

REDWOOD COUNTY, MINNESOTA

December 12, 2023

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, Bob Van Hee, Jim Salfer, Dave Forkrud, Rick Wakefield. County Administrator Vicki Kletscher, Administrative Assistant Sierra Fluck, Auditor/Treasurer Jean Price, Human Resource Coordinator Peter Brown, Sheriff Jason Jacobson, County Engineer Anthony Sellner, Planning & Zoning Supervisor Jeanette Pidde, Maintenance Director Loren Gewerth, Ditch and Ag Inspector Brent Lang, Financial Accountant Lisa Guggisberg, License Center Supervisor Amy Serbus, Economic Development Coordinator Briana Mumme, Economic Development Board Members Christie Larson, Stacy Heiling, Summit Carbon Solutions Representatives Patrick McCarthy and Scott O' Konek, City Administrator Keith Muetzel, SW MN Housing Partnership Jen Theneman, Bolton & Menk Principal Engineer Bill Helget and Senior Planner Mojra Hauenstein.

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

On motion by Van Hee, second by Groebner, the Board voted unanimously to approve the December 12 agenda.

Chair Salfer asked the Board Members to identify any areas in which they had a conflict of interest. There were none.

CONSENT AGENDA

- On motion by Groebner, second by Wakefield, the Board voted unanimously to approve the following:
 - November 21st Board Minutes.
 - November 28th Board Minutes
 - Payment of bills.

General Fund	\$ 112,803.98
Building Fund	\$ 23,878.95
Ditch Fund	\$ 185,690.03
Solid Waste Fund	\$ 23.33
Soil & Water	\$ 22,855.59
Debt Service Fund	\$ 296.40
R & B Fund	\$ 2,065.69
Insurance	\$ 813.92

○ **Bills exceeding \$2,000:**

Warrants Approved for Payment 12/15/2023.

<u>Vendor Name</u>	<u>Amount</u>
ELAN CORPORATE PAYMENT SYSTEMS	13,285.11
Final Total:	13,285.11

Warrants Approved On 12/12/2023 For Payment 12/15/2023.

<u>Vendor Name</u>	<u>Amount</u>
ADVANCED CORRECTIONAL HEALTHCARE	10,637.42
ALPHA WIRELESS COMMUNICATIONS CO	3,213.86
AUTUMN RIDGE LANDSCAPING	2,029.05
BEACH TRANSPORT INC	119,460.63
BRIGHTER HOMES STORE	20,049.90
COUNTY OF NOBLES	6,200.00
FLEET SERVICES DIVISION-DEPT OF ADM	7,477.78
FORUM COMMUNICATIONS PRINTING	4,462.29
GALLS LLC	3,067.25
GREAT RIVER GREENING	4,474.05
HAGERT/BRYAN	17,559.48
HIGH ACRE LAW PLLC	2,170.00
KERKHOFF BROS INC	12,377.50
L & S CONSTRUCTION CORP	42,344.28
MAAS CONSTRUCTION CO	3,688.70
MAVERICK DRONE SYSTEMS	6,649.05
NORTHERN SAFETY TECHNOLOGY INC	11,263.28
NORTHLAND EROSION CONTROL	3,320.00
PARALLEL AG - MIDWEST LLC	21,721.03
SOUTHWEST SALES & SERVICE	5,855.43
66 Payments less than 2000	27,121.80
Final Total:	335,142.78

EMPLOYEE RECOGNITION

- The Board recognized Lisa Guggisberg – Auditor Treasurer Office for 10 years of Service to Redwood County.

AUDITOR/TREASURER

- On motion by Wakefield, second by Groebner, the Board voted unanimously to approve the Cash Balance Report, Investment Summary, Budget Reports, General Fund; Road and Bridge; Building; Human Services; Ditch; Health; Debt Service; Insurance; Solid Waste; Soil and Water and Conservation District Fund.
- On motion by Groebner, second by Van Hee, the Board voted unanimously to authorize the Auditor-Treasurer to continue to make temporary transfers from the General Fund to the Ditch fund to cash flow and to continue to pay the General Fund back when the Ditch Fund has enough to make the transfer.
- On motion by Forkrud, second by Wakefield, in a roll call vote with Salfer, Forkrud, Van Hee, Groebner, and Wakefield all voting aye the Board adopted the following Resolution:

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

(1) for a claim for a payment from an imprest payroll bank account or investment of excess money;

(2) for a payment of tax or aid anticipation certificates;

(3) for a payment of contributions to pension or retirement fund;

