

REDWOOD COUNTY, MINNESOTA

NOVEMBER 17, 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 Bob Van Hee, Dave Forkrud, Jim Salfer, Dennis Groebner, and County Administrator Vicki Knobloch. Also present were Auditor/Treasurer Jean Price; Human Resource Coordinator Peter Brown; Technology Coordinator Paul Parsons; Economic Coordinator Briana Mumme; Environmental Director Scott Wold and Administrative Assistant Lali Ortega. Commissioner Walling was absent.

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 revised November 17<sup>th</sup> 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 Consent Agenda.
  - November 3<sup>rd</sup>, 2020 Board Minutes
  - Payment of bills as follows:

General Fund	\$ 299,723.19
Ditch Maintenance Fund	\$ 28,698.08
Insurance Fund	\$ 275.00
Building Fund	\$ 5,439.35
Tax Forfeiture Sale	\$ 1,382.50

- Bills over \$2,000: Alpha Wireless \$71,198.00; G & R Controls \$36,971.00; Motorola 60,994.50; Smith & Johnson \$3,000.00; Twinsource Supply \$2,470.84; Fleet Services \$6,518.70; Mend Correctional \$3,963.55; Motorola Solutions \$46,500.00; Tersteeg's Holiday Market \$7,842.71; Houston Engineering \$26,305.26; Peterson Company \$2,550.00; Minnesota Pollution Control \$15,275.51; WOLD Architects \$5,439.35; Mark Behrends \$3,496.75; Bolton & Menk \$3,442.00; L & S Construction \$5,793.18; TNT Construction \$12,258.58.

**EMPLOYEE RECOGNITION**

- The Board recognized Greg Juenemann, Sheriff's Department, for 15 years of service to Redwood County, Lali Ortega, Environmental Office, and Eugene Hillesheim, Veteran Services Office, for 5 years of service to Redwood County.

**AUDITOR/TREASURER**

- On motion by Van Hee, second by Groebner, the Board voted unanimously to approve the following:
  - Cash Balance Report
  - Investment Summary
  - Budget Reports, General Fund, Road and Bridge Fund, Health Fund, Debt Service Fund, Building Fund, Ditch Maintenance, Human Services Fund, Insurance Fund, Ditch Bond Interest, Soil and Water Conservation District Fund and Solid Waste Fund.
  - October 2020 Disbursements in the amount of \$3,478,422.44. Bills totaling \$2,000: Further \$7,039.61, \$7,039.61; Preferred One \$97,660.86, \$10,960.51, \$10,519.16; \$8,550.81; \$24,255.64, \$27,828.02, \$3,859.54, \$6,866.64; Redwood Electric Coop \$2,679.99; Redwood Falls Public Utilities \$8,977.97, \$2,014.35; BCBS \$2,155.50; MN Commission of Finance \$202,850.00, \$4772.00; MN Dept. of Revenue \$46,694.12; Gary Kerkhoff Construction \$3,270.76; Gramstad's Lumber \$10,000.00; Redwood Soil and Water \$124,859.00; Stephens Funeral Service \$10,000.00; A & W Furniture \$10,000.00; Baune Plumbing and Heating \$10,000.00; Bridge Street Cuisine \$10,000.00; Corelogic Tax Service \$8,491.00; Creative Concepts \$9,310.00; Dan Buysse Construction \$10,000.00; Handi Van Service \$10,000.00; Highwater Ethanol \$10,000.00; MLPP Computers \$10,000.00; New Line Products \$8,243.00; Northland Lumber \$10,000.00; Northstar Systembuilt \$2,800.00; Ranger Pump Company \$10,000.00; Sisily Boutique \$10,000.00; Southwest Health and Human Services \$55,202.75; Stacy's Style & Sun \$7,907.00; Tiger Tough \$10,000.00; Triple L Construction \$10,000.00 Uptown Auto \$10,000.00; Valley Rubber \$10,000.00; Blare Malori \$10,000.00; Chumly's \$10,000.00; Church of St. Anne \$10,000.00; Covenant Security Equipment \$14,650.00; Delta Dental \$3,490.42; Kerkhoff Auction \$10,000.00; Milroy Yankees \$10,000.00; Pizza Ranch \$10,000.00; Redwood Area Food Shelf \$10,000.00; Sonia's Beauty \$7,313.00; Spray Foam Solutions \$10,000.00; Sun Life Financial \$2,119.46; Uptown Auto \$2,800.00; Wagner Café \$10,000.00; SD \$2754 \$64,000.00; SD #2884 \$64,000.00; SD 2897 \$416,000.00; SD #2898 \$45,000.00; SD #2904 \$4,700.00; SD #635 \$40,000.00; SD #640 \$82,000.00; SD #85 \$10,000.00; American Legion Post 38 \$10,000.00; Ann's Daycare \$10,000.00; G3 Quad Freestyle \$10,000.00; Katie's Lords & Ladies \$7,893.00; Knott's Corner \$10,000.00; Loock's Total Performance \$10,000.00; NTS Tire Supply \$10,000.00; Trailside Truck Service \$10,000.00; Wittwer Training Systems \$10,000.00; Jebro \$7,225.15; AAA Striping \$18,652.71; City of Redwood Falls \$35,000.00; Crysteel Distributors \$29,365.96; Landwehr Construction \$10,023.03; M & K Bridge \$5,981.87; MR Paving \$124,670.99; Jebro \$11,833.20; Johnson Feed \$17,278.11; Duininck Inc. \$244,489.42; Mathiowetz Construction \$115,572.14; Riley Bros. \$236,104.59; AAA Striping \$74,053.38; Zimmermann Maintenance \$3,614.75; Johnson Feed \$12,727.22.

