

AGENDA
REDWOOD COUNTY BOARD OF COMMISSIONERS

*Redwood County is committed to stewardship, respect & shared responsibility in providing improved
cost-efficient services to all!*

TUESDAY DECEMBER 12, 2023
COMMISSIONERS ROOM, GOVERNMENT CENTER
REDWOOD FALLS, MINNESOTA

Please Note: This agenda is subject to change due to Department Heads, government agencies and the public bringing items forward, between the posting of the agenda and the actual meeting time. **All times listed below are approximate.**

8:30 a.m.

- Call to Order; Pledge of Allegiance
- Open Forum
- Review and approve December 12th meeting agenda.
- Identification of Conflict of Interest
- Review and approve the Consent Agenda:
 - November 21st minutes
 - November 28th minutes
 - Bills

8:30 a.m.

- **EMPLOYEE RECOGNITION**
Lisa Guggisberg- Auditor-Treasurer- 10 years

8:35 a.m.

- **Auditor-Treasurer**
Jean Price
 - 1) Review and Approve the Consent Agenda
 - Cash Balance Report
 - Investment Summary
 - Budget Report: General Fund; Road and Bridge; Building; Human Services; Ditch; Health; Debt Service; Insurance; Solid Waste; Soil and Water Conservation District Fund
 - 2) Ditch Fund Transfers
 - 3) Resolution Authorizing A/T to make Electronic Funds Transfer in 2024
 - 4) Resolution Authorizing A/T to pay Certain Claims
 - 5) Resolution to establish Fund Balance Policy

8:40 a.m.

- **LICENSE DEPARTMENT**
Amy Serbus
 - 1) License Center Update

8:45 a.m.

- **COUNTY ATTORNEY**
Jenna Peterson
 - 1) Cannabis Ordinance

8:50 a.m.

➤ **ENVIRONMENTAL**

Jeanette Pidde

- 1) Application for Rezoning 1-23r Eric & Heidi Linsmeier on behalf of O&E Properties, LLC
- 2) Phase 1 Archaeological Survey Quote
- 3) Service Agreement with Kogal Archaeological Consulting Services

9:00 a.m.

➤ **SHERIFF**

Jason Jacobson

- 1) Out of State Travel Request
- 2) BLRR Drug Task Force JPA
- 3) 2024 Law Enforcement Contract with Wabasso (pending County Attorney approval)
- 4) 2023 November Jail Population

9:10 a.m.

➤ **MAINTENANCE**

Loren Gewerth

- 1) Fire Inspection Agreement (pending County Attorney approval)
- 2) G & R Controls Agreement (paperwork pending)

9:15 a.m.

➤ **ROAD & BRIDGE**

Anthony Sellner

- 1) Approve Bills
- 2) Approve Final pay Request 22-10; SAP 064-613-017
- 3) Approve Final pay Request 22-3; SAP 064-599-125, SAP 064-599-130, SAP 064-599-134
- 4) Approve CSAH 24 speed study Resolution.
- 5) Budget Summary

9:30 a.m.

BREAK

9:40 a.m.

➤ **SUMMIT CARBON SOLUTIONS**

Patrick McCarthy & Scott O' Konek

10:00 a.m.

➤ **ADMINISTRATION**

- 1) 2024 Tobacco License Application- Wabasso C-Store (Tabled from November 21st)
- 2) 2024 Tobacco License Application- Lamberton C-Store (Tabled from November 21st)
- 3) 2024 Liquor License Application- Expressway- Sanborn
- 4) 2024 Tobacco License Applications
 - a) Staples enterprises Inc. dba Expressway Sanborn
 - b) Erickson's Amoco Handi-Mart dba Erickson's Handi-Mart Lamberton
 - c) Meadowland Farmers Coop Belview
- 5) Area II Minnesota River Basin Projects JPA
- 6) Public Data Requests Policy
- 7) Local Homeless Prevention Aid Agreement
- 8) FY 24 Snowmobile Grant-In-Aid Program Contract Agreement (pending County Attorney approval)

Personnel Action Items:

- 1) Resignation
- 2) Request to Transfer
- 3) Set 2024 Health Insurance Premiums
- 4) Request to Set Cafeteria Contributions
- 5) Set Health Insurance Premiums for COBRA

10:30 a.m.

