will include the COVID-19 pandemic and related circumstances, whether or not foreseeable (including, without limitation, ongoing or new quarantine orders; employee travel or other restrictions; campus closure or policy changes; or federal, state or local governmental orders or advisories). If this Agreement is terminated due to an Uncontrollable Event, both parties waive any claim against the other for damages, provided that any deposits or other amounts paid by one party to the other shall be promptly refunded.

**15. Special Conditions.** No payment due

*{Signature Page to Follow}*

**IN WITNESS WHEREOF**, University and Facility Owner have executed this Agreement on the day and year first above written.

**Regents of the University of Minnesota**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## 2022 COMMITTEE APPOINTMENTS

Forkrud  
Salfer

Wakefield  
Groebner

Van Hee

Advocate-Connect- Educate  
(ACE) Ex-Officio:  
(Joint Powers)

Commissioner Forkrud; Salfer as alternate.  
Meets 4th Thursday of the month at 9am  
Center for Regional Development – Slayton, MN  
2023 Appropriation: \$35,678/yearly

Ag Society/Fairboard:

Commissioner Van Hee & Salfer (alternate), Ex Officio.  
Meets 2<sup>nd</sup> Wed. of the month-Email invite sent  
Fairgrounds meeting room or various locations  
Contact is Jeff Potter 507-993-6491 potterosafarms@gmail.com  
Appropriation: \$36,000/yearly- 2023 1x/funding of \$66,000

Aquatic Invasive Species Committee

Groebner  
Conservation Officer and At large reps (Amanda Wold)  
Will meet quarterly at the most

Association of Minnesota Counties  
(AMC Voting Delegates)

All five Commissioners, Administrator, Env. Director;  
Highway Engineer

Meets for Annual Conference Dec. 3<sup>rd</sup> – 6<sup>th</sup>  
AMC Legislative Conference March  
AMC Leadership Conference Spring 2023  
AMC Policy Committees September 2023  
Appropriation: \$12,708/yearly

AMC District VIII Meetings:

All five Commissioners. Department Heads option at their  
Choice. Meets May 2023 & October 2023 as scheduled within  
10 County District.

AMC Policy Committees:

Environmental – Wakefield  
Ag Subcommittee – Forkrud  
Transportation Subcommittee – Van Hee  
Health & Human Services – Salfer  
Social Services & Health Subcommittee's - Salfer  
General Government – Groebner  
Indian Affairs Task Force – Groebner  
Public Safety – Forkrud  
Futures Committee – Briana Mumme  
(All Commissioners may attend at any time.)  
Attends the Feb., Sept., and December Conferences

Area II Minnesota River Basin  
Projects  
Joint Powers

Commissioner Wakefield; Groebner as alternate.  
Meetings 1<sup>st</sup> Thursday morning (9:00) monthly in Marshall,  
every other month in Redwood Falls jointly with RCRCA  
Contact: Kerry Netzke : Marshall Office, 507-537-6369.  
Appropriation: \$12,124

<u>Audit Committee:</u>	Board Chair, Administrator, Auditor-Treasurer Meets as needed		
<u>Board of Adjustment:</u> (Noxious Weed Appeal Board)	John Rohlik Jr., Dan Tauer, John Schueller Meets as needed. No Term limits Contact: Director of Environmental Services: Scott Wold, 507-637-4023. Commissioner of District.		
<u>Budget/Finance Committee:</u>	Commissioner <b>Forkrud</b> & <b>Wakefield</b> ; County Administrator		
<u>Buildings Committee:</u>	Commissioners <b>Groebner</b> & <b>Forkrud</b> Administrator; Department Heads: Maintenance		
<u>Business Subsidy &amp; Tax Abatement Committee</u>	Commissioners <b>Salfer</b> (EDA) <b>Forkrud</b> (non-EDA); Alternate: Commissioner <b>Van Hee</b> Administrator; Attorney, Assessor, Auditor/Treasurer EDA Coordinator Meet as needed at a time that works for the majority		
<u>Communications Board</u> (Emergency Communication Board)	Commissioner <b>Wakefield</b> ; <b>Groebner</b> Alternate Emergency Communication Board Delegate: Randy Hanson - Alternate: Jim Sandgren Regional User Committee: Meets every other month (4 <sup>th</sup> Wed.) at 1pm in Basement of Lyon County Sheriff's Office.		
<u>Cottonwood-Middle MN River One Watershed</u>	Commissioner <b>Wakefield</b>		
<u>County Emergency Services Committee:</u>	Board Chair Vice Chair Dispatch EMS (Ambulance) County Administrator County Engineer Environmental	Sheriff National Guard Emergency Management Dir. Redwood County Fire Assn. City Police Dept. Red Cross	
<u>County Office Appointments:</u>			
Assessor	Jesse Jacobson	2 yr. term	ends = Nov. 30, 2024
Highway Engineer	Anthony Sellner	4 yr. term	ends = April 2024
Veteran Service Officer	Roger Zollner	4 yr. term	ends = March 2025
County Coroner	Dr. Kelly Mills	4 yr. term	ends = December 2023
<u>CPT (Counties Providing Technology)</u>	Commissioner <b>Wakefield</b> Alternate: Commissioner <b>Forkrud</b> Administrator		
<u>Dead Coon Lake Outlet</u>	Commissioner <b>Groebner</b> and <b>Wakefield</b>		

