

REDWOOD COUNTY, MINNESOTA

May 1, 2018

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

Present for all or portions of the meeting were Commissioners Lon Walling, Bob Van Hee, Jim Salfer, Dave Forkrud and Denny Groebner; Administrator Vicki Knobloch; Highway Engineer Keith Berndt; Auditor-Treasurer Jean Price; Environmental Director Scott Wold; A.C.E. Coordinator Ann LeBrun, A.C.E. Executive Director Michelle Baumhoefner; 4-H Coordinator Stacy Johnson; Redwood Falls Hospital CEO Bryan Lydick; Redwood Falls City Administrator Keith Muetzel; Redwood County Soil and Water Resource Specialist Brian Pfarr; Redwood County Volunteers Theresa Zeug; Joyce Tirsts; Patsy Evers; Norma Hagert; Maydra Maes; Natalie Seehausen; Colleen Marcus and Claire Meyers

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

Claire Meyers was present for open forum to extend an invitation to the Commissioners to attend the LINC Redwood County graduation.

On motion by Groebner, second by Walling, 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 Groebner, second by Forkrud, the Board voted unanimously to approve the following:
 - April 17, 2018 Board Minutes.
 - Payment of bills as follows:

General Fund	\$ 126,639.24
Ditch Maintenance Fund	\$ 11,700.41
Building Fund	\$ 62,507.31
Insurance Fund	\$ 290.00
Solid Waste Fund	\$ 492.11

ROAD AND BRIDGE

- On motion by Walling, second by Groebner, the Board voted unanimously to approve payment of Road & Bridge bills in the amount of \$75,437.04.
- On motion by Groebner, second by Forkrud, the Board voted unanimously to award the Bituminous Resurfacing and Aggregate Shoulders for SAP 064-616-015 to low bidder, Central Specialties, Inc. in the amount of \$511,271.57.

Other Bids Received:

Duininck, Inc.	\$572,116.17
Knife River Corp.	\$535,972.77
Central Specialties, INc.	\$511,271.57
OMG Midwest, Inc.	\$626,171.59

- On motion by Forkrud, second by Walling, the Board voted unanimously to authorize the letting date of June 6, 2018 at 10:15 a.m. for Kintire Township Bridge and Westline Township Bridge.
- On motion by Walling, second by Van Hee, the Board voted unanimously to authorize the letting date of June 14, 2018 at 10:30 a.m. for SAP 064-611-012, SP 064-070-005 and SAP 064-620-004.
- On motion by Van Hee, second by Forkrud, the Board voted unanimously to award the Bituminous Road Repair bid to Flint Hills in the amount of \$224,592.00. No other complete bids were received.

COUNTY DITCH AUTHORITY

- On motion by Van Hee, second by Forkrud, the Board voted unanimously to enter into Ditch Authority at 8:53 a.m.
- On motion by Salfer, second by Forkrud, in a roll-call vote with Walling, Salfer, Van Hee, Forkrud and Groebner all voting aye to accept the Findings of Fact and Order with the correction of damages for parcel #57-023-4020 for County Ditch #12 pending County Attorney approval.
- On motion by Groebner, second by Van Hee, in a roll-call vote with Walling, Salfer, Van Hee, Forkrud and Groebner all voting aye to accept the Findings of Fact and Order for County Ditch #12-A pending County Attorney approval.
- On motion by Salfer, second by Groebner, in a roll-call vote with Walling, Salfer, Van Hee, Forkrud and Groebner all voting aye to accept the Findings of Fact and Order for County Ditch #12 Branch A, Lateral A, Branch 5 pending County Attorney approval.
- On motion by Salfer, second by Groebner, in a roll-call vote with Walling, Salfer, Van Hee, Forkrud and Groebner all voting aye to accept the Findings of Fact and Order for County Ditch #12 Lateral B pending County Attorney approval.
- On motion by Groebner, second by Forkrud, in a roll-call vote with Walling, Salfer, Van Hee, Forkrud and Groebner all voting aye to accept the Findings of Fact and Order for County Ditch #12, Lateral C pending County Attorney approval.
- On motion by Groebner, second by Forkrud, in a roll-call vote with Walling, Salfer, Van Hee, Forkrud and Groebner all voting aye to accept the Findings of Fact and Order for County Ditch #12, Lateral D pending County Attorney approval.
- On motion by Salfer, second by Forkrud, in a roll-call vote with Walling, Salfer, Van Hee, Forkrud and Groebner all voting aye to accept the Findings of Fact and Order for County Ditch #12, Lateral E pending County Attorney approval.