➤ **ECONOMIC DEVELOPMENT**

Briana Mumme

- 1) Countywide Comprehensive Housing Study Proposal

Commissioner Items:

- WRAP Inc. Funding Request

Commissioners' Reports

ADJOURN:

****OPEN FORUM****

OPEN FORUM PROCEDURES

1. The open forum will be held at the beginning of the meeting.
2. Those wishing to speak should sign up and indicate the topic at the beginning of the meeting.
3. A maximum time of 20 minutes will be allowed for the open forum.
4. A basic guide of three people per topic with a maximum of five minutes per person.
5. Those speaking will state their name and address prior to speaking.
6. Statements should be limited to the issues only.
7. Apply the "Golden Rule" during presentations.
8. The Board retains the right to respond or not, but may discuss the item.
9. Personal/Personnel issues will not be heard or discussed.

POSTED 12-8-23

OFFICIAL NOTICES/ UPCOMING MEETINGS

December 12th – 8:30 a.m. – Redwood County Board Meeting– Redwood County Government Center,
Board Room

December 26th – 8:30 a.m. – Redwood County Board Meeting– Redwood County Government Center,
Board Room

REDWOOD COUNTY, MINNESOTA

November 21, 2023

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

Present for all or portions of the meeting were Commissioners Dennis Groebner, Bob Van Hee, Jim Salfer, and Dave Forkrud, County Attorney Jenna Peterson, County Administrator Vicki Kletscher, Administrative Assistant Sierra Fluck, Environmental Director Nick Brozek, Auditor/Treasurer Jean Price, Human Resource Coordinator Peter Brown, Sheriff Jason Jacobson, County Engineer Anthony Sellner, Planning & Zoning Supervisor Jeanette Pidde, Maintenance Director Loren Gewerth, Ditch and Ag Technician Matt Mumme, Ditch and Ag Inspector Brent Lang, Adult Mental Health and Substance Use Disorder Supervisor Stacy Jorgensen, Redwood County Extension Director Stacy Johnson.

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

On motion by Van Hee, second by Groebner, the Board voted unanimously to approve the November 21 agenda.

Chair Salfer asked the Board Members to identify any areas in 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 the following:
 - November 7th Board Minutes.
 - Payment of bills.

General Fund	\$ 116,115.18
Ditch Fund	\$ 73,779.48
Solid Waste Fund	\$ 112.66
Insurance	\$ 961.00
Soil & Water	\$ 9,163.94

- **Bills exceeding \$2,000:**

Warrants Approved On 11/21/2023 For Payment 11/27/2023.

<u>Vendor Name</u>	<u>Amount</u>
ADVANCED CORRECTIONAL HEALTHCARE	12,399.92
COUNTIES PROVIDING TECHNOLOGY	4,604.00
COUNTY OF LYON	58,050.93
COUNTY OF RAMSEY	2,370.00
COUNTY OF RENVILLE	32,150.26

ESTEBO FRANK MUNSHOWER LTD	2,535.00
FRICKE ENVIRONMENTAL COMPANY	3,284.00
ISG	2,315.00
KERKHOFF BROS INC	7,623.50
MAAS CONSTRUCTION CO	3,836.23
MINNESOTA POLLUTION CONTROL AGEN	5,311.05
REDWOOD COUNTY HIGHWAY DEPT	6,689.82
SCHULTZ/JASON	7,413.94
SMITH & JOHNSON	4,000.00
STARK PRINTING INC DBA HENLE PRINTI	6,202.49
THE MARKET AT REDWOOD LLC	10,943.17
95 Payments less than 2 0 0 0	29,373.18
Final Total:	199,102.49

AUDITOR/TREASURER

- On motion by Groebner, second by Van Hee, the Board voted unanimously to approve the Cash Balance Report, Investment Summary, Budget Reports, General Fund; Road and Bridge; Building; Human Services; Ditch; Health; Debt Service; Insurance; Solid Waste; Soil and Water and Conservation District Fund, and October 2023 Disbursements in the amount of \$3,845,159.83.

Warrants Approved for Payment 10/05/2023.