Drug Court Steering Committee

Commissioner **Wakefield**  
Alternate: Commissioner **Forkrud**  
Judge: Patrick Rohland  
Co. Attorney: Jenna Peterson  
DOC Supervisor: Sarah Eischens  
Sheriff's Department: Jason Jacobson  
Drug Court Coordinator: Grady Holtberg  
Chief Public Defender: Cecil Naatz/Joel Solie  
5<sup>th</sup> District Administration: Brenda Pautsch  
Tribal Council: Robert Larsen  
SWHHS: Cindy Nelson  
Lower Sioux Social Services: Darin Prescott  
City Council Member: John Buckley  
Lower Sioux Police Chief: Dave Hester  
Redwood Falls Police Chief: Jason Cotner  
Redwood Community Member: Rev. Scott Prouty  
Lower Sioux Community Member: \_\_\_\_\_  
Western Mental Health: Sarah Ackerman  
Project Turnabout: Rick Forde  
Meets as needed

Drug Task Force:  
(Joint Powers)

Commissioner **Wakefield**; Alternate-Commissioner **Salfer**  
Meets 2<sup>nd</sup> Thursday every month at 9:30 a.m. Redwood  
County Law Enforcement Center

Emergency Medical Services (EMS)  
Board:

Jeremy Krause (1<sup>st</sup> term 2023, 2024, 2025)  
Lewis Louwagie (2<sup>nd</sup> Term 2019, 2020, 2021)  
Contact: Ann Jensen [director@sw-ems.org](mailto:director@sw-ems.org)  
Lewis Louwagie 507-829-6154

Extension Committee:  
(May serve two 3-year terms)

Commissioners **Van Hee** and **Forkrud**  
1<sup>st</sup> District: Merna Malmberg (1<sup>st</sup> Term) 2022, 2023, 2024  
2<sup>nd</sup> District: Caroline Netzke (2<sup>nd</sup> Term) 2021, 2022, 2023  
3<sup>rd</sup> District: Talana Mathiowetz (1<sup>st</sup> Term) 2022, 2023, 2024  
4<sup>th</sup> District: Lori O'Leary (2<sup>nd</sup> term) 2023, 2024, 2025  
5<sup>th</sup> District: Mary Thomas (1<sup>st</sup> term) 2021, 2022, 2023  
At-Large: Emily Berg 2022, 2023, 2024  
Secretary Designate: Auditor-Treasurer Office  
Meets 3x/year 2023– March 28, June 27 & November 14<sup>th</sup> at  
4pm in Redwood Falls

Human Rights Officers:

County Administrator; County Attorney; County Sheriff  
Board Chair, Alternate Vice Chair.

