

REDWOOD COUNTY, MINNESOTA

December 1, 2020

The Board of County Commissioners met in regular session at 4:00 p.m. in the MN West Learning Center in the Government Center, Redwood Falls, Minnesota.

Present for all or portions of the meeting were Commissioners Dennis Groebner, Bob Van Hee and Jim Salfer. Dave Forkrud was present via Teleconference. Commissioner Walling was absent. Also present were Administrator Vicki Knobloch; Interim Highway Engineer Al Forsberg; County Engineer Anthony Sellner; Human Resource Coordinator Peter Brown; County Attorney Jenna Peterson; Environmental Director Scott Wold; Assessor John Thompson and Economic Development Coordinator Briana Mumme.

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

On motion by Groebner, second by Van Hee, 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 Van Hee, the Board voted unanimously to approve to approve the consent agenda.
 - November 17, 2019 Board minutes
 - Payment of bills as follows:

General Fund	\$ 102,957.64
Ditch Maintenance Fund	\$ 66,578.02
Solid Waste Fund	\$ 62.65
Insurance Fund	\$ 2,304.86
Road and Bridge Fund	\$ 10.72
Soil and Water Fund	\$ 10,229.25
Building Fund	\$ 143,609.43

- Bills totaling \$2,000: MN Secretary of State \$3,436.31; Counties Providing Technology \$3,779.00; Malwarebytes \$4,204.20; Matrix Communications \$13,834.00; G & R Controls \$5,977.19; Renville County \$28,741.86; Prairie Lakes Youth Programs \$2,600.28; Chappel Central \$33,057.15; Contegrity Group \$29,814.75; Kendall Doors \$6,014.14; Meier Electric \$7,600.00; MN Counties Intergovernmental \$5,718.72; Plumbing and Heating of Willmar \$25,391.60; Sussner Construction \$29,387.78; West Central Sanitation \$4,048.15; WOLD Architects \$2,407.55; H & D Underground \$9,500.00; Schmidt Construction \$50,607.10; Trunorth Steel \$3,534.00; Ryan Benedict \$9,429.25; Elan Corporate Payment Systems \$16,927.00.

ROAD AND BRIDGE

- On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve the Road and Bridge bills in the amount of \$163,059.07.
- Bills totaling over \$2,000.00: Alpha Wireless \$2,387.48, Braun Intertec \$3,654.00; Crysteel Distributing \$2,773.89; Erickson Engineering \$3,226.00; Alan Forsberg \$2,152.80; H & L Mesabi \$19,098.00; H & R Construction \$32,781.25; Keck Tree Service \$2,500.00; Meadowland Farmers Coop \$8,685.75; North Central International \$3,855.61; Redwood Tire Service \$3,111.44; Schmidt Construction \$40,417.00; Scott's Lawn Service \$4,820.00; Ziegler \$2,732.94.
- On motion by Groebner, second by Forkrud, the Board voted unanimously to approve the Final Payment for SAP 064-602-024, 064-603-007 and 064-702-003 to City of Morgan in the amount of \$142,048.74.

PERSONNEL

- On motion by Groebner, second by Forkrud, the Board voted unanimously to acknowledge the retirement/resignation of Full-Time Deputy Auditor-Treasurer, Rita Wieneke, effective December 31, 2020.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the Wellness Challenge Prize of 4 hours paid time off for up to 4 employees.
- On motion by Groebner, second by Van Hee, the Board voted unanimously to approve the COVID-19 Telecommuting Policy.
- On motion by Groebner, second by Forkrud, the Board voted unanimously to approve the Patrol Sergeant Job Description and set pay at \$275/month.
- On motion by Van Hee, second by Forkrud, the Board voted unanimously to post internally for (2) Patrol Sergeant Positions.

ENVIRONMENTAL

- On motion by Forkrud, second by Forkrud, the Board voted unanimously to award the vault toilet bid to Boom Concrete in the amount of \$15,487.00.