<u>Vendor Name</u>	<u>Amount</u>
BLUE CROSS BLUE SHIELD OF MINNESO	58,648.58
BLUE CROSS BLUE SHIELD OF MINNESO	2,152.00
BLUE CROSS BLUE SHIELD OF MINNESO	50,659.30
BLUE CROSS BLUE SHIELD OF MINNESO	36,973.76
BLUE CROSS BLUE SHIELD OF MINNESO	9,824.23
MINNESOTA DEPARTMENT of REVENUE	61,303.53
MINNESOTA UC FUND	4,318.62
MN COMMISSION OF FINANCE	212,310.77
REDWOOD COUNTY LICENSE CENTER	2,031.75
REDWOOD COUNTY LICENSE CENTER	2,972.13
REDWOOD ELECTRIC COOPERATIVE	2,425.22
REDWOOD FALLS PUBLIC UTILITIES	3,359.04
REDWOOD FALLS PUBLIC UTILITIES	7,440.79
WEX LEAP	7,585.69
WEX LEAP	7,585.69
50 Payments less than 2 0 0 0	3,434.99
Final Total:	473,026.09

Warrants Approved for Payment 10/04/2023.

<u>Vendor Name</u>	<u>Amount</u>
BLACKSTRAP INC	16,491.76
MINNESOTA STATE AUDITOR	2,519.50
MR PAVING & EXCAVATING INC	578,870.16
REDWOOD FALLS PUBLIC UTILITIES	2,895.48
7 Payments less than 2 0 0 0	1,529.80
Final Total:	602,306.70

Warrants Approved On 10/09/2023 For Payment 10/09/2023.

<u>Vendor Name</u>	<u>Amount</u>
MN COMMISSION OF FINANCE	5,381.00
7 Payments less than 2 0 0 0	3,112.72
Final Total:	8,493.72

Warrants Approved for Payment 10/11/2023.

<u>Vendor Name</u>	<u>Amount</u>
FARMWARD COOPERATIVE	21,547.50
KENNEDY & GRAVEN CHARTERED	11,000.00
MEADOWLAND FARMERS COOP	4,065.00
REDWOOD COUNTY LICENSE CENTER	2,942.68
TITAN MACHINERY - MARSHALL	41,911.76
7 Payments less than 2 0 0 0	945.90
Final Total:	82,412.84

Warrants Approved for Payment 10/13/2023.

<u>Vendor Name</u>	<u>Amount</u>
R & G CONSTRUCTION CO	36,965.14
Final Total:	36,965.14

Warrants Approved On 10/17/2023 For Payment 10/17/2023.

<u>Vendor Name</u>	<u>Amount</u>
CENTERPOINT ENERGY RESOURCE	2,790.52
17 Payments less than 2 0 0 0	3,519.67
Final Total:	6,310.19

Warrants Approved for Payment 10/18/2023.

<u>Vendor Name</u>	<u>Amount</u>
MEADOWLAND FARMERS COOP	8,008.05
5 Payments less than 2 0 0 0	839.48
Final Total:	8,847.53

Warrants Approved On 10/24/2023 For Payment 10/24/2023.

<u>Vendor Name</u>	<u>Amount</u>
HEIDERSCHEIDT DIGGING INC & METLIFE	16,259.00
SOUTHWEST HEALTH & HUMAN SERVICE	4,225.89
TNT CONST-KERKHOFF INC & BRENT ST	54,951.50
11 Payments less than 2 0 0 0	13,620.00
	2,871.02
Final Total:	91,927.41

Warrants Approved On 10/24/2023 For Payment 10/25/2023.

<u>Vendor Name</u>	<u>Amount</u>
SCHOOL DISTRICT 2754	74,354.04
SCHOOL DISTRICT 2884	99,522.05
SCHOOL DISTRICT 2897	375,301.99
SCHOOL DISTRICT 2898	58,885.77
SCHOOL DISTRICT 2904	9,727.54
SCHOOL DISTRICT 635	51,397.07
SCHOOL DISTRICT 640	93,212.50
SCHOOL DISTRICT 85	26,022.59
2 Payments less than 2000	1,842.33
Final Total:	790,265.88

Warrants Approved for Payment 10/25/2023.

<u>Vendor Name</u>	<u>Amount</u>
BAKER TILLY MUNICIPAL ADVISORS, LLC	27,864.75
DUININCK INC	1,659,054.59

SUSSNER CONSTRUCTION INC	7,900.00
3 Payments less than 2 0 0 0	507.09
Final Total:	1,695,326.43

Warrants Approved On 10/31/2023 For Payment 10/31/2023.

