

REDWOOD COUNTY, MINNESOTA

October 6, 2020

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, Bob Van Hee, Jim Salfer, and Dave Forkrud. Also present were Administrator Vicki Knobloch; County Attorney Jenna Peterson; Highway Engineer Al Forsberg; Human Resource Coordinator Peter Brown; Environmental Director Scott Wold; Planning and Zoning Supervisor Nick Brozek; County Assessor John Thompson; Technology Coordinator Paul Parsons; County Recorder Joyce Anderson; WOLD Architect John McNamara via conference call; WOLD Architect Melissa Stein; Contegrity Project Manager Larry Filippi; Houston Engineering Representative Bennett Uhler; Amy Thompson and Rick Wakefield.

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

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

Chair Walling asked the Board members to identify any areas for which they had a Conflict of Interest. There were none.

**CONSENT AGENDA**

- On motion by Salfer, second by Van Hee, the Board voted unanimously to approve the Consent Agenda.
  - September 15<sup>th</sup> and 24<sup>th</sup> Board minutes
  - Payment of bills as follows:

|                     |               |
|---------------------|---------------|
| General Fund        | \$ 279,748.70 |
| Ditch Fund          | \$ 122,177.15 |
| Road & Bridge Fund  | \$ 166.00     |
| Insurance Fund      | \$ 633.28     |
| Soil and Water Fund | \$ 3,757.90   |
| Building Fund       | \$ 97,791.56  |
| Solid Waste Fund    | \$ 116.05     |

- **Bills exceeding \$2,000:** Adamant Digital Forensics \$9,945.00; Heartland Paper Company \$4,329.78; Kramer Attorney at Law \$3,830.00; MN State Auditor \$4,453.75; Smith and Johnson \$6,000.00; Counties Providing Technology \$3,779.00; Audio & Security Engineers \$3,142.83; Renville County \$27,578.53; Yellow Medicine County \$5,331.42; Dave's Refrigeration \$2,319.00; Fleet Services Division \$6,518.70; Galls \$2,102.74; Applied Concepts \$3,080.00; Lamberton Construction \$55,425.00; Maas Construction \$3,148.95; Trent Baker Construction \$7,331.38; Pictometry Visual Intelligence \$103,988.50; Contegrity Group \$21,996.26; Plumbing and Heating of Willmar \$18,507.90; Sussner

Construction \$53,485.00; West Central Sanitation \$2,157.78; Houston Engineering \$4,000.00; Maas Construction \$3,238.45; Redwood County Auditor/Treasurer \$8,837.00; Sander Excavating \$6,016.59; Schmidt Construction \$16,907.00; TNT Construction \$80,655.57; Estebo Frank Munshower \$2,858.75.

#### **OATH OF OFFICE**

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

#### **RESOLUTION**

#### **APPOINTING JOHN THOMPSON AS REDWOOD COUNTY ASSESSOR FOR A PROVISIONAL TERM EFFECITIVE SEPTEMBER 21, 2020 THROUGH SEPTEMBER 21, 2022**

**WHEREAS**, Kathy Hillmer, Redwood County Assessor resigned from her position effective July 31, 2020 thereby creating a vacancy of the office of the County Assessor; and

**WHEREAS**, the County Administrator has recommended to the County Board of Commissioners that John Thompson be appointed as replacement; and,

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners in and for the County of Redwood, Minnesota, that, in accordance with Minn. Stat. §273.061 that John Thompson, Accredited Minnesota Assessor (AMA) be and hereby is appointed to a provisional two-year term beginning September 21, 2020 and continuing through September 21, 2022, with the requirement that Thompson attain the designation of Senior Accredited Minnesota Assessor (SAMA) within two years of the appointment; and,

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

- Chair Walling administered the Oath of Office to John Thompson, County Assessor.