- On motion by Salfer, second by Groebner, in a roll-call vote with Walling, Salfer, Van Hee, Forkrud and Groebner all voting aye to accept the Findings of Fact and Order for County Ditch #1202 pending County Attorney approval.
- On motion by Forkrud, second by Van Hee, in a roll-call vote with Walling, Salfer, Van Hee, Forkrud and Groebner all voting aye to accept the Findings of Fact and Order for County Ditch #1203 pending County Attorney approval .
- On motion by Groebner, second by Forkrud, the Board voted unanimously to set Public Hearing date of June 5, 2018 at 8:45 a.m. for an Outlet Petition into County Ditch 28 filed by Lori Agar.
- Ditch Authority recessed at 8:58 a.m. and entered into regular session.

RECONVENED

- The Board reconvened into Ditch Authority at 9:11 a.m.

JOINT DITCH AUTHORITY WITH LYON COUNTY

- Judicial Ditch #14 Teleconference held on May 1, 2018 at 9:11 a.m.
- Representing Redwood County were: Commissioners Jim Salfer, Lon Walling, Dave Forkrud, Bob Van Hee and Dennis Groebner, Environmental Director Scott Wold, Auditor-Treasurer Jean Price, Administrator Vicki Knobloch and Administrative Assistant Heidi Wersal. Redwood Soil and Water Resource Specialist Brian Pfarr was also in attendance.
- Representing Lyon County were: Commissioners Rick Anderson, Gary Crowley, Paul Graupmann, Steve Ritter, Administrator Loren Stomberg, Auditor-Treasurer E.J. Moberg, Ditch Inspector Todd Hammer and County Attorney Rick Maes and Tegan Lindsley.
- Motion was made by Ritter to appoint Walling, Groebner and Forkrud from Redwood County and Crowley and Anderson from Lyon County for Judicial Ditch #14. Price asked three times for any other nominations. None were made. Salfer seconded the motion and the Board voted unanimously to appoint Walling, Groebner, Forkrud, Crowley and Anderson to represent JD #14.
- Motion was made by Anderson to appoint Walling as the Redwood-Lyon County Drainage Chair for Judicial Ditch #14. Price asked three times for any other nominations. None were made. Groebner seconded the motion and the Board voted unanimously to appoint Walling as board chair.
- Motion was made by Anderson, seconded by Groebner, the Board voted unanimously to accept the petition to modify portions of JD #14 filed by Greg Dabbaut, Richard Vroman and the Redwood County Soil and Water Conservation District.
- Discussion was held on the possibility of appointing an outside engineer to JD #14.
- Motion was made by Anderson, seconded by Groebner, the Board voted unanimously to appoint Engineer Tom Wenzel.
- Motion was made by Forkrud, seconded by Crowley, in a roll-call vote with Walling, Groebner, Forkrud, Crowley and Anderson all voting yea to accept the Findings of Fact and Order to accept the Petition and appoint engineer Tom Wenzel for Judicial Ditch #14.
- There was no other business and the meeting was declared adjourned by Commissioner Walling at 9:24 a.m.

RECONVENED

- The Board reconvened into Regular Session at 9:25 a.m.

A.C.E.

- Baumhoefner and LeBrun presented 2017 Annual Report on behalf of A.C.E. of SW Minnesota.
- The Board of Commissioners thanked our large volunteer base in Redwood County for their time, knowledge, ability and talents that they share with others.
- Volunteers throughout Redwood County attended the Board meeting and shared their volunteer experiences with the Board.

4-H LEADERSHIP

- Stacy Johnson and members of the Spartan Club were present to share their leadership skills they are acquiring.

REDWOOD AREA HOSPITAL

- Bryan Lydick and Keith Muetzel presented an overview of the Letter of Intent for the hospital affiliation between the Redwood Area Hospital and Carris Health/CentraCare Health.

ADMINISTRATOR

- On motion by Groebner, second by Van Hee, the Board voted unanimously to approve the authorization of a credit card to Sarah Hogy in the Child Advocacy Center.
- On motion by Walling, second by Groebner, the Board voted unanimously to approve the WOLD Engineering Proposal as presented, starting with Phase 1, Planning and Programming for the Courthouse Security Project.
- On motion by Forkrud, second by Walling, the Board voted unanimously to adopt the Social Media Policy pending County Attorney approval.
- On motion by Van Hee, second by Walling, the Board voted unanimously to approve the TMB Sports Club Liquor License Renewal.
- On motion by Van Hee, second by Forkrud, the Board voted unanimously to approve the Knowink Master Software License and Services Agreement pending County Attorney approval.
- On motion by Forkrud, second by Walling, the Board voted unanimously to transfer funds from the Building and General Fund to the Road and Bridge Fund for the purchase of the Titan Building in the amount of \$2,205,342 effective 4-30-18.
- On motion by Van Hee, second by Walling, in a roll-call vote with Salfer, Walling, Van Hee, Forkrud and Groebner all voting aye, the Board adopted the following resolution:

**RESOLUTION REAPPOINTING KEITH BERNDT AS REDWOOD COUNTY
ENGINEER FOR A FOUR-YEAR TERM EFFECTIVE MAY 1, 2018
THROUGH APRIL 30, 2022**

WHEREAS, Keith Berndt was first appointed as the Redwood County Engineer effective August 16, 2017 for a one year term ending April 30, 2018 and by reappointment of the Board of County Commissioners, will serve through the term expiring April 30, 2022; and

WHEREAS, the County Administrator has determined that performance objectives have been met

and, therefore, recommends reappointment.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners in and for the County of Redwood, Minnesota, that, in accordance with Minn. Statute 163.07 that Keith Berndt be and hereby is reappointed to a four-year term beginning May 1, 2018 and continuing through April 30, 2022.

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

- Chair Salfer administered the Oath of Office of the County Engineer to Keith Berndt.
- On motion by Van Hee, second by Forkrud, in a roll-call vote with Salfer, Walling, Van Hee, Forkrud and Groebner all voting aye, the Board adopted the following resolution:

RESOLUTION CHANGING AUTHORITY FOR LAND TRANSFERS

WHEREAS, Redwood County is responsible for processing land transfers within its jurisdictional boundaries and;

WHEREAS, the Redwood County Auditor-Treasurer and Redwood County Recorder have come to an agreement that it is in the best interest of the County in terms of workflow, procedures, and documentation that the Redwood County Recorder be granted the authority to process land transfers.

NOW THEREFORE BE IT RESOLVED, the Redwood County Board of Commissioners grant responsibility to the Redwood County Recorder or their designee to receipt funds for the processing of, maintain documentation related to, and perform administrative duties required of land transfers.

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

RESOLUTION CHANGING AUTHORITY FOR PROCESSING DRAINAGE PROCEEDINGS

WHEREAS, Redwood County is responsible for processing drainage proceedings within its jurisdictional boundaries and;

WHEREAS, the Redwood County Auditor-Treasurer and Redwood County Environmental Office have come to an agreement that it is in the best interest of the County in terms of workflow, procedures, and documentation that the Redwood County Environmental Office be granted the authority to process drainage proceedings.

NOW THEREFORE BE IT RESOLVED, the Redwood County Board of Commissioners grant responsibility to the Redwood County Environmental Office or their designee to process, maintain documentation related to, and perform administrative duties required of processing drainage proceedings.

Personnel

- On motion by Van Hee, second by Walling, the Board voted unanimously to acknowledge the resignation of Marisa Silbernagel from the Full-time Accountant position in the Auditor-Treasurer's Office effective 4-27-18.
- On motion by Van Hee, second by Forkrud, the Board voted unanimously to acknowledge the resignation of Martin Caraway from the Full-time Veteran's Service Officer in the Veteran Service office effective April 24, 2018.
- On motion by Walling, second by Forkrud, the Board voted unanimously to promote Rachel Woelfel from Full-time Account Technician to Full-time Accountant in the Auditor-Treasurer's Office effective May 2, 2018 at Grade 10, Step 1 of the AFSCME Union Scale at \$18.31 per hour effective May 7, 2018.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to set the revised Administrative Assistant Job Description in the Environmental Services Office to Grade 10.

ENVIRONMENTAL OFFICE

- On motion by Van Hee, second by Groebner, the Board voted unanimously to approve the purchase of Drainage DB drainage database software in the amount of \$15,000.
- On motion by Forkrud, second by Groebner, in a roll-call vote with Forkrud, Groebner, Walling, Van Hee and Salfer all voting aye, the Board adopted the following resolution:

**A RESOLUTION FOR THE ESTABLISHMENT OF A MINNESOTA RIVER VALLEY
MASTER PLAN ADVISORY BOARD.**

WHEREAS, the Minnesota River Valley is an exceptional economical and recreational resource; and

WHEREAS, the Minnesota River Valley contains many rare plant and animal species as well as unique geological formations in need of protection; and

WHEREAS, Renville and Redwood Counties worked together to develop a Recreation and Conservation Master Plan focused on the Minnesota River Valley shared by the two Counties; and