**TECHNOLOGY**

- On motion by Groebner, second by Forkrud, the Board voted unanimously to approve the Matrix CSG View Maintenance Contract Renewal in the amount of \$4,300.00 annually.
- On motion by Van Hee, second by Forkrud, the Board voted unanimously to approve the Matrix NEC Phone System Maintenance Renewal in the amount of \$9,534.00 annually.
- On motion by Groebner, second by Van Hee, the Board voted unanimously to approve the Malwarebytes License Renewal Agreement in the amount of \$4,204.20.

**ENVIRONMENTAL**

- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve additional services with Houston Engineering on the Cottonwood River Dam Project not to exceed \$5,000.00.

**COUNTY ATTORNEY**

- The Legal Services Agreement with the Law Firm of Smith and Johnson was tabled to the December 1, 2020 board meeting.

**ECONOMIC DEVELOPMENT**

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

**A RESOLUTION TO EXPEND CARES ACT FUNDING AVAILABLE TO CORRECT A TRANSFER OF FUNDS WITHIN MUNICIPALITIES**

WHEREAS, Redwood County, in response to the Coronavirus Disease 2019 pandemic (COVID-19) is in need of correcting an administrative error of the CARES Act Coronavirus Relief Funds (CRF) between the City of Wabasso and Vail Township, and;

WHEREAS, the Redwood County Economic Development Coordinator early in the CRF implementation received guidance CRF funds may be transferred between local units of government. However per Minnesota Management and Budget the County was to remain current with the changes set forth by the U.S. Treasury and MN Department of Revenue. As an administrative oversight, it was discovered transferring of CRF funds may only be made with the home county and not between local units of government, and;

WHEREAS, Vail Township certified with Minnesota Department of Revenue of \$5,375 CRF funds on 9/22/2020 and transferred said funds to the City of Wabasso on 10/12/2020, and;

WHEREAS, the City of Wabasso disbursed \$5,375 via the City of Wabasso Small Business Grant program, and;

WHEREAS, to ensure compliance and rectify the administrative error, Redwood County will transfer \$5,375 of County CRF funds to the City of Wabasso, the City of Wabasso will reimburse \$5,375 to Vail Township and Vail Township will transfer \$5,375 to Redwood County, and;

