

REDWOOD COUNTY, MINNESOTA

December 17, 2019

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 Dennis Groebner, Lon Walling, Jim Salfer, Bob Van Hee and Dave Forkrud. Also present were Administrator Vicki Knobloch; HR Coordinator Peter Brown; County Engineer Al Forsberg; Sheriff Randy Hanson; County Attorney Jenna Peterson; Environmental Director Scott Wold; Auditor/Treasurer Jean Price; Financial Accountant Julie Zimmerman; Assessor Kathy Hillmer; Planning and Zoning Supervisor Nick Brozek; Technology Coordinator Paul Parsons and Rich Slagle of Moore Engineering.

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

On motion by Walling, second by Groebner, the Board voted unanimously to approve the revised agenda.

Chair Salfer asked the Board members to identify any areas for which they had a Conflict of Interest. Groebner identified a conflict of interest in the Road and Bridge bills.

CONSENT AGENDA

- On motion by Walling, second by Groebner, the Board voted unanimously to approve the following:
 - December 3rd Board minutes and November 19th amended minutes.
 - Payment of bills as follows:

General Fund	\$ 30,625.71
Ditch Maintenance Fund	\$ 1,402.49
Solid Waste Fund	\$ 151.96
Tax Forfeiture Sale	\$ 8,829.39
Soil and Water	\$ 800.00

- Bills over \$2,000: Estebo, Frank & Munshower \$3,170.50; MN Counties Intergovernment \$4,268.00; American Solutions for Business \$2,992.29; Forum Communication Printing \$3,409.74; CPT \$3,670.00; Matrix Communications \$13,183.00; Trimin Systems \$7,824.32; Tersteegs Holiday Market \$7,138.12; MN Dept. of Corrections \$115,917.22; Northland Erosion \$8,208.00; Schmidt Construction \$10,225.00; RRRSWA \$250,000.00; City of Walnut Grove \$6,047.65; Redwood County A/T \$18,694.81; SD #635 \$2,303.34; SD #640 \$2,762.22

EMPLOYEE RECOGNITION

- The Board recognized Julie Zimmerman, A/T Office for 15 years of service and Greg Boettger, Highway Department, for 10 years of service to Redwood County.

TECHNOLOGY

- The Board tabled the Memorandum of Understanding Concerning Allocation and Usage of Homeland Security Grant Funds, the Management Control Agreement between Redwood County and the Office of MN-IT Services and the Service Agreement for Security Monitoring Program between MN-IT and Redwood County to the January 7, 2020 board meeting.

ENVIRONMENTAL

- On motion by Walling, second by Van Hee, the Board voted unanimously to execute a deed restriction in accordance with terms of a grant from the State of Minnesota that requires Redwood County will use Plum Creek Park property for public recreational purposes only.

AUDITOR/TREASURER

- On motion by Groebner, second by Forkrud, the Board voted to approve the following:
 - Cash Balance Report
 - Investment Summary
 - Budget Reports, General Fund, Health Fund, Ditch Maintenance, Solid Waste Fund, Building Fund, Ditch Bond Interest Fund, Debt Service Fund and Insurance Fund.
 - November, 2019 Disbursements in the amount of \$5,699,244.01.
- Bills exceeding \$2,000: Further \$6,804.01, \$6,804.01; Preferred One \$5,708.10, \$3,688.05, \$8,467.86, \$10,954.40, \$22,154.97, 87,804.98, \$16,269.73, \$14,675.36; Redwood Falls Public Utilities \$8,087.37; MN Commission of Finance \$230,103.49, \$5,143.00; Wells Fargo Advisors \$245,000.00, \$245,000.00; \$245,000.00; BCBS \$2,260.00; Bank of New York \$245,000.00; MN Dept. of Revenue \$35,902.46; Quick Attach Attachments \$4,545.93; SD #2190 \$2,075.50; SD #2754 \$73,361.65; SD #2884 \$76,123.38; SD 2897 \$424,972.15; SD 2898 \$49,038.61; SD 2904 \$6,141.49; SD #635 \$57,910.86; SD #640 \$109,815.66; SD #85 \$14,012.10; Martin Law Firm \$2,172.98; Healthpartners \$3,211.07; Red Rock Chiropractic \$2,900.00; Sun Life Financial \$2,241.03; RRRSWA \$34,846.00; Central Salt \$11,491.00; Forterra Pipe & Precast \$79,150.00; Knife River Corp. \$80,420.83; M & K Bridge Construction \$46,992.39; River Ridge Construction \$20,500.00; Asphalt Surface Technologies \$127,000.88; Duinck Inc. \$707,433.92; Landwehr Construction \$535,277.63; M & K Bridge Construction \$14,525.31; MR Paving \$726,159.97; OMG Midwest Inc. \$232,626.01; R & G Construction \$497,182.26; City of Morgan \$170,300.35; Traffic Marking Service \$16,199.65; Marthaler Automotive \$70,911.40; Zimmermann Maintenance \$8,037.75.
- On motion by Forkrud, second by Van Hee, the Board voted unanimously to authorize December 31, 2019 for payment of approved claims starting from December 17, 2019.
- On motion by Walling, second by Groebner, in a roll-call vote with Groebner, Salfer, Walling, Forkrud and Van Hee all voting aye, the Board adopted the following resolution:

