

REDWOOD COUNTY, MINNESOTA

January 2, 2024

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, Sheriff Jason Jacobson, County Engineer Anthony Sellner, County Attorney Jenna Peterson, Environmental Director Nick Brozek, Redwood County Recorder Joyce Anderson, Xcel representatives Randy Fordice and Matt Langan.

Auditor-Treasurer Price called the Organizational Meeting to order asking for the Pledge of Allegiance to the Flag.

Price then called for nominations for the Office of Chair of the Board for 2024. Wakefield nominated Salfer. After calling for additional nominations three times, Forkrud seconded, and a unanimous vote was cast for Salfer as the Board Chair for 2024.

Chair Salfer then called for nominations for the 2024 Vice-Chair of the County Board. Forkrud nominated Wakefield. After calling for additional nominations three times, Van Hee seconded, and a unanimous vote was cast for Wakefield as the Board Vice-Chair for 2024.

On motion by Wakefield, second by Groebner, the Board voted unanimously to approve the January 2nd 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 Van Hee, second by Wakefield, the Board voted unanimously to approve the following:
 - December 26th Board Minutes.
 - Payment of bills.

| | |
|-------------------|---------------|
| General Fund | \$ 27,596.33 |
| Ditch Fund | \$ 10.22 |
| Debt Service Fund | \$ 252,500.00 |
| R & B Fund | \$ 56.82 |
| Insurance | \$ 32.24 |

- **Bills exceeding \$2,000:**

Warrants Approved for Payment 12/29/2023.

| <u>Vendor Name</u> | <u>Amount</u> |
|--------------------------------|------------------|
| ELAN CORPORATE PAYMENT SYSTEMS | 17,561.19 |
| Final Total: | 17,561.19 |

Warrants Approved On 1/02/2024 For Payment 1/05/2024.

| <u>Vendor Name</u> | <u>Amount</u> |
|------------------------------|-------------------|
| SAFEASSURE CONSULTANTS' INC | 8,444.42 |
| U S BANK | 252,500.00 |
| 4 Payments less than 2 0 0 0 | 1,690.00 |
| Final Total: | 262,634.42 |

BOARD CHAIR

- On motion by Wakefield, second by Van Hee, the Board voted unanimously to authorize the Board Chair to act on behalf of Redwood County in case of emergencies.
- On motion by Van Hee, second by Groebner, the Board voted unanimously to adopt Roberts Rules of Order as the County Board meeting procedural guide.

AUDITOR/TREASURER

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

WHEREAS, Redwood County is required by Minn. Stat. § 203B.121, Subd. 1(a) to establish a County Absentee Ballot Board for the 2024 Presidential Nomination Primary Election; and

WHEREAS, this authorization will bring uniformity in the processing of accepting or rejecting returned regular absentee ballots to Redwood County Elections that would consist of deputy county auditors who have received training in the processing and counting of absentee ballots; and

WHEREAS, would consist of a sufficient number of election judges trained in the handling of absentee ballots and appointed as provided in Minn. Stat. § 204B.19 to Minn. Stat. § 204B.22 to specifically handle those absentee ballots requiring signature comparisons per Minn. Stat. § 203B.121, Subd. 2(b)(3); and

WHEREAS the County Absentee Ballot Board must begin this process 46 days prior to the 2024 Presidential Nomination Primary Election;

THEREFORE, BE IT RESOLVED THAT, the Redwood County Board of Commissioners hereby establishes the Redwood County Absentee Ballot Board and appoints deputy county auditors; Lisa Guggisberg, Rachel Woelfel and Julie Zimmermann, and the following election judges; Tamara Houle, Jesse Jacobson, Jacalyn Lueck, and Amy Serbus and authorizes the Redwood County Auditor/Treasurer to train and oversee the Redwood County Absentee Ballot Board for the 2024 Presidential Nomination Primary Election. The salary for Houle and Lueck

shall be set at grade 8, Step 1 on the 2024 Non-Union and Department Head salary schedule. The Redwood County Auditor/Treasurer is also given authority to hire and train additional election judges in an emergency situation.

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

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 2, 2024, 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:

Jean Price
Authorized Signer Printed Name

Vicki Kletscher
Authorized Signer Printed Name

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.

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.

SHERIFF

- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve reserve \$15,000 from the 2023 police equipment maintenance budget account 6302 for lease of squad cars in 2024.

XCEL ENERGY

- Fordice updated the Board on the Minnesota Energy Connection Route in Redwood County for Xcel Energy.

ROAD & BRIDGE

- On motion by Forkrud, second by Groebner, the Board voted unanimously to authorize the Highway Engineer to pay miscellaneous permit fees in 2024.
- On motion by Van Hee, second by Wakefield in a roll call vote with Groebner, Salfer, Wakefield, Forkrud, and Van Hee all voting aye, the Board adopted the following resolution:

WHEREAS, Minn. Statute #331A.12, allows a county to use its website as the 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.

ENVIRONMENTAL

- Brozek updated the Board on the Phase 1 Archaeological Survey Agreement.

ADMINISTRATION

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

WHEREAS, Minnesota Statutes §382.01. declares that the terms of office as County Coroner shall begin on January 1 of every fourth year after 2023; and

WHEREAS, on December 17, 2019, Dr. Kelly Mills, River Valley Forensic Services, was appointed by the Redwood County Board of Commissioners for a four-year term beginning January 1, 2020, through December 31, 2023.

NOW, THEREFORE, BE IT RESOLVED, By the County Board of Redwood County, Minnesota, that Dr. Kelly Mills, River Valley Forensic Services, is hereby appointed as County Coroner for Redwood County, Minnesota for a four year term beginning January 1, 2024, pursuant to MN statute §382.01.

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

- On motion by Forkrud, second by Groebner, the Board voted unanimously to newspaper publication bid to the Redwood Gazette in the amount of \$11.83 per column inch. No other bids were received.
- On motion by Wakefield, second by Groebner, the Board voted unanimously to approve the Service Agreement with Cherry Road Media (Redwood Gazette).
- On motion by Groebner, second by Forkrud, in a roll-call vote with Wakefield, Groebner, Salfer, Forkrud, and Van Hee all voting aye, the Board adopted the following 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 2024 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 331A 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 2024 for legal printing rates as prescribed by State Law.

- On motion by Groebner, second by Forkrud, the Board voted unanimously to approve the 2024 County Fee Schedule.

BOARD CHAIR

- The Board reviewed the Committee Appointments for 2024 and Chair Salfer made appointments as presented.

COUNTY ATTORNEY

- Peterson reviewed the Cannabis Ordinance and the Tobacco Ordinance with final draft review on January 16th with the Board.

COMMISSIONERS

- The commissioners reported on meetings they attended.

Wakefield: Walnut Grove EDA-Housing Study

ADJOURN

- There being no further business, Chair Salfer declared the meeting adjourned at 10:36 a.m.

Jim Salfer, Chair
Board of County Commissioners

Attest: _____
Vicki Kletscher
County Administrator