All Bids Received

Company	Bid Amount
Boom Concrete	\$15,487.00
HuffCutt	\$19,950.00

COUNTY ATTORNEY

- On motion by Groebner, second by Van Hee, the Board voted unanimously to approve the Legal Services Agreement with the Law Firm of Smith and Johnson in the amount of \$3,750.00 monthly.

ECONOMIC DEVELOPMENT

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

RESOLUTION 2020-19 REVISION

A REVISED RESOLUTION TO EXPEND CARES ACT CORONAVIRUS RELIEF FUNDING TO SOUTHWEST HEALTH AND HUMAN SERVICES

WHEREAS, Redwood County, in response to the Coronavirus Disease 2019 pandemic (COVID-19) and to provide financial support to Southwest Health and Human Services (SWHHS), as an established joint powers with Redwood County for public health and human services;

WHEREAS, disbursement of funds to meet payroll expenses for public health and human services whose services are substantially dedicated to mitigating or responding to the COVID-19 health emergency is an eligible use of funds per the U.S. Treasury, as outlined in the Coronavirus Relief Fund Frequently Asked Questions, and;

WHEREAS, the Redwood County CARES Act Fund Committee has collected an itemized use of funds from SWHHS for eligible expenditures for October 1, 2020 to October 31, 2020 in the amount of \$16,597.05, and;

WHEREAS, Redwood County received a funding request on November 20, 2020 from SWHHS for expenditures incurred from November 1, 2020 to November 20, 2020 in the amount of \$63,585.41. Resolution 2020-19 was approved at \$33,500, however has been revised to reflect total funding request, and;

NOW, THEREFORE, BE IT RESOLVED, the Redwood County Board of Commissioners is authorizing disbursement of funds not to exceed \$80,182.46 for eligible expenses from October 1, 2020 to November 20, 2020 to Southwest Health and Human Services 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.

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

RESOLUTION 2020-23

A RESOLUTION TO EXPEND CARES ACT CORONAVIRUS RELIEF FUNDING AVAILABLE TO OFFSET EXPENSES INCURRED DUE TO THE GOVERNOR'S EMERGENCY ORDER FOR REDWOOD RENVILLE REGIONAL SOLID WASTE AUTHORITY

WHEREAS, Redwood- Renville Regional Solid Waste Authority (RRRSWA), a Joint Powers Agreement between Redwood County and Renville County, in response to the Coronavirus Disease 2019 pandemic (COVID-19) is in need of a laptop to enable employees to work safely during the pandemic, and;

WHEREAS, RRRSWA Director has identified a necessary purchase of a laptop, and;

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

1. The laptop is specifically related to allowing employees to work safely from home in a pandemic, and;
2. The laptop was 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 \$625.00 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 Forkrud, in a roll-call vote with Van Hee, Forkrud, Salfer and Groebner all voting aye, the Board adopted the following resolution:

RESOLUTION 2020-24

A RESOLUTION TO EXPEND CARES ACT CORONAVIRUS RELIEF FUNDING AVAILABLE TO PUBLIC AND CHARTER SCHOOLS IN REDWOOD COUNTY

WHEREAS, Redwood County, in response to the Coronavirus Disease 2019 pandemic (COVID-19) has identified a disbursement of remaining CARES ACT Coronavirus Relief Funds to Public and Charter Schools located in Redwood County, and;

WHEREAS, the Redwood County CARES Act Fund Committee has identified the purpose for providing supplemental aid to Public and Charter schools physically located in Redwood County for expenses incurred due to the COVID-19 health pandemic related to costs associated with providing distance learning or in-person learning, and;

WHEREAS, the following schools will be recipients of the Funds, Cedar Mountain School District, Milroy Area Charter School, Red Rock School District, Redwood Area School District, Wabasso Public School, and Westbrook Walnut Grove School, and;

WHEREAS, the authority under the CARES Act allows Fund recipients for safe reopening of schools expenses incurred. Per the U.S. Treasury, recognizes that schools are generally incurring an array of COVID-19 related expenses to either provide distance learning or to re-open. To this end, as an administrative convenience, Treasury will resume that expenses of up to \$500 per elementary and secondary school student are eligible expenditures, such that schools do not need to document the specific use of funds up to that amount, and;

NOW, THEREFORE, BE IT RESOLVED, the Redwood County Board of Commissioners is authorizing up to \$54,703.12 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.