(4) for vendor payments; and

(5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

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

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

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

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

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

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

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

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

BE IT FURTHER RESOLVED, that the County Board delegates and authorizes that the County Auditor/Treasurer may pay the

following types of claims made against the County;

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

- Appropriations authorized by the County Board via the budget
- Pass-through state monies
- To reissue any Commissioner warrant, due to a lost check
- Post office box rental and/or safety deposit box rental
- Transactions authorized by other boards or those boards that have delegated authority for claim payment to the County Auditor/Treasurer (including, but not limited to, Southwest Health and Human Services);

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

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

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

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

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

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

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

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

BE IT THEREFORE RESOLVED, that pursuant to GASB #54, Redwood County is committing fund balance for the following purposes stated below for the year ending 2023, and the dollars used to commit will be used from current fund balance:

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

BE IT FURTHER RESOLVED, the County Administrator and the County Auditor/Treasurer are hereby authorized and directed to adjust the amounts for each of the committed stated purposes above in regards to the transactions made during the 2023 year and amounts budgeted for the 2024 year; and

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

LICENSE DEPARTMENT

- Serbus updated the Board on the fees and transactions in the License Center.

ENVIRONMENTAL

- On motion by Groebner, second by Forkrud, the Board voted to Deny in a 4-1 vote with Van Hee voting nay, the applications for Rezoning 1-23r Eric & Heidi Linsmeier on behalf of O&E Properties, LLC.
- On motion by Groebner, second by Wakefield, the Board voted unanimously to approve the proposal of Kogel Archaeological Consulting Services to provide a phase 1 archeological survey, in connection with the Plum Creek Park improvement grant, for an amount not to exceed \$5,900.
- On motion by Wakefield, second by Groebner, the Board voted unanimously to table the Service Agreement with Kogel Archaeological Consulting Services to December 26th.

SHERIFF

- On motion by Van Hee, second by Wakefield, the Board voted unanimously to approve the out of state travel request for Deputy Andrew Schroeder to attend 2024 1 Drug Evaluation and Classification Training School in Philadelphia, PA February 25-28th, funded by a grant through the Minnesota office of Traffic Safety & National Highway Traffic Safety Administration.
- On motion by Groebner, second by Van Hee, the Board voted unanimously to approve the 2024 contract with the City of Wabasso for law enforcement services from January 1, 2024, through December 31, 2024.
- The Board reviewed the November 2023 Jail Population.

MAINTENANCE

- On motion by Van Hee, second by Salfer, the Board voted unanimously to approve the 5-year Fire Inspection Service Agreement with Summit Fire Protection for an annual cost of \$8,340.00.

ROAD & BRIDGE

- On motion by Wakefield, second by Groebner, excluding the bill with Turbes Ag Sales in the amount of \$112.00, the Board voted unanimously to approve the road and bridge December bills in the amount of \$216,821.22.

Warrants Approved On 12/12/2023 For Payment 12/15/2023.

<u>Vendor Name</u>	<u>Amount</u>
BOLTON & MENK INC	10,872.00
DUININCK INC	26,376.47
JOHN DEERE FINANCIAL	3,008.10
KECK TREE SERVICE	11,650.00
MIDWEST LIFT WORKS LLC	6,608.05
RED ROCK QUARRY INC	63,065.53
REDWOOD BUILDING CENTER INC	2,272.57
REDWOOD COUNTY AUD-TREAS	61,787.72
REDWOOD TIRE SERVICE INC	5,258.00
UNIQUE PAVING MATERIALS	4,050.80
ZIEGLER INC	4,813.87
43 Payments less than 2 0 0 0	17,058.11
Final Total:	216,821.22

- On motion by Van Hee, second by Wakefield, with Groebner abstaining due to a conflict of interest, the Board voted to approve the bill from Turbes Ag Sales in the amount of \$112.00.
- On motion by Van Hee, second by Groebner, the Board voted unanimously to approve the final pay request on contract 22-10 SAP 064-613-017: CSAH 13 concrete pipe replacements to Midwest Contracting, LLC in the amount of \$8,603.47.
- On motion by Wakefield, second by Groebner, the Board voted unanimously to approve the final pay request on contract 23-2 SAP 064-599-125, SAP 064-599-130, & SAP 064-599-134: Township bridge replacements, approach grading, and aggregate surfacing to John Riley Construction, Inc in the amount of \$49,266.93.
- On motion by Groebner, second by Wakefield, in a roll call vote with Salfer, Forkrud, Van Hee, Groebner, and Wakefield all voting aye the Board adopted the following Resolution:

WHEREAS, Redwood County believes that the existing speed limit on CSAH 24 is not appropriate under existing conditions; and