<u>Vendor Name</u>	<u>Amount</u>
BENEDICT/MEGAN	7,548.00
7 Payments less than 2 0 0 0	1,731.87
Final Total:	9,279.87

Warrants Approved On 10/19/2023 For Payment 10/19/2023.

<u>Vendor Name</u>	<u>Amount</u>
CORELOGIC TAX SERVICE	4,428.00
HEIDERSCHIEDT DIGGING INC & HEATHE	16,259.00
TNT CONST/KERKHOFF INC & BRENT ST	13,620.00
4 Payments less than 2 0 0 0	2,897.31
Final Total:	37,204.31

COUNTY ATTORNEY

- On motion by Groebner, second by Forkrud, the Board voted unanimously to approve the Smith Retainer Agreement for representation in ditch Matters.

SHERIFF

- On motion by Forkrud, second by Van Hee, the Board approved the 2024 Medical Examiner contract with River Valley Forensic Services, P.A. for the services of Dr. Kelly Mills, M.D.
- On motion by Van Hee, second by Groebner, in a roll call vote with Salfer, Forkrud, Van Hee, and Groebner all voting aye the Board adopted the following Resolution:

WHEREAS, RUSSELL BAUMANN wishes to donate \$100.00 to Redwood County Sheriff's Office and;

WHEREAS, the Sheriff's Office will utilize the donation of \$100.00 for the purpose of a K9 program and/or equipment; and

WHEREAS, the Board of Commissioners appreciates the generosity of Russel Baumann in supporting the Redwood County Sheriff's Office;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby approves the acceptance of \$100.00 from Russel Baumann to the Redwood County Sheriff's Office, on behalf of the County.

- Sheriff Jacobson updated the Board on the 2023 Body Worn Camera Audit for body worn cameras utilized by law enforcement agencies, pursuant to Minn. Statute 13.825 & 626.8473.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the Opioid Settlement Funds Grant Agreement Round 1 in the amount of \$30,000 to the Sheriff's Office to be used for the addition of a K9, supplies, and subsequent training.
- The Board reviewed the October 2023 Jail Population.

PUBLIC HEARING-2024 Ditch Levy

- At 9:02 a.m., Redwood County entered into a Public Hearing to approve the 2024 Ditch Levy.
- On motion by Salfer, second by Forkrud, the Board voted unanimously to approve the agenda.
- Brozek presented the Affidavit of Publication.
- Commissioner Groebner called for public comments. There was none.
- On motion by Forkrud, second by Salfer, the Board voted unanimously to set the 2024 Ditch Levies.
- Adjourned at 9:06 a.m.

MAINTENANCE

- On motion by Groebner, second by Van Hee, the Board voted unanimously to approve the LED lighting upgrade for Highway Department service contract in the amount of \$31,255.04 and Public Health service contract in the amount of \$8,633.52 with Klabunde Electric, Inc. Quote was received from Zinniel Electric as follows:
 - Highway Dept. LED Lighting upgrade \$40,950.00
 - Human Services LED Lighting upgrade \$16,995.00

ROAD & BRIDGE

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

WHEREAS, the City of Lamberton is a city with a population under 5,000; and

WHEREAS, the City of Lamberton would like to submit a project on First Avenue for Local Road Improvement Program (LRIP) Funds; and

WHEREAS, the City of Lamberton has requested Redwood County be the sponsoring agency; and

WHEREAS, the City understands that it will be financially responsible for all costs not covered by LRIP including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award for all of the project; and

WHEREAS, the County will provide safe operation and maintenance of the one block portion of the project that is CSAH 6 between Main Street and Birch Street after construction;

NOW, THEREFORE BE IT RESOLVED, that Redwood County agrees to act as sponsoring agency for a Local Road Improvement Program Project identified on First Avenue and has reviewed and approved the project as proposed; and

FURTHERMORE, Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, in compliance of all applicable laws, rules and regulations; and

FURTHERMORE, that the Redwood County Highway Engineer is hereby authorized to act as agent on behalf of this applicant.