ADMINISTRATOR

- On motion by Groebner, second by Van Hee, the Board voted unanimously to award the official newspaper bid to the Redwood Gazette at \$11.83 per column inch for all legal publications for 2021 and 2022. No other bids were received.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the 2021 Board Meeting Dates.
- On motion by Groebner, second by Van Hee, the Board adopted the Elected Officials Out of State Travel Policy pending County Attorney approval.
- On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve the 2021 Grandview Winery Liquor License.

COMMISSIONERS ITEMS

- On motion by Salfer, second by Forkrud, the Board voted unanimously to amend the rate to \$10.50/square foot on 11,800 square feet for a total lease of \$123,900 for 2021 for the Southwest Health and Human Services Office Lease Agreement.

COMMISSIONER REPORTS

- The Commissioners reported on meetings they attended:
Groebner: Minnesota Rail Authority; Redwood County Historical Society
Van Hee: Extension Committee
Salfer: Southwest Health and Human Services

RECESS

- The Board recessed at 5:25 p.m.

RECONVENED

- The Board reconvened at 6:00 p.m. for the Truth in Taxation meeting.

TRUTH IN TAXATION

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

BE IT HEREBY RESOLVED, by the Board of Commissioners for Redwood County, that the 2021 property tax levies for Redwood County Funds be set as follows:

REVENUE FUND	\$7,543,894
HUMAN SERVICES FUND.....	2,797,632
PUBLIC HEALTH FUND	228,841
ROAD AND BRIDGE FUND	1,895,675
BUILDING FUND	975,000
DEBT SERVICE FUND	693,080
REGIONAL LIBRARY	109,323

BE IT FURTHER RESOLVED, that the 2021 Redwood County property tax levy be certified to the Redwood County Auditor-Treasurer at \$14,243,445.

BE IT FURTHER RESOLVED, that the 2021 Redwood County adjusted property tax levy be set at \$13,553,242, a 4.6% change from the 2020 adjusted tax levy of \$12,959,508.

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

BUDGET RESOLUTION

WHEREAS, the Redwood County Board of Commissioners has reviewed the proposed 2021 budget with the Redwood County Department Heads to discuss budgets proposed for the staffing, supplies, and general operation of their departments during Calendar year 2020 and;

WHEREAS, the Redwood County Board of Commissioners has subsequently reviewed each of the departmental budgets in relationship to the amounts needed from the 2021 Property Tax Levy, and;

NOW, THEREFORE, BE IT RESOLVED, that the Redwood County Board of Commissioners does hereby adopt the 2021 Redwood County Budgeted Revenues and Expenditures as attached:

***** Redwood County *****
 BUDGETARY APPROVAL REPORT
 1 - GENERAL

	BUDGETED AMOUNTS
REVENUE	
PROPERTY TAXES	\$ 7,942,804
OTHER TAXES	9,500
SPECIAL ASSESSMENTS	18,765
LICENSES & PERMITS	55,700
PAYMENT IN LIEU OF TAXES	284,378
DISPARITY REDUCTION CREDIT	26,930
POLICE AID	95,000
COUNTY PROGRAM AID	889,908
E-911	89,000
MARKET VALUE CREDIT	238,663
CASINO CREDIT	90,000
IGR - REIM FOR SERVICES - PUB SFTY	137,500
STATE GRANTS & CONTRIBUTIONS	12,000
MN DEPT OF PUBLIC SAFETY	17,499
MN BOARD OF WATER AND SOIL RES	46,074
MN DEPT OF NATURAL RESOURCES	95,000
MN DEPT OF VETERANS AFFAIRS	7,500
MN DEPT OF PEACE OFFICERS BOARD	3,300
MN DEPT OF CORRECTIONS	60,000
DEPARTMENT OF JUSTICE	52,501
DEPARTMENT OF HOMELAND SECURITY	600
EMERGENCY MANAGEMENT PERFORMANCE	20,000
CHARGES FOR SERVICES	691,799
EARNINGS ON INVESTMENTS	103,412
MISCELLANEOUS REVENUE	136,764
RENTAL INCOME	177,492
INSURANCE DIVIDENDS	65,000
TOTAL REVENUE	\$.....11,367,089.
EXPENDITURE	
GENERAL GOVERNMENT	
COMMISSIONERS	\$ 244,991
LAW LIBRARY	6,000
COUNTY ADMINISTRATION	500,447
AUDITOR-TREASURER	419,917
ASSESSOR	547,209
LICENSE CENTER	184,286