WHEREAS, Minnesota Statute 169.14, Subd. 5 requires Redwood County to request that the Commissioner of Transportation (Commissioner) authorize, upon the basis of an engineering and traffic investigation (speed study) the erection of appropriate signs designating a reasonable and safe speed limit; and

WHEREAS, Redwood County acknowledges that completion of a speed study could result in a decrease or an increase of the posted speed limit on CSAH 24; and

WHEREAS, Redwood County acknowledges that the requested limits of investigation on CSAH 24 could be revised by the Commissioner, based on observations made during the conducting of the speed study; and

WHEREAS, Redwood County agrees to accept the findings of the completed speed study, and implement any required signing changes; and

NOW, THEREFORE BE IT RESOLVED that Redwood County formally requests that the Commissioner complete a speed study on CSAH 24 from the intersection at State Highway 67 to the intersection at Redwood County Road State Aid Highway 1 to determine the reasonable and safe speed limit for the roadway.

- The Board reviewed the road & bridge budget summary.

SUMMIT CARBON SOLUTIONS

- Representatives from Summit Carbon Solutions updated the Board regarding Emergency preparedness on the pipeline projects.

ADMINISTRATION

- The 2024 Tobacco License applications from Farmer's Coop-Renville for the Wabasso C-Store is referred to the City of Wabasso as the proper authority to issue requested license.
- On motion by Wakefield, second by Forkrud, the Board voted unanimously to delay the 2024 Tobacco License Application for Famer's Cooperative - Renville Lamberton C-Store.
- On motion by Groebner, second by Wakefield, the Board voted unanimously to approve the 2024 Liquor License applications for Staples Enterprises Inc. dba Expressway, Sanborn.
- On motion by Forkrud, second by Wakefield, the Board voted unanimously to approve the 2024 Tobacco License Applications for Staples Enterprises In, dba Expressway Sanborn, Erickson's Amoco Handi-Mart dba Erickson's Handi-Mart Lamberton, and Meadowland Farmers Coop Belview.

Commissioner Van Hee exited @ 10:12 a.m. & returned at 10:16 a.m.

- On motion by Forkrud, second by Groebner, the Board voted unanimously to adopt the revised Area II Minnesota River Basin Projects Joint Powers Agreement and authorize Commissioner Wakefield's signature as Redwood County's appointed delegate.
- On motion by Wakefield, second by Groebner, the Board voted unanimously to approve the revised Data Subject Requests Policy and the Public Data Requests Policy.
- On motion by Salfer, second by Van Hee, the Board voted unanimously to approve the Local Homeless Prevention Aid Agreement.
- On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve the FY24 Snowmobile Grant in aid Program for the FY 2024 Maintenance and Grooming Grants in the amount of \$92,027.48.

Personnel

- On motion Groebner, second by Van Hee, the Board voted unanimously to acknowledge the resignation of Allison Larsen, Part-Time Technical Clerk/Receptionist in the Extension Department effective December 4, 2023.

- On motion by Groebner, second by Wakefield, the Board voted unanimously to hire Cody Fish as a Full Time Deputy Sheriff for the Redwood County Sheriff's Department and be placed on Deputy Sheriff I Grade/Step 1 at \$27.46 per hour, effective December 11, 2023.
- On motion by Wakefield, second by Forkrud, the Board voted unanimously to set the 2024 Health Insurance Rates with Blue Cross Blue Shield of MN.
- On motion by Forkrud, second by Van Hee, the Board voted unanimously to set the monthly County Cafeteria Contributions for 2024.
- On motion by Salfer, second by Van Hee, the Board voted unanimously to set the COBRA health insurances premiums for 2024.

Commissioner Van Hee Left the meeting at 10:28 a.m.

ECONOMIC DEVELOPMENT

- On motion by Salfer, second by Groebner, with Wakefield and Forkrud voting nay, the motion failed for the Countywide Comprehensive Housing Study Proposal.

COMMISSIONERS

- Commissioners reviewed the Cannabis Ordinance and will have further discussion at the January 2, 2023, Board Meeting.
- Commissioners discussed the funding request for WRAP, Inc and responded with a letter denying the request.
- The commissioners reported on meetings they attended.

Salfer: AMC Annual Conference, Personnel Committee.

Forkrud: AMC Annual Conference, Planning & Zoning, Personnel Committee.

ADJOURN

- There being no further business, Chair Salfer declared the meeting adjourned at 11:34 a.m.

Jim Salfer, Chair
Board of County Commissioners

Attest: _____
Vicki Kletscher
County Administrator