**Resolution Authorizing the Redwood County Auditor-Treasurer
To Make Electronic Funds Transfer in 2020**

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

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

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

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

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

BE IT FURTHER RESOLVED, that the County Board delegates and authorizes 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 Walling, second by Groebner, in a roll-call vote with Walling, Groebner, Salfer, Forkrud and Van Hee all voting aye, the Board adopted the following resolution:

RESOLUTION TO ESTABLISH FUND BALANCE POLICY

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

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

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

BE IT THEREFORE RESOLVED, that pursuant to GASB #54, Redwood County is committing fund balance for the following purposes stated below for the year ending 2019, 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
- Veteran's Cemetery Land Purchase
- LINC Redwood County

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 2019 year and amounts budgeted for the 2020 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.

ASSESSOR

- Hillmer presented an update for the Assessor's Office.

SHERIFF

- Reviewed the November jail population.
- On motion by Salfer, second by Walling, the Board voted unanimously to approve the Law Enforcement Contract with the City of Wabasso effective January 1, 2020 through December 31, 2020 for 15 hours per week at a rate of \$44.00/hour.
- On motion by Groebner, second by Forkrud, the Board voted unanimously to approve the Child Support Cooperative Arrangement with the State Office of Child Support and Southwest Health and Human Services with the Sheriff's Office and the County Attorney's Office.

COUNTY ATTORNEY

- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the Redwood County Legal Services Contract with Estebo, Frank and Munshower Ltd.
- On motion by Van Hee, second by Walling, the Board voted unanimously to approve the Redwood County Legal Services Contract with Kramer Law Firm.

ADMINISTRATOR

- On motion by Groebner, second by Forkrud, the Board voted unanimously to set the 2020 Board Meeting dates.
- On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve the 2020 Elected Officials Out of State Travel Policy.
- On motion by Walling, second by Groebner, in a roll-call vote with Walling, Groebner, Salfer, Forkrud and Van Hee all voting aye, the Board adopted the following resolution:

Resolution to Use Website Advertisement for Transportation Project Bids

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

NOW THEREFORE, the County of Redwood Board of Commissioners hereby resolves:

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. 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.

BE IT FURTHER RESOLVED, 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.

BE IT FURTHER RESOLVED, 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. Statute #331A.12 Subd.4.

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

WHEREAS, Minnesota Statutes require the County Board of Commissioners to annually set by resolution the salary of the County elected officials.

THEREFORE, BE IT RESOLVED, that the salary of the Redwood County Commissioners be set for 2020 as listed below per Minnesota Statute 375.055:

County Commissioners \$ 26,915.00

BE IT FURTHER RESOLVED, that the 2019 salary for the Redwood County Recorder shall be set as listed below per Minnesota Statute 386.015, Subd. 2:

County Recorder \$ 91,196.96

BE IT FURTHER RESOLVED, that the 2019 salary for the Redwood County Auditor-Treasurer shall be set as listed below per Minnesota Statute 384.151 Subd. 1a and 385.373, Subd. 1a:

County Auditor-Treasurer \$ 106,392.96

BE IT FURTHER RESOLVED, that the 2019 salary for the Redwood County Attorney shall be set as listed below per Minnesota Statute 388.18, Subd. 1:

County Attorney \$ 101,676.96

BE IT FURTHER RESOLVED, that the 2019 for the Redwood County Sheriff shall be set as listed below per Minnesota Statute 387.20, Subd. 2:

County Sheriff \$ 119,996.00

BE IT FURTHER RESOLVED, that a maximum per diem (per day) rate of \$75.00 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 education/training sessions; and for 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.

- On motion by Walling, second by Groebner, in a roll-call vote with Walling, 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, 2020 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 2019 and 2020 for legal printing rates as prescribed by State Law.