***** Redwood County *****

**BUDGETARY APPROVAL REPORT
1 - GENERAL**

	BUDGETED AMOUNTS
ADMINISTRATOR	393,646
ELECTIONS	61,000
COMPUTER	466,531
ATTORNEY	808,220
RECORDER	312,315
COURTHOUSE MAINTENANCE	487,165
BUILDINGS AND PLANT	8,415,750
VETERAN SERVICE OFFICER	180,595
Total GENERAL GOVERNMENT	\$ 13,028,072
PUBLIC SAFETY	
SHERIFF	\$ 3,746,610
E-911 SYSTEM	102,000
CORONER	23,000
OTHER PUBLIC SAFETY	13,600
PROBATION AND PAROLE	276,762
RESTORATIVE JUSTICE	89,173
SENTENCE TO SERVE	78,490
EMERGENCY MANAGEMENT	111,988
Total PUBLIC SAFETY	\$ 4,441,623
CULTURE & RECREATION	
MUSEUM	\$ 3,000
OTHER CULTURE & RECREATION	57,500
PARKS	114,754
MINNESOTA TRAILS	95,000
Total CULTURE & RECREATION	\$ 270,254
CONSERVATION	
AGRICULTURAL INSPECTION	\$ 332,046
EXTENSION	145,106
OTHER CONSERVATION	38,765
SOIL AND WATER CONSERVATION DISTRICT	626,420
WATER QUALITY LOAN PROGRAM	12,000
Total CONSERVATION	\$ 1,154,337
ECONOMIC DEVELOPMENT	
OTHER ECONOMIC DEVELOPMENT	\$ 139,913
Total ECONOMIC DEVELOPMENT	\$ 139,913
INTERGOVERNMENTAL	
COMMUNITY HEALTH	\$ 228,841
LIBRARY	109,323

***** Redwood County *****

**BUDGETARY APPROVAL REPORT
1 - GENERAL**

	BUDGETED AMOUNTS
Total INTERGOVERNMENTAL	\$ 338,164
DEBT SERVICE - PRINCIPAL	
WATER QUALITY LOAN PROGRAM	\$ 14,014
Total DEBT SERVICE - PRINCIPAL	\$ 14,014
DEBT SERVICE - INTEREST	
WATER QUALITY LOAN PROGRAM	\$ 1,200
Total DEBT SERVICE - INTEREST	\$ 1,200
TOTAL EXPENDITURE	\$ 19,387,577
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ (8,020,488)
OTHER SOURCES(USES)	
PROCEEDS FRM SALE OF BONDS	\$ 10,000,000
SPECIAL ITEMS	(1,665,015)
TOTAL OTHER SOURCES(USES)	\$ 8,334,985
PLANNED CHANGES TO FUND BALANCE	\$ 314,497