**NOW, THEREFORE, BE IT RESOLVED**, the County Board of Commissioners is authorizing the transfer of CRF funds to the City of Wabasso in the amount of \$5,375.00, 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 Salfer, Van Hee, Forkrud and Groebner all voting aye, the Board adopted the following resolution:

**A RESOLUTION TO EXPEND CARES ACT FUNDING TO PURCHASE E-PERMITTING PROGRAM FOR HIGHWAY DEPARTMENT**

WHEREAS, Redwood County, in response to the Coronavirus Disease 2019 pandemic (COVID-19) is in need of an e-permitting program, and;

WHEREAS, Highway Department Engineer has identified the purchase of the e-permitting program will allow elimination of face-to-face interactions, thus mitigating the transmission of COVID, and;

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

1. E-permitting Program is specifically related to mitigating the Coronavirus and ensure the safety of employees, and;
2. The program 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 the purchase of e-permitting program in an amount not to exceed \$6,500 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 Groebner, in a roll-call vote with Salfer, Van Hee, Forkrud and Groebner all voting aye, the Board adopted the following resolution:

**A RESOLUTION TO EXPEND CARES ACT FUNDING TO PURCHASE DISINFECTING EQUIPMENT TO MITIGATE COVID TRANSMISSION IN COUNTY BUILDINGS**

WHEREAS, Redwood County, in response to the Coronavirus Disease 2019 pandemic (COVID-19) is in need of electrostatic sprayers for additional cleaning measures of county public and employee spaces, and;

WHEREAS, Maintenance Director and Environmental Director have identified a necessary purchase of TwinSource Victory Electrostatic Hand Held and Backpack Sprayers, and corresponding disinfectant and accessories, for county office use and county owned, Plum Creek Park, and;

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

1. The sprayers are specifically related to mitigating the Coronavirus and will disinfect public and employees spaces, and;
2. The sprayers were 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 the purchase of electrostatic sprayers in an amount not to exceed \$10,228 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, in a roll-call vote with Salfer, Van Hee, Forkrud and Groebner all voting aye, the Board adopted the following resolution:

**A 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. SWHHS will submit a second funding request on November 20, 2020 for eligible expenditures incurred from November 1, 2020 to November 20, 2020, however this amount is not known at this time, and;

**NOW, THEREFORE, BE IT RESOLVED**, the Redwood County Board of Commissioners is authorizing disbursement of funds not to exceed \$33,500.00 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 Salfer, second by Groebner, in a roll-call vote with Salfer, Van Hee, Forkrud and Groebner all voting aye, the Board adopted the following resolution:

**A RESOLUTION TO EXPEND CARES ACT CORONAVIRUS RELIEF FUNDING AVAILABLE FOR REDWOOD COUNTY ASSESSOR OFFICE PERSONNEL**

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

WHEREAS, staff has identified a necessary purchase of three Microsoft Surface Pro Laptops and accessories, 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 \$4,375.50 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 Salfer, Van Hee, Forkrud and Groebner all voting aye, the Board adopted the following resolution:

**A RESOLUTION TO EXPEND CARES ACT CORONAVIRUS RELIEF FUNDING  
AVAILABLE FOR REDWOOD COUNTY TECHNOLOGY NEEDS**

WHEREAS, Redwood County, in response to the Coronavirus Disease 2019 pandemic (COVID-19) is in need of technology to aid Redwood County employees to conduct or participate in virtual meetings and training sessions, and;

WHEREAS, Redwood County Technology Coordinator has identified a necessary purchase of mobile cart, television, personal computer and corresponding accessories to allow Redwood County employees to host or participate in public and private virtual meetings and training sessions, and;

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

1. The cart, PC and television is specifically related to allowing employees and Commissioners to utilize appropriate technology when conducting or participating in virtual meetings, and;
2. The technology 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 \$1,300 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 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:

**A RESOLUTION TO EXPEND CARES ACT CORONAVIRUS RELIEF FUNDING  
AVAILABLE FOR FAMILIES FIRST CORONAVIRUS RESPONSE ACT**

WHEREAS, Redwood County, in response to the Coronavirus Disease 2019 pandemic (COVID-19) has implemented the Federal Families First Coronavirus Response Act for Employee Paid Leave, and;

WHEREAS, Redwood County is required to provide Redwood County employees with paid leave or expanded family and medical leave for specific reasons related to the COVID-19 pandemic. The U.S. Department of Labor's Wage and Hour Division administers and enforces the new law's paid leave requirements and will be applied through December 31, 2020, and;

WHEREAS, the U.S. Treasury guidance allows reimbursement for "expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions." The federal FAQs state "if the cost of an employee was allocated to administrative leave to a greater extent than expected, the cost of such administrative leave may be covered using payments from the Fund," and;

WHEREAS, the administrative leave costs of public employees was not already budgeted for prior to the pandemic, and;

**NOW, THEREFORE, BE IT RESOLVED**, the Redwood County Board of Commissioners is authorizing expending remainder CARES Act Coronavirus Relief Funds appropriated to apply to the County's Families First Coronavirus Response expenses between April 1, 2020 through December 1, 2020 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 Forkrud, second by Van Hee, the Board voted unanimously to approve the Southwest Health and Human Services Office Lease Agreement.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the 2021 Snowmobile Grant In-Aid Program Grant Agreement.
- On motion by Groebner, second by Forkrud, the Board voted unanimously to approve 2021 Tobacco License renewals to the following:
  - Shiv Investments – Shell in Morgan
  - Vesta Bar
  - Erickson's Amoco Handi-Mart – Lamberton
  - Meadowland Farmer's Coop - Lamberton
  - Farmer's Cooperative Association of Milroy
  - Staples Enterprise – Expressway of Sanborn
  - Meadowland Farmers Coop – Wabasso
  - Backroads Bar & Grill – Clements

- On motion by Van Hee, second by Groebner, the Board voted unanimously to approve Change Order PR #5 in the amount of \$31,734.00 for window replacement and insulation for the Government Services Building.

***Personnel***

- On motion by Groebner, second by Salfer, the Board voted unanimously to acknowledge the resignation of full-time Deputy Sheriff, Matt Siefkes, effective November 20, 2020.
- On motion by Salfer, second by Groebner, the Board voted unanimously to acknowledge the resignation of full-time Custody Officer, Mike Gaffney, effective November 17, 2020.
- On motion by Forkrud, second by Salfer, the Board voted unanimously to approve to hire David Petty as full-time Highway Maintenance Specialist effective November 30, 2020 at Grade 10/Step 1 of the non-union salary schedule at \$19.15/hour.
- On motion by Groebner, second by Van Hee, the Board voted unanimously to approve to hire Brody Farmer as part-time Custody Officer effective November 18, 2020 on the 2020 LELS Scale at Custody Officer Grade/Step 1 at \$19.19/hour.
- On motion by Van Hee, second by Salfer, the Board voted unanimously to approve the Drug Court Testing Contracts with Steve Gramstad and Amber Tisue.

**COMMISSIONER REPORTS**

- The commissioners reported on meetings they attended:

Groebner: Redwood-Renville Regional Solid Waste Authority, Canvass Election

Salfer: Canvass Election, Economic Development

Forkrud: Personnel Committee, Redwood-Renville Regional Solid Waste Authority

Van Hee: Economic Development, Restorative Justice, AMC District 8 Meeting, Prime West, Nurse Family Partnership, United Community Action Partnership, Southwest Regional Development Commission

**ADJOURN**

- There being no further business, Chair Salfer declared the meeting adjourned at 11:07 a.m.

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Jim Salfer, Chair  
Board of Commissioners

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