Insurance & Benefits Committee:

Commissioner Forkrud, Alternate Salfer; Administrator;  
AFSCME-Courthouse, VACANT, Denise Siegfried,  
R & B: Paula Olson;  
LELS: B.J. Labat  
R & B: Roger Polkow; Matthew Guetter  
Non-Union Employees: Peter Brown  
Management Team: Auditor-Treasurer  
Meets as needed

Judicial Ditch Committee:

Commissioners Wakefield; Groebner, Forkrud  
Commissioner in District involved  
Environmental Director, Auditor/Treasurer, Ditch Inspector,  
Administrator

Ditch Committee

Wakefield; Groebner Forkrud  
Environmental Director, Auditor/Treasurer, Ditch Inspector  
Administrator

Law Library

Commissioner Van Hee  
County Attorney  
VACANT – Attorney at Estebo  
Judge Rohland

Lower Sioux Community Planning:

Commissioners Van Hee & Groebner;  
Administrator and EDA Coordinator  
Meets as needed

Marketing Committee

Briana Mumme, Heidi Wersal, Joyce Anderson,  
Robin Kokesch, Brian Schulte, Scott Wold, Amy  
Serbus  
Meet as needed at a time that works for the majority

MN Rural Counties Caucus

Commissioner Salfer Alternate – Van Hee  
2<sup>nd</sup> Monday every month in Alexandria  
Contact: Dan Larson  
Appropriation: \$2,300/yearly

MN Transportation Alliance:

Commissioner Van Hee; Alternate: Groebner  
Highway Engineer  
Executive Director: Margaret Donahoe  
[Margaret@transportationalliance.com](mailto:Margaret@transportationalliance.com)

MN Valley Regional Rail Authority:  
(Joint Powers)

Commissioner Groebner Alternate Van Hee  
Meets 3<sup>rd</sup> Wednesdays at 9:30 a.m.  
Odd months – Sibley County Courthouse;  
Even months – Redwood County Government Center  
Contact: RADC 507-637-4084.

Ordinance Task Force

Commissioner: **Forkrud**  
Planning Commission Member: Mike Scheffler  
Auditor/Treasurer: Jean Price  
Solid Waste Administrator: Nick Brozek

Personnel Sub-Committee:

**Salfer** and **Forkrud**  
Administrator; HR Coordinator  
Meets as needed

Plum Creek Parks Committee

Commissioner **Wakefield**  
Environmental Director: Scott Wold  
EDA Coordinator: Briana Mumme  
Park Supervisor: Adam Kletscher  
City: Walnut Grove Mayor  
At Large: Merna Malmberg  
Lon Walling

Planning & Zoning Commission:

Commissioner **Forkrud**; **Salfer** as alternate;  
County Attorney; No term limits  
1<sup>st</sup> District: DeVonaa Zueg (2<sup>nd</sup> Term) 2021-2022-2023  
2<sup>nd</sup> District: Mike Scheffler: (5<sup>th</sup> Term): 2021-2022-2023  
3<sup>rd</sup> District: Mark Madsen (4<sup>th</sup> Term): 2022-2023-2024  
4<sup>th</sup> District: Mike Kaufenberg (3<sup>rd</sup> Term): 2022-2023-2024  
5<sup>th</sup> District: Jeff Huseby (2<sup>nd</sup> term) 2021-2022-2023  
Soil and Water Representative: **VACANT**  
Typically meets last Tuesday of the month at 1pm

Plum Creek Library Governing Board  
of Trustees: (Joint Powers)

Commissioner **Wakefield**; Alternate: **Salfer**  
Contact: Worthington Office, 507-376-5803.  
3<sup>rd</sup> Wednesday at 6:30 p.m. Jan, April, June, October and  
December; Meets 5x/year  
in Slayton – Murray County Court Bldg.  
Contact [rhudson@plumcreeklibrary.net](mailto:rhudson@plumcreeklibrary.net)  
Appropriation: \$109,323/yearly

Primewest

Commissioner **Van Hee** Alternate: **Forkrud**  
Meets: First Thursday every month  
Meets in Alexandria, MN 11:30 a.m. – 3:00 p.m.