#### **ROAD AND BRIDGE**

- On motion by Groebner, second by Van Hee, the Board voted unanimously to approve payment of Road & Bridge bills in the amount of \$204,186.06.
- Bills exceeding \$2,000.00: Bolton & Menk \$32,922.25; Braun Intertec Corp. \$3,138.75; Lyon County Hwy. Dept. \$4,417.50; Duinick Inc. \$54,614.81; Farmward Cooperative \$7,716.96; H & L Mesabi \$9,549.00; Kris Engineering \$5,198.00; L & S Construction \$5,251.69, Meadowland Farmers Coop \$2,317.40; MN Dept. of Transportation \$15,309.20; Redwood County Auditor/Treasurer \$17,580.81; Redwood Tire Service \$2,572.48; Ruffridge-Johnson Equipment \$3,146.00; Schmidt Construction \$4,030.53; Weltsch Equipment \$2,178.38; Widseth, Smith & Nolting \$14,658.68; Ziegler Inc. \$2,841.49.
- On motion by Groebner, second by Salfer, the Board voted unanimously to approve the final payment for SP 064-605-030 to M & K Bridge Construction in the amount of \$5,981.87.

- On motion by Salfer, second by Groebner, the Board voted unanimously to approve the final payment for SP 064-070-006 and 064-070-007 to AAA Striping Service Company in the amount of \$18,652.71.
- On motion by Groebner, second by Forkrud, the Board voted unanimously to approve the final payment for SAP 064-598-026 to Landwehr Construction in the amount of \$7,719.34.
- On motion by Van Hee, second by Groebner, the Board voted unanimously to approve the final payment for SAP 064-604-054 to Landwehr Construction in the amount of \$2,303.69.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the final payment for SP #064-701-018 to M.R. Paving and Excavating in the amount of \$134,670.99.

#### **COUNTY ATTORNEY**

- On motion by Salfer, second by Forkrud, the Board voted unanimously to approve the Lease Agreement between the City of Redwood Falls and Redwood County for the Law Library in the Redwood Falls Public Library in the amount of \$1,200.00 per year.

#### **PLANNING AND ZONING**

- An application for a Conditional Use Permit #8-20 filed by David Freeburg to construct and operate a custom butcher shop on the following described real property, situated in the County of Redwood, State of Minnesota, to wit: S  $\frac{3}{4}$  S  $\frac{1}{2}$  NW  $\frac{1}{4}$ , Section 35, Twp. 109N, Range 39W, Springdale Township. On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve CUP #8-20 with (10) conditions as set forth by the Planning Commission.
- An application for an Interim Conditional Use Permit #9-20 filed by Myron Mathiowetz to operate a gravel and clay pit on the following described real property, situated in the County of Redwood, State of Minnesota, to wit: N 700' of the Section lying east of County Ditch 64, Section 25, Twp. 112N, Range 35W, Paxton Township. On motion by Van Hee, second by Forkrud, the Board voted unanimously to approve Interim CUP #9-20 with (14) conditions as set forth by the Planning Commission.

#### **TECHNOLOGY**

- On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve the Fiber Project for the Government Services Center and Justice Center in the amount of \$9,833.00.

#### **ENVIRONMENTAL**

- On motion by Groebner, second by Forkrud, in a 4-1 vote with Walling voting nay, the Board approved two change orders with Mathiowetz Construction for the Cottonwood River Dam projects with Mathiowetz Construction not to exceed the amount of \$66,039.50 which will be funded by contingency funds in the Cottonwood River Dam Project Grant.
- On motion by Salfer, second by Groebner, the Board voted unanimously to approve a three month contract with Sixis Mapping for GIS Services in the amount of \$0.00.

**WOLD ARCHITECTS/CONTEGRITY  
COURTHOUSE SECURITY PROJECT**

- Filippi presented a Preliminary Value Engineering list which projects new cost savings from the original estimates on the Courthouse Security Project that totaled \$214,995.00 which would bring the total project under the budget presented on 9-24-20.
- On motion by Forkrud, second by Van Hee, the Board voted unanimously to accept bids with alternate 1 and execute the contracts for a Spring start for the Justice Center Project with the option to re-bid Category #22 for the elevators and reject Category #30 bid, Specialties-Material Only with a project total of \$10,248,128.44.