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

WHEREAS, the City of Wanda is a city with a population under 5,000; and

WHEREAS, the City of Wanda would like to submit a project on various roadways for Local Road Improvement Program (LRIP) Funds; and

WHEREAS, the City of Wanda has requested Redwood County be the sponsoring agency; and

WHEREAS, the City understands that it will be financially responsible for all costs not covered by LRIP including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award for all of the project; and

WHEREAS, the County will provide safe operation and maintenance of the one block portion of the project that is CSAH 117 between CSAH 17 and Oak Street after construction;

NOW, THEREFORE BE IT RESOLVED, that Redwood County agrees to act as sponsoring agency for a Local Road Improvement Program Project identified on various roadways and has reviewed and approved the project as proposed; and

FURTHERMORE, Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, in compliance of all applicable laws, rules and regulations; and

FURTHERMORE, that the Redwood County Highway Engineer is hereby authorized to act as agent on behalf of this applicant.

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

WHEREAS, the City of Revere is a city with a population under 5,000; and

WHEREAS, the City of Revere would like to submit a project on Main Street for Local Road Improvement Program (LRIP) Funds; and

WHEREAS, the City of Revere has requested Redwood County be the sponsoring agency; and

WHEREAS, the City understands that it will be financially responsible for all costs not covered by LRIP including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award for all of the project; and

WHEREAS, the County will provide safe operation and maintenance of the one block portion of the project that is CSAH 127 between Trunk Highway 14 and County Road 50 after construction;

NOW, THEREFORE BE IT RESOLVED, that Redwood County agrees to act as sponsoring agency for a Local Road Improvement Program Project identified on various roadways and has reviewed and approved the project as proposed; and

FURTHERMORE, Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, in compliance of all applicable laws, rules and regulations; and

FURTHERMORE, that the Redwood County Highway Engineer is hereby authorized to act as agent on behalf of this applicant.

SOUTHWEST ADULT MENTAL HEALTH CONSORTIUM

- Jorgensen discussed the Adult Mental Health Consortium cash flow Conundrum with the Board. No action taken.

EXTENSION

- Johnson updated the Board on the Redwood County 4-H program.

ADMINISTRATION

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

WHEREAS, Redwood County acts as the legal sponsor for an application for funding to the State of Minnesota Department of Natural Resources for the Maintenance of snowmobile trails managed by MN Valley Snow Riders-Redwood, and

WHEREAS, upon approval of the "Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Application" by the State of Minnesota, Department of Natural Resources, Redwood County will enter into an agreement with the State for the maintenance and grooming of the Minnesota Valley Snowmobile Trails in Redwood County and that it will comply with all applicable laws and regulations as stated in the agreement.

BE IT RESOLVED that the County of Redwood Board of Commissioners authorizes the Minnesota Valley Snow Riders-Redwood to make application to the State of Minnesota,

Department of natural Resources for the "Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Application" for trail maintenance and grooming for Fiscal Years 2023-2024, 2024-2025, 2025-2026, 2026-2027, and 2027-2028.

BE IT FURTHER RESOLVED that the County Auditor-Treasurer is authorized to serve as the fiscal agent for the above-mentioned project.

- On motion by Van Hee, second by Forkrud, the Board voted unanimously to approve the Joint Powers Agreement with DOC for Secretarial Services for July 1, 2023, through June 30, 2025, providing for DOC to reimburse the county for 50% of the cost of 1.5 FTE Clerical staff in the probation department.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the 2024 Tobacco License Applications for Farmers Cooperative Association of Milroy, Rudra Morgan LLC, Vesta Bar, Grandview Winery, and Backroads Bar and Grill of Clements.
- The Board tabled the 2024 Tobacco License Applications for Lamberton C-Store and Wabasso C-Store to December 12th.

Personnel

- On motion by Forkrud, second by Groebner, the Board voted unanimously to acknowledge the resignation of Juan Jimenez, Part-Time VSO driver for the Veterans Services Office effective November 8, 2023.
- On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve Matching Dollar Safety Grant from MNOSHA up to \$10,000 to cover installation cost for a security button system in the Government Center, Government Services Building, and the Highway Department.
- On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve the revision of Sections 5.08, 5.11, 6.20, 13.01, and 13.02 of the Personnel Policy to incorporate the new MN Cannabis Law into the Personnel Policy.
- On motion by Van Hee, second by Groebner, the Board voted unanimously to set the monthly employer VEBA account contribution amounts from the cafeteria contribution as follows: \$125 monthly for Family, \$125 monthly for EE+Dependent(s), \$125 monthly for EE+Spouse, and \$125 monthly for Single.