Redwood-Cottonwood Rivers Control  
Area (RCRCA): (Joint Powers)

Commissioner **Wakefield** ; **Groebner** as alternate.  
Meets 1<sup>st</sup> Thursday monthly in Marshall & every other month in  
Redwood Falls, 9:00 a.m. jointly with Area II  
Contact: 507-532-1325, Kerry Netzke  
Appropriation: \$26,480.00/yearly

One Watershed, One Plan

Redwood County Collaborative:  
(Joint Powers)

Commissioner **Salfer**; **Wakefield** as alternate  
Meets yearly

Redwood County EDA Committee:

(May serve three 3-Year terms)

Commissioners **Salfer** – 2021-2022-2023 (3<sup>rd</sup> Term)

**Van Hee** – 2020-2021-2022 (2<sup>nd</sup> Term)

EDA Coordinator

1<sup>st</sup> District: Jacob Jenniges (3<sup>rd</sup> Term): 2023-2024-2025

2<sup>nd</sup> District: Ed Cohrs (2<sup>nd</sup> Term): 2021-2022-2023

3<sup>rd</sup> District: VACANT (1<sup>st</sup> Term): 2023-2024-2025

4<sup>th</sup> District Sarah Kuglin (2<sup>nd</sup> Term) 2021-2022-2023

5<sup>th</sup> District: Jeff Manthei (1<sup>st</sup> Term): 2022-2023-2024

At Large: Jenifer Goblisch (2<sup>nd</sup> Term): 2021-2022-2023

At Large: Stacey Heiling (2<sup>nd</sup> Term): 2023-2024-2025

2<sup>nd</sup> Wednesday every other month (odd months) at 9am at the Government Center, and even months via Zoom

Redwood County Historical Society  
Board and Friends of Gilfillan:

Commissioner Groebner; **Forkrud** as alternate.

Hist. Society meets 3<sup>rd</sup> Tuesday of the month in the evening.

Friends of Gilfillan -meets 4<sup>th</sup> Thursday of the month March-  
November at Gilfillan

Redwood Falls Library

Appropriation: \$20,000/yearly

Redwood County Water Plan  
Advisory Board

Commissioner Groebner and **Wakefield**

Contact: Scott Wold (Soil and Water)

Usually meets 2x/year or so

## Recycling Committees

Lyon County Regional Landfill:

Commissioner; Groebner; **Forkrud** as alternate;

RRRSWA Executive Director; Redwood County Solid Waste  
Administrator

Meets in Marshall 1x/year

Lyon County Regional Landfill:  
(Annual Meeting)

All five Commissioners

Redwood County Solid Waste Administrator

RRRSWA Executive Director

Redwood/Renville Regional Solid  
Waste Joint Powers:

Commissioner Groebner; Commissioner **Forkrud**

**Salfer** as alternate.

Redwood County Representative: William Lightfoot

At Large Member: Dr. Steven Medrud

Meets 2nd Tuesday at 2:00 p.m. at RRRSWA Building

Rural MN Energy Board:  
alternate.

(Joint Powers)

Commissioner Groebner, Commissioner **Wakefield**; as

Meets 4<sup>th</sup> Monday on odd months at 1pm– 2401 Broadway  
Avenue, Slayton, MN

[www.rmeb.org](http://www.rmeb.org) for meeting dates; Annette Fiedler

Appropriation: \$2,500.00/yearly

<u>Solid Waste Subcommittee:</u>	Commissioners Groebner & Forkrud Salfer as alternate RRRSWA Executive Director/Redwood Cty. Solid Waste Administrator Meets as needed
<u>Southwest Regional Solid Waste : Commission: (Joint Powers)</u>	Commissioner Groebner; Alternate: Wakefield – RRRSWA Executive Director: Jon Mitchell. Contact: SRDC Office, 507-836-1633 – Rosemary Bruce-White Qtly Meetings in the am at 2401 Broadway Ave., Slayton
<u>Redwood Falls City Council Committee</u>	All Commissioners Administrator Meets the 5 <sup>th</sup> Tuesday at 5:00 p.m.
<u>Redwood Soil &amp; Water Conservation District – Liaison Committee</u>	Commissioner Groebner & Forkrud Soil & Water Board Members: Joe Plaetz, Jeff Potter Environmental Director County Administrator Meets: As needed
<u>Redwood Soil &amp; Water Conservation Board</u>	Commissioner: Groebner; Alternate: Forkrud Meets the 2 <sup>nd</sup> Wednesday of every month in the AM
<u>Safety Committee:</u>	Commissioner Salfer and Forkrud; Groebner as alternate Safety Coordinator: Peter Brown; Safety Technician: Shelly Koenig R & B - Jerry Jenniges; Jeff Bommersbach as Alternate; Maintenance-Loren Gewerth Sheriff – Joel Bill CH/Government Center-Jim Sandgren Meets 4x/year
<u>Southern MN Tourism Association:</u>	Chamber Director; Commissioner Forkrud Meetings in various sites quarterly Contact: Mankato Office, 507-389-2683. Anne Johnson, Chamber Director Appropriation: \$772.00/yearly
<u>Southern Prairie Community Care:</u>	Commissioner Van Hee; Alternate Salfer Meets 4 <sup>th</sup> Friday every month (9:30-12:30pm) At Redwood Falls MN West Room Toni.lecy@southernprairie.org