***** Redwood County *****

**BUDGETARY APPROVAL REPORT
3 - ROAD AND BRIDGE**

	BUDGETED AMOUNTS
REVENUE	
PROPERTY TAXES	\$ 1,888,610
OTHER TAXES	1,130,000
MAINTENANCE REGULAR	1,928,427
CONSTRUCTION REGULAR	3,554,000
MAINTENANCE MUNICIPAL	180,000
CONSTRUCTION MUNICIPAL	352,000
TOWN BRIDGE	560,000
DISPARITY REDUCTION CREDIT	6,435
MARKET VALUE CREDIT	57,030
TOWN ROAD	548,673
IGR - REIM FOR SERVICES - HIGHWAY	841,834
MN DEPT OF TRANSPORTATION	400,000
CHARGES FOR SERVICES	6,000
EARNINGS ON INVESTMENTS	40,000
MISCELLANEOUS REVENUE	50,000
RENTAL INCOME	50
TOTAL REVENUE	\$ 11,543,059
EXPENDITURE	
HIGHWAY ADMINISTRATION	
ROAD & BRIDGE ADMINISTRATION	\$ 610,345
Total HIGHWAY ADMINISTRATION	\$ 610,345
HIGHWAY MAINTENANCE	
HIGHWAY MAINTENANCE	\$ 3,050,164
Total HIGHWAY MAINTENANCE	\$ 3,050,164
HIGHWAY CONSTRUCTION	
HIGHWAY CONSTRUCTION & ENGINEERING	\$ 8,214,187
Total HIGHWAY CONSTRUCTION	\$ 8,214,187
HIGHWAY EQUIPMENT AND MAINT SHOPS	
EQUIPMENT MAINTENANCE & SHOP	\$ 1,005,783
Total HIGHWAY EQUIPMENT AND MAINT SHOPS	\$ 1,005,783
INTERGOVERNMENTAL	
HIGHWAY MAINTENANCE	\$ 548,673
Total INTERGOVERNMENTAL	\$ 548,673

***** Redwood County *****

**BUDGETARY APPROVAL REPORT
5 - HUMAN SERVICES**

	<u>BUDGETED AMOUNTS</u>
REVENUE	
PROPERTY TAXES	\$ 2,706,669
DISPARITY REDUCTION CREDIT	9,223
OUT OF HOME PLACEMENT AID	45,375
MARKET VALUE CREDIT	81,740
TOTAL REVENUE	<u>\$ 2,843,007</u>
EXPENDITURE	
INTERGOVERNMENTAL	
**** HUMAN SERVICES ****	\$ 2,843,007
Total INTERGOVERNMENTAL	<u>\$ 2,843,007</u>
TOTAL EXPENDITURE	<u>\$ 2,843,007</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>\$</u>
PLANNED CHANGES TO FUND BALANCE	<u>\$</u>

***** Redwood County *****

**BUDGETARY APPROVAL REPORT
15 - DITCH**

	<u>BUDGETED AMOUNTS</u>
REVENUE	
SPECIAL ASSESSMENTS	\$ 760,561
TOTAL REVENUE	<u>\$ 760,561</u>
EXPENDITURE	
CONSERVATION	
DITCH MAINTENANCE	\$ 949,390
Total CONSERVATION	<u>\$ 949,390</u>
TOTAL EXPENDITURE	<u>\$ 949,390</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (188,829)</u>
PLANNED CHANGES TO FUND BALANCE	<u>\$ (188,829)</u>

*** Redwood County ***

BUDGETARY APPROVAL REPORT
22 - SOLID WASTE

	BUDGETED AMOUNTS
REVENUE	
SPECIAL ASSESSMENTS	\$ 624,567
IGR - REIM FOR SERVICES-SANITATION	162,464
MN DEPT OF POLLUTION CONTROL	67,700
TOTAL REVENUE	<u>\$ 854,731</u>
EXPENDITURE	
SOLID WASTE	
SOLID WASTE	\$ 1,750
Total SOLID WASTE	<u>\$ 1,750</u>
HAZARDOUS WASTE	
HAZARDOUS WASTE	\$ 1,200
Total HAZARDOUS WASTE	<u>\$ 1,200</u>
INTERGOVERNMENTAL	
RRRSWA JOINT POWERS	\$ 692,267
Total INTERGOVERNMENTAL	<u>\$ 692,267</u>
DEBT SERVICE - PRINCIPAL	
RRRSWA JOINT POWERS	\$ 130,000
Total DEBT SERVICE - PRINCIPAL	<u>\$ 130,000</u>
DEBT SERVICE - INTEREST	
RRRSWA JOINT POWERS	\$ 31,953
Total DEBT SERVICE - INTEREST	<u>\$ 31,953</u>
DEBT SERVICE - ADMIN (FISCAL) CHGS	
RRRSWA JOINT POWERS	\$ 511
Total DEBT SERVICE - ADMIN (FISCAL) CHGS	<u>\$ 511</u>
TOTAL EXPENDITURE	<u>\$ 857,681</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (2,950)</u>
PLANNED CHANGES TO FUND BALANCE	<u>\$ (2,950)</u>