COMMISSIONERS

- The Board discussed attendance of the Elected Officials Orientation Meeting. Groebner and Wakefield to attend.
- The commissioners reported on meetings they attended.

Salfer: Southwest Health & Human Services, Ambulance Discussion- EMT Meeting.

VanHee: Extension, Prime West, United Community Action Partnership, Southwest Regional Development Commission.

Groebner: Judicial Ditch 91, Soil & Water, Redwood Renville Regional Solid Waste Authority, Minnesota Valley Railroad Authority.

Forkrud: A.C.E., Extension, Redwood Renville Regional Solid Waste Authority.

Wakefield: Absent.

ADJOURN

- There being no further business, Chair Salfer declared the meeting adjourned at 11:12 a.m.

Attest: _____

Vicki Kletscher
County Administrator

Jim Salfer, Chair
Board of County Commissioners

REDWOOD COUNTY, MINNESOTA

November 28, 2023

The Board of County Commissioners met in regular session at 5:00 p.m. in the Commissioner's Room in the Government Center, Redwood Falls, Minnesota.

Present for all or portions of the meeting were Commissioners Dennis Groebner, Bob Van Hee, Jim Salfer, and Dave Forkrud, County Attorney Jenna Peterson, County Administrator Vicki Kletscher, Administrative Assistant Sierra Fluck, Auditor/Treasurer Jean Price, County Engineer Anthony Sellner, and County Assessor Jesse Jacobson.

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 November 28 agenda.

Chair Salfer asked the Board Members to identify any areas in which they had a conflict of interest. There were none.

AUDITOR/TREASURER

- On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve SeaChange Election Services to print the ballots, create a test deck, create a publication ballot, and upload PDF ballots to the Secretary of State for the 2024 Election year and beyond. Election Systems & Software will do the ballot design.

ROAD & BRIDGE

- Sellner informed the Board on the Highway Department projects Status.

ADMINISTRATION

- On motion by Groebner, second by Forkrud, the Board voted unanimously to approve the 2024 Grandview Winery Liquor License.

ADJOURNED

- The Board recessed at 5:30 p.m.
- The Board reconvened at 6:00 p.m.

TRUTH IN TAXATION

- Chair Salfer called to order the Truth in Taxation meeting at 6:00 p.m.
- Present for all or portions of the meeting were Commissioners Dennis Groebner, Bob Van Hee, Jim Salfer; Dave Forkrud, Administrator Vicki Kletscher; County Assessor Jesse Jacobson, Kevin Bock, Jerome Boushek, Terry Dallenbach, Lisa Dallenbach, John

REDWOOD COUNTY, MINNESOTA

Zwach, Mel Grannes, Casey Hultquist, Jamie Rigge, Bruce Rigge, Andrew Rigge, Richard Beran, John Carlson, Jon Boerboom, Henry Boots.

- On motion by Forkrud, 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 2024 property tax levies for Redwood County Funds be set as follows:

REVENUE FUND	\$9,230,625
HUMAN SERVICES FUND.....	3,220,479
PUBLIC HEALTH FUND	185,100
ROAD AND BRIDGE FUND	3,277,503
BUILDING FUND	105,650
DEBT SERVICE FUND	1,974,459
REGIONAL LIBRARY	109,323

BE IT FURTHER RESOLVED, that the 2024 Redwood County property tax levy be certified to the Redwood County Auditor-Treasurer at \$18,103,139.

BE IT FURTHER RESOLVED, that the 2024 Redwood County adjusted property tax levy be set at \$17,197,510, a 11.9 % change from the 2023 adjusted tax levy of \$15,365,685.

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

WHEREAS, the Redwood County Board of Commissioners has reviewed the proposed 2024 budget with the Redwood County Department Heads to discuss budgets proposed for the staffing, supplies, and general operation of their departments during Calendar year 2023 and;

WHEREAS, the Redwood County Board of Commissioners has subsequently reviewed each of the departmental budgets in relationship to the amounts needed from the 2024 Property Tax Levy, and;

NOW, THEREFORE, BE IT RESOLVED, that the Redwood County Board of Commissioners does hereby adopt the 2024 Redwood County Budgeted Revenues and Expenditures as attached:

REDWOOD COUNTY, MINNESOTA

BUDGETARY APPROVAL REPORT 1 – GENERAL

	BUDGETED AMOUNTS
REVENUE	
PROPERTY TAXES	\$ 8,975,176
OTHER TAXES	15,000
SPECIAL ASSESSMENTS	31,870
LICENSES & PERMITS	53,655
PAYMENT IN LIEU OF TAXES	284,378
DISPARITY REDUCTION CREDIT	23,894
POLICE AID	138,561
LOCAL HOMELESS PREVENTION AID	18,957
STATEWIDE AFFORDABLE HOUSING AID	91,063
COUNTY PROGRAM AID	670,177
E-911	177,000
MARKET VALUE CREDIT	215,992
CASINO CREDIT	75,460
IGR - REIM FOR SERVICES - PUB SFTY	196,896
IGR - REIM FOR SERVICES - CONSERVTN	400,000
MN DEPT OF PUBLIC SAFETY	1,000
MN BOARD OF WATER AND SOIL RES	84,859
MN DEPT OF NATURAL RESOURCES	95,633
MN DEPT OF VETERANS AFFAIRS	7,500
MN DEPT OF PEACE OFFICERS BOARD	12,000
MN DEPT OF CORRECTIONS	181,440
DEPARTMENT OF JUSTICE	71,000
DEPARTMENT OF HOMELAND SECURITY	577
EMERGENCY MANAGEMENT PERFORMANCE	20,029
CHARGES FOR SERVICES	814,636
EARNINGS ON INVESTMENTS	107,806
MISCELLANEOUS REVENUE	151,299
RENTAL INCOME	187,840
INSURANCE DIVIDENDS	65,000
TOTAL REVENUE	\$ 13,168,698
EXPENDITURE	
GENERAL GOVERNMENT	
COMMISSIONERS	\$ 265,109
LAW LIBRARY	8,500
COUNTY ADMINISTRATION	515,198
AUDITOR-TREASURER	465,812

REDWOOD COUNTY, MINNESOTA

BUDGETARY APPROVAL REPORT 1 – GENERAL

	BUDGETED AMOUNTS
ASSESSOR	580,497
LICENSE CENTER	240,893
ADMINISTRATOR	454,236
ELECTIONS	67,000
COMPUTER	553,813
ATTORNEY	1,008,356
RECORDER	362,629
COURTHOUSE MAINTENANCE	646,221
BUILDINGS AND PLANT	150,000
VETERAN SERVICE OFFICER	198,762
Total GENERAL GOVERNMENT	\$ 5,517,026
PUBLIC SAFETY	
SHERIFF	\$ 5,002,519
E-911 SYSTEM	73,000
CORONER	23,000
OTHER PUBLIC SAFETY	22,000
PROBATION AND PAROLE	394,547
RESTORATIVE JUSTICE	102,930
SENTENCE TO SERVE	94,978
EMERGENCY MANAGEMENT	111,480
Total PUBLIC SAFETY	\$ 5,824,454
CULTURE & RECREATION	
MUSEUM	\$ 4,000
OTHER CULTURE & RECREATION	57,500
PARKS	151,674
MINNESOTEA TRAILS	95,633
Total CULTURE & RECREATION	\$308,807
CONSERVATION	
AGRICULTURAL INSPECTION	\$ 381,246
EXTENSION	135,088
OTHER CONSERVATION	41,104
SOIL AND WATER CONSERVATION DISTRICT	558,478
WATER QUALITY LOAN PROGRAM	13,443
Total CONSERVATION	\$ 1,129,359
ECONOMIC DEVELOPMENT	
OTHER ECONOMIC DEVELOPMENT	\$ 315,553
Total ECONOMIC DEVELOPMENT	\$ 315,553

REDWOOD COUNTY, MINNESOTA

BUDGETARY APPROVAL REPORT 1 – GENERAL

	BUDGETED AMOUNTS
LIBRARY	
Total INTERGOVERNMENTAL - LIBRARY	
INTERGOVERNMENTAL - SWHHS PHS LEVY	
COMMUNITY HEALTH	\$ 109,323
Total INTERGOVERNMENTAL - SWHHS PHS LEVY	\$ 109,323
DEBT SERVICE - PRINCIPAL	
WATER QUALITY LOAN PROGRAM	\$ 185,100
Total DEBT SERVICE - PRINCIPAL	\$ 185,100
DEBT SERVICE - INTEREST	
WATER QUALITY LOAN PROGRAM	\$ 9,928
Total DEBT SERVICE - INTEREST	\$ 9,928
WATER QUALITY LOAN PROGRAM	\$ 694
Total DEBT SERVICE - INTEREST	\$ 694
TOTAL EXPENDITURE	\$ 13,400,244
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ (231,546)
PLANNED CHANGES TO FUND BALANCE	\$ (231,546)