<u>SMAMHC (SW MN Adult Mental Health Consortium Executive Commission Board: (Joint Powers 18 Counties)</u>	Commissioner <b>Salfer</b> ; Alternate <b>Wakefield</b> Meets annually in October Consortium meets 3 <sup>rd</sup> Friday monthly. (attended by SWHHS) Marshall
<u>Southwest Health &amp; Human Services:</u>	Commissioners <b>Salfer</b> & <b>Wakefield</b> ( <b>Van Hee</b> as alternate) Public Health Lay-person: Maydra Maas Meets third Wednesday of the month at 9:00 a.m. at the Gov't Center in Marshall. <a href="mailto:Monica.christianson@swhhs.com">Monica.christianson@swhhs.com</a>
<u>SW MN Private Industry Council Chief Elected Officials Board: (Joint Powers)</u>	Commissioner <b>Wakefield</b> ; <b>Salfer</b> as alternate. Meets Qtrly. at 2pm Contact: Marshall Office, 507-476-4060. Carrie Bendix <a href="mailto:cbendix@swmnpic.org">cbendix@swmnpic.org</a> Lyon County Government Center Appropriation: \$3,440/yearly
<u>SW Regional Development Commission: (Joint Powers)</u>	Commissioner <b>Van Hee</b> ; <b>Salfer</b> as alternate. 2 <sup>nd</sup> Thursday every month at 3:30pm. at SRDC Office in Slayton. Contact: Slayton Office, 2401 Broadway Ave. #1 Rhonda Wynia; <a href="mailto:rwynia@swrdc.org">rwynia@swrdc.org</a> (507) 836-8547
<u>State Community Health Service Advisory Board</u>	Commissioner: <b>Salfer</b> Representative for SWHHS Meets Quarterly in March, June, Sept. and December Contact is Carol Biren Salfer is the representative for SWHHS and they pay his per diem
<u>Supporting Hands Nurse Family Partnership</u>	Commissioner; <b>Salfer</b> ; <b>Forkrud</b> Alternate Meets Quarterly – Carol Biren – SWHHS Meeting Dates: Kandiyohi HHS Building, Willmar
<u>Tobacco Ordinance Hearing Panel:</u>	Representative from SWHHS (5-18-21)
<u>United Community Action Board of Directors</u>	Commissioner: <b>Van Hee</b>
<u>United Community Action Partnership – Community Transit</u>	Commissioner <b>Van Hee</b> Meets quarterly on third Tuesday at 3:30 p.m. 164 East 2 <sup>nd</sup> Street, Redwood Falls (February, May, August and November) Cathleen Amick (507) 637-2187
<u>Wellness Your Way</u>	Heidi Wersal, Michelle Koenig, Peter Brown, Robin Kokesch, Chris Burchfield, Julie Zimmermann Jeanne Prescott, Jenifer Manthei, Amy Serbus

Western Mental Health Center  
Members of the Corporation:  
(Formerly Western Human Devel.)

Meets the 3<sup>rd</sup> Wednesday every month at 3:00 p.m.

Commissioners **Salfer**; Alternate **Van Hee**  
Lay member: Maydra Maas (appointed 4/2/2013)  
Board meets in Marshall at 1212 E. College Drive  
4<sup>th</sup> Monday every month, 4:00 p.m.  
507-337-4926, Sarah Ackerman sackerman@wmhcinc.org