- On motion by Walling, second by Van Hee, the Board voted unanimously to approve 2020 Liquor License renewals for Lower Sioux Community, Staples Enterprises and the Tracy Country Club.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the 2020 Tobacco License renewals for the Lower Sioux Community, Vesta Bar and Shiv Investments LLC.
- A motion was made by Forkrud to approve the Supporting Hands Nurse Family Partnership Joint Powers Agreement without County Attorney approval. The motion failed for a lack of a second. County Attorney Peterson will consult with Commissioner Salfer on addition that needs to be added to the Joint Powers Agreement and it will be tabled to the January 7, 2020 board meeting.
- On motion by Walling, second by Van Hee, the Board voted unanimously to approve the 2020 County Fee Schedule.
- On motion by Forkrud, second by Groebner, in a roll-call vote with Walling, Groebner, Salfer, Forkrud and Van Hee all voting aye, the Board adopted the following resolution:

**REDWOOD COUNTY BOARD OF COMMISSIONERS
APPOINTMENT OF COUNTY CORONER**

WHEREAS, Minnesota Statutes §382.01. declares that the terms of office as County Coroner shall begin on January 1 of every fourth year after 2016; and

WHEREAS, on December 15, 2015, Dr. Gregory B. McCallum was appointed by the Redwood County Board of Commissioners for a four-year term from January 1, 2016 through December 31, 2019.

WHEREAS, Dr. Gregory B. McCallum resigned as the County Coroner for Redwood County effective December 31, 2019.

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, 2020, pursuant to MN statute §382.01.

- On motion by Groebner, second by Van Hee, the Board voted unanimously to approve the 2020 Reimbursement Policy for Redwood County.
- On motion by Groebner, second by Walling, the Board voted unanimously to approve 2020 Solid Waste Hauler License renewals to Waste Management of MN, Southwest Sanitation, West Central Sanitation, Renville-Sibley Sanitation, Riverview Sanitation, R & E Sanitation, Clobes Sanitation and CMF Tree Service.
- On motion by Van Hee, second by Groebner, the Board voted unanimously to approve the 2019-2021 State-County Civil Rights Assurance Agreement.

Personnel Action Items:

- On motion by Walling, second by Forkrud, the Board voted unanimously to approve 4- half day off prizes for the Wellness Weight Loss Program.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the Safe Assure Contract Renewal in the amount of \$8,116.51.
- On motion by Van Hee, second by Walling, the Board voted unanimously to approve the Marsh & McLellan Health Management Service Contract for 2020-2021 in the amount of \$436.00/monthly.

ROAD AND BRIDGE

- On motion by Walling, second by Van Hee, and excluding the bill from Turbes in the amount of \$820.00, the Board voted unanimously to approve Road and Bridge bills in the amount of \$70,090.58.
- On motion by Van Hee, second by Walling, with Groebner abstaining due to a Conflict of Interest, the Board voted to approve the bill from Turbes in the amount of \$820.00.
- Bills exceeding \$2,000: Crysteel Distributing \$2,311.97; Duininck Inc. \$5,660.97; Gordy Serbus & Sons \$5,341.10; H & L Mesabi \$11,889.00; Little Falls Machine \$2,932.25; M & K Bridge Construction \$8,621.00; Meadowland Farmers Coop \$4,331.58; MN Dept. of Transportation \$5,480.76; Snow Wheel Systems \$2,707.48.
- On motion by Walling, second by Groebner, the Board voted unanimously to approve the final payment for SAP 064-608-025 to M & K Bridge Construction in the amount of \$3,736.20.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the final payment for CMP 19-PM to Traffic Marking Service in the amount of \$159.06.
- On motion by Walling, second by Groebner, in a roll-call vote with Walling, Groebner, Forkrud, Van Hee and Salfer all voting aye, the Board adopted the following resolution:

**REDWOOD COUNTY RESOLUTION
AUTHORITY TO ACQUIRE RIGHT OF WAY
CSAH 101 BRIDGE OVER MINNESOTA RIVER**

Whereas, the CSAH 101 bridge over the Minnesota River is deteriorated and obsolete and in need of replacement; and

Whereas, the project is a cooperative project with Renville County and funds have been budgeted for the replacement of the bridge scheduled for the 2020 construction season; and

Whereas, right of way needs to be acquired to construct the project; now

Therefore resolved, the County Engineer is authorized to acquire the needed right of way from private owners and the Minnesota Department of Natural Resources.

COMMISSIONERS ITEMS

- The Board reviewed 2020 Committee appointments and will bring forth any changes to the January 7, 2020 board meeting for approval.

COMMISSIONER REPORTS

- The Commissioners reported on meetings they attended:

Forkrud: AMC Conference, Judicial Ditch Meetings with Brown County

Walling: Perpetual Easements, Area II, Judicial Ditch Meetings with Brown County, Chief Elected Officials Board, Soil and Water Conservation

Van Hee: Economic Development, AMC Conference, Redwood Falls City Council Meeting, Restorative Justice, Southwest Regional Development Commission

Salfer: Economic Development, Western Mental Health, Former Recycling Shed Update, SWHHS, Hentges Land Lease Agreement Termination

Groebner: AMC Conference, Judicial Ditch Meetings with Brown County

ADJOURN

There being no further business, Chair Salfer declared the meeting adjourned at 11:47 a.m.

Jim Salfer, Chair
Board of County Commissioners

Attest: _____
Vicki Knobloch, County Administrator