**ADMINISTRATOR**

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

RESOLUTION 2020-06

**A RESOLUTION TO EXPEND CARES ACT CORONAVIRUS RELIEF FUNDING  
AVAILABLE TO OFFSET EXPENSES INCURRED BY THE GOVERNOR'S  
EMERGENCY ORDER FOR  
REDWOOD SOIL AND WATER CONSERVATION DISTRICT**

WHEREAS, Redwood County, in response to the Coronavirus Disease 2019 pandemic (COVID-19) is in need of technology to aid Redwood County department Soil and Water Conservation District employees to work safely during the pandemic, and,

WHEREAS, staff has identified a necessary purchase of three Microsoft Surface Pro7, covers, hard cases, Surface pens and Surface docking station, and;

WHEREAS, the authority under the CARES Act allows this expenditure as follows:

1. These computers are specifically related to allowing employees to work safely from home in a pandemic, and;
2. These computers were not already budgeted for purchase prior to the pandemic, and;
3. The U.S. Treasury guidance is clear that infrastructure/"assets" purchase related to COVID and during the permissible timelines can still be used ("retained") post-COVID.

NOW, THEREFORE, BE IT RESOLVED, the Redwood County Board of Commissioners is authorizing up to \$6,400 and certifies that the funds appropriated from the CARES Act fund will be used only for the allowable uses as indicated in the Coronavirus Relief Fund Guidance for necessary expenditures, unbudgeted, unaccounted for expenses and incurred during the covered period.

- On motion by Van Hee, second by Salfer, the Board voted unanimously to approve the Election CARES Act Grant Agreements with the Cities of Lamberton, Belview, Lucan, Morgan, Seaforth, Sanborn, Walnut Grove, Revere, Wabasso and Wanda and North Hero Township, Swedes Forest Township, Vesta Township, Paxton Township, Charlestown Township, Brookville Township and Delhi Township.

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

### **RESOLUTION 2020-08**

#### **A RESOLUTION TO AUTHORIZE REDWOOD COUNTY AUDITOR/TREASURER TO PAY CARES ACT CORONAVIRUS RELIEF FUNDING TO GRANTEES OF THE REDWOOD COUNTY COVID SMALL BUSINESS RELIEF GRANT PROGRAM**

**WHEREAS**, Redwood County, in response to the Coronavirus Disease 2019 pandemic (COVID-19) had established the Redwood County COVID Small Business Relief Grant program to provide business relief. Reference resolutions and subsequent documents which outline grant awards,

**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**, the Redwood County Board of Commissioners has awarded grantees of the Redwood County COVID Small Business Relief Grant Program. Upon verification of eligibility and verification of expenditures, the County Auditor/Treasurer is authorized to pay grant awards;

**NOW, THEREFORE, BE IT RESOLVED**, the Redwood County Board of Commissioners delegates that the County Auditor/Treasurer may pay claims to awardees of the Redwood County COVID Small Business Relief Grant Program, utilizing CARES Act Coronavirus Relief Funds.

**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 until December 1, 2020;

**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 Walling, Salfer, Van Hee, Groebner and Forkrud all voting aye, the Board voted to adopt the following resolution:

#### **RESOLUTION RECOMMENDING THE APPOINTMENT OF FRANCIS ENGELS, JANICE MOEN AND J. BRENT FEIKEMA TO THE LINCOLN PIPESTONE RURAL WATER SYSTEM BOARD OF COMMISSIONERS**

**BACKGROUND INFORMATION**

**WHEREAS**, Francis Engels' 4 year term as a Commissioner on the Lincoln Pipestone Rural Water System ("LPRW") Board of Commissioners is scheduled to expire at midnight on December 31, 2020; and

**WHEREAS**, Janice Moen's 4 year term as a Commissioner on the LPRW Board of Commissioners is scheduled to expire at midnight on December 31, 2020; and

**WHEREAS**, J. Brent Feikema's 4 year term as a Commissioner on the LPRW Board of Commissioners is scheduled to expire at midnight on December 31, 2020; and

**WHEREAS**, on June 29, 2020 the LPRW Board of Commissioners unanimously adopted a Motion which recommends that Francis Engels, Janice Moen, and J. Brent Feikema each be re-appointed to another 4-year term on the LPRW Board of Commissioners; and

**WHEREAS**, the County Board of Commissioners believes that Francis Engel, Janice Moen, and J. Brent Feikema are qualified to act as Commissioners on the Lincoln Pipestone Rural Water System Board of Commissioners and are all worthy of appointment.