WHEREAS, the implementation of the Minnesota River Valley Master Plan will increase the quality of life for local residents, improve conservation, increase economic opportunities, and has the potential to make the Minnesota River Valley a regional destination; and

WHEREAS, there is a need for a two county entity to pursue the goals outlined in the Minnesota River Valley Master Plan and to coordinate County efforts as we work with partnering agencies and willing landowners; and

WHEREAS, the establishment of a Minnesota River Valley Master Plan Advisory Board will further the implementation of the Minnesota River Valley Master Plan:

NOW, THEREFORE, BE IT RESOLVED BY THE REDWOOD COUNTY BOARD OF COMMISSIONERS:

Section 1. CREATION. There is hereby created the Minnesota River Valley Master Plan Advisory Board ("the Advisory Board").

Section 2. MEMBERSHIP AND TERM OF OFFICE. The Advisory Board shall consist of eight (8) people who shall be appointed as follows:

- One (1) County Commissioners from Renville County
- One (1) County Commissioners from Redwood County
- Two (2) Members from the Renville County Parks and Trails Committee
- Two (2) Members from the Redwood County Parks and Trails Committee

The Advisory Board members are appointed by and serve at the pleasure of the County Board of Commissioners from their respective County. It shall be the duty of each County Parks Committee to select which members shall be on the Advisory Board.

Section 3. TECHNICAL TEAM. A Technical Team will be established to support the work of the Advisory Board. The Technical Team shall consist of the following:

- Renville County Economic Development Coordinator
- Redwood County Economic Development Coordinator
- Renville County Environmental Services Director
- Redwood County Planning and Environmental Services Director
- Renville County Parks Manager

The Technical Team shall attend all Advisory Board meetings. The Technical Team are not voting members of the Advisory Board.

Section 4. MEETINGS, OFFICERS, RECORDS. The Advisory Board shall meet as it deems necessary, but not less than two (2) times per year. The Advisory Board will have half of its meetings in Redwood County and half of its meetings in Renville County. The Advisory Board shall elect one voting member as its Chair, and one member as its Vice-Chair. The terms of office for the Chair and Vice-Chair shall be for one (1) year. Voting members may serve as Chair or Vice-Chair for consecutive years if elected again by the Advisory Board. Minutes of meetings shall be kept and made available to the public.

Section 5. RESPONSIBILITIES. The purpose of the Advisory Board is to direct the workings of the Technical Team and to advise the Redwood County Board of Commissioners on the implementation of the Minnesota River Valley Master Plan (“the Master Plan”). In support of that, the Advisory Board may:

- (A) Work to implement the Master Plan.
- (B) Work with other government agencies and private landowners to implement specific actions as outlined in the Master Plan.
- (C) Pursue grant funding to implement the Master Plan and bring forth recommendations to the County Boards.
- (D) Provide recommendations and support to the Technical Team to further the goals outlined in the Master Plan.
- (E) In the event the Counties establish a budget for the Advisory Board, the Advisory Board shall be responsible for recommending expenditures to the Technical Team according to standard County accounting procedures.

Section 6. DISSOLUTION OF ADVISORY BOARD. The Advisory Board shall have the power to dissolve itself if decides that it has completed its objectives.

COMMISSIONER REPORTS

- The commissioners reported on meetings they attended:

Walling: Ditch Meetings

Salfer: Western Mental Health, 2017 Audit Entrance, Personnel Sub-committee

Van Hee: Technology Meeting, Extension Committee, Southern Prairie Community Care

Groebner: Regional Rail Authority, Historical Society Museum Cleaning, Services Enterprises

Forkrud: Extension Committee, A.C.E. Annual Meeting, Southwest Health and Human Services

RECESS

- The Board recessed at 12:33 p.m. and reconvened at 1:00 p.m.

CLOSED SESSION

- On motion by Van Hee, second by Groebner, the Board voted unanimously to enter into Closed Session at 1:07 p.m. for the purpose of a real estate consideration pursuant to Minnesota Statute 13D.05, Subd. 3, Parcel #88-200-1200. Present were Commissioners Forkrud, Groebner, Van Hee, Walling and Salfer, County Administrator Knobloch and Economic Development Coordinator Briana Mumme. No action taken. Closed Session ended at 1:28 p.m.

ADJOURN

- There being no further business, Chair Salfer declared the meeting adjourned at 1:30 p.m.

Jim Salfer, Chair
Board of County Commissioners

Attest: _____
Vicki Knobloch
County Administrator