*** Redwood County ***

BUDGETARY APPROVAL REPORT
31 - DEBT SERVICE

	BUDGETED AMOUNTS
REVENUE	
PROPERTY TAXES	\$ 666,000
DISPARITY REDUCTION CREDIT	2,269
MARKET VALUE CREDIT	20,105
IGR - REIM FOR SERVICES - GEN GVT	4,706
TOTAL REVENUE	<u>\$ 693,080</u>
EXPENDITURE	
DEBT SERVICE - PRINCIPAL	
DEBT SERVICE	\$ 450,000
Total DEBT SERVICE - PRINCIPAL	<u>\$ 450,000</u>
DEBT SERVICE - INTEREST	
DEBT SERVICE	\$ 194,462
Total DEBT SERVICE - INTEREST	<u>\$ 194,462</u>
DEBT SERVICE - ADMIN (FISCAL) CHGS	
DEBT SERVICE	\$ 1,182
Total DEBT SERVICE - ADMIN (FISCAL) CHGS	<u>\$ 1,182</u>
TOTAL EXPENDITURE	<u>\$ 645,644</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>\$ 47,436</u>
PLANNED CHANGES TO FUND BALANCE	<u>\$ 47,436</u>

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

**RESOLUTION APPROVING REDUCTION IN FORCE
AND RECLASSIFICATION OF POSITIONS**

WHEREAS, due to statewide economic conditions and the effects of the COVID-19 Coronavirus pandemic, Redwood County is facing a budget shortfall; and

WHEREAS, the Board must cut its general operating expenditures by \$212,000 to balance the 2021 budget; and

WHEREAS, the Board has directed management to carefully review staffing in each department and each job classification to minimize the impact of reductions in force on individual employees and service to the public;

NOW THEREFORE, BE IT RESOLVED by the Redwood County Board of Commissioners that the following reductions in force and reclassifications shall be effective January 1, 2021:

1. Tammy Blaine, the least senior employee in the job classification of Veterans Services Office Manager, shall have his/her position reduced to 20 hours per week, effective January 1, 2021. The County Administrator is directed to serve written notice upon the employee of this change and place a copy of the notice, along with a copy of this resolution in the employee's personnel file. The Department Head shall determine the specific hours that the employee shall work.
2. The position of Technical Clerk in the Extension Department, which has been vacant since April 30, 2020, shall be filled by appointment of Tammy Blaine for 20 hours per week. The County Administrator is directed to serve written notice upon the employee of this change and place a copy of the notice, along with a copy of this resolution in the employee's personnel file. The Department Head shall determine the specific hours that the employee shall work.
3. A vacancy in Road and Bridge department which occurred May 4, 2020, in the position classification of Maintenance Specialist, shall not be filled. The County Administrator is directed to serve written notice upon the department of this change.
4. A vacancy in Road and Bridge department which occurred January 14, 2019, and remained vacant for the remainder of 2019 and all of 2020 in the position classification of Shop Mechanic, shall not be filled. The County Administrator is directed to serve written notice upon the department of this change.
5. The position of Restorative Justice Program Assistant, held by Lisa Jones is hereby eliminated effective January 1, 2021. The County Administrator is directed to serve written notice upon the employee of this change and place a copy of the notice, along with a copy of this resolution in the employee's personnel file.

ADJOURN

- There being no further business, Chair Salfer declared the meeting adjourned at 6:15 p.m.

Jim Salfer, Chair
Board of County Commissioners

Attest: _____
Vicki Knobloch
County Administrator