**NOW BE IT NOW RESOLVED**, that the Redwood County Board of Commissioners hereby recommends that Francis Engels, Janice Moen, and J. Brent Feikema be appointed to the Lincoln Pipestone Rural Water System Board of Commissioners pursuant to and provided for by Minnesota Statutes §116A et seq., for a 4-year term which shall commence on January 1, 2021 and shall expire at midnight on December 31, 2024.

- On motion by Salfer, second by Groebner, the Board voted unanimously to approve John Thompson as a new credit card holder for the Assessor's Office.
- On motion by Groebner, second by Van Hee, the Board voted unanimously to approve the Child's Place Lease Agreement from October 1, 2020 to September 30, 2021.
- On motion by Salfer, second by Forkrud, in a roll-call vote with Walling, Salfer, Groebner, Forkrud and Van Hee all voting aye, the Board voted to adopt the following resolution:

**RESOLUTION 2020-09****A RESOLUTION TO EXPEND CARES ACT FUNDING AVAILABLE TO OFFSET EXPENSES INCURRED BECAUSE OF THE GOVERNOR'S EMERGENCY ORDER**

**WHEREAS**, Redwood County, in response to the Coronavirus Disease 2019 pandemic (COVID-19) is in need of a drive up window for the License Center to enable employees to work safely during the pandemic, and;

**WHEREAS**, the County Board of Commissioners has identified a necessary purchase and installation of a drive up window in the License Center to provide customer service during the pandemic, and;

**WHEREAS**, the authority under the CARES Act allows this expenditure as follows:

1. The drive up window specifically allows the continuation of customer service and will aid in decreasing in-person traffic inside the Government Center specifically related to proper social distancing requirements and will protect and allow employees to work safely during the pandemic, and;
2. This drive up window and all costs associated with the installation was not already budgeted for purchase prior to the pandemic, and;
3. The Treasury guidance is clear that infrastructure/"assets" purchased related to COVID and during the permissible timelines can still be used ("retained") post-COVID.

**NOW, THEREFORE, BE IT RESOLVED**, the County Board of Commissioners is authorizing this drive up window and installation purchase in an amount not to exceed \$16,511; and will authorize additional cost of permits from the City of Redwood Falls and certifies that the funds appropriated from the CARES Act fund will be used only for the allowable uses as indicated in the Coronavirus Relief Fund Guidance for necessary expenditures, unbudgeted, unaccounted for expenses and incurred during the covered period.

*Personnel Action Items:*

- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the Access Perks Agreement in the amount of \$150.00/month to be funded with Preferred One Wellness funds.
- On motion by Groebner, second by Salfer, the Board voted unanimously to acknowledge the resignation of Part-time Custody Officer, Kathryn Ibberson effective 9-29-20.
- On motion by Salfer, second by Forkrud, the Board voted unanimously to acknowledge the retirement of Full-time Area Maintenance Supervisor, Leo Kashmarek effective 11-15-20.
- On motion by Van Hee, second by Salfer, the Board voted unanimously to post for the position of a Maintenance Specialist in the Highway Department.

**GOVERNMENT SERVICES CENTER TOUR**

- Contegrity Project Manager Larry Filippi and The Board of Commissioners toured the Government Services Building remodeling project.

**COMMISSIONER REPORTS**

- The Commissioners reported on meetings they attended:

Groebner: Hazardous Solid Waste Landfill

Salfer: Southwest Health and Human Services; Nurse Family Partnership

Van Hee: Prime West

**ADJOURN**

- There being no further business, Chair Walling declared the meeting adjourned at 10:50 a.m.

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Lon Walling, Chair  
Board of County Commissioners

Attest: \_\_\_\_\_  
Vicki Knobloch  
County Administrator