BUDGETARY APPROVAL REPORT 3 - ROAD AND BRIDGE

	BUDGETED AMOUNTS
REVENUE	
PROPERTY TAXES	\$ 2,768,168
OTHER TAXES	1,534,000
LICENSES & PERMITS	23,600
INTERGOVERNMENTAL REVENUES	435,000
MAINTENANCE REGULAR	2,824,995
CONSTRUCTION REGULAR	3,462,813
MAINTENANCE MUNICIPAL	319,121
CONSTRUCTION MUNICIPAL	478,724
TOWN BRIDGE	1,511,000
SPECIAL TOWN BRIDGE	2,601,531
DISPARITY REDUCTION CREDIT	7,405
MARKET VALUE CREDIT	66,936
TOWN ROAD	728,000
IGR - REIM FOR SERVICES - HIGHWAY	169,845
MN DEPT OF TRANSPORTATION	2,609,658
HIGHWAY PLANNING AND CONSTRUCTION	450,680
CHARGES FOR SERVICES	13,850
MISCELLANEOUS REVENUE	158,920
TOTAL REVENUE	\$ 20,164,246
EXPENDITURE	
HIGHWAY ADMINISTRATION	

REDWOOD COUNTY, MINNESOTA

ROAD & BRIDGE ADMINISTRATION	\$652,685
Total HIGHWAY ADMINISTRATION	\$652,685
HIGHWAY MAINTENANCE	
HIGHWAY MAINTENANCE	\$ 3,843,259
Total HIGHWAY MAINTENANCE	\$ 3,843,259
HIGHWAY CONSTRUCTION	
HIGHWAY CONSTRUCTION & ENGINEERING	\$ 19,026,009
Total HIGHWAY CONSTRUCTION	\$ 19,026,009
HIGHWAY EQUIPMENT AND MAINT SHOPS	
EQUIPMENT MAINTENANCE & SHOP	\$ 1,163,249
Total HIGHWAY EQUIPMENT AND MAINT SHOPS	\$ 1,163,249
INTERGOVERNMENTAL - TOWN ROAD DIST	
HIGHWAY MAINTENANCE	\$ 728,000
Total INTERGOVERNMENTAL - TOWN ROAD DIST	\$ 728,000

BUDGETARY APPROVAL REPORT 3 - ROAD AND BRIDGE

	BUDGETED AMOUNTS
DEBT SERVICE - PRINCIPAL	
HIGHWAY CONSTRUCTION & ENGINEERING	\$ 310,000
Total DEBT SERVICE - PRINCIPAL	\$ 310,000
DEBT SERVICE - INTEREST	
HIGHWAY CONSTRUCTION & ENGINEERING	\$ 212,400
Total DEBT SERVICE - INTEREST	\$ 212,400
TOTAL EXPENDITURE	\$ 25,935,602
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ (5,771,356)
OTHER SOURCES(USES)	
PROCEEDS FRM SALE OF CAPITAL ASSETS	\$ 100,000
TOTAL OTHER SOURCES(USES)	\$ 100,000
PLANNED CHANGES TO FUND BALANCE	\$ (5,671,356)

BUDGETARY APPROVAL REPORT 5 - HUMAN SERVICES

	BUDGETED AMOUNTS
REVENUE	
PROPERTY TAXES	\$ 3,136,268
DISPARITY REDUCTION CREDIT	8,388
OUT OF HOME PLACEMENT AID	68,447
NATIONAL OPIOID SETTLEMENT	52,343
MARKET VALUE CREDIT	75,823
TOTAL REVENUE	\$ 3,341,269
EXPENDITURE	
INTERGOVERNMENTAL - SWHHS - HS LEVY	
**** HUMAN SERVICES ****	\$ 3,341,269
Total INTERGOVERNMENTAL - SWHHS - HS LEVY	\$ 3,341,269

REDWOOD COUNTY, MINNESOTA

TOTAL EXPENDITURE	\$3,341,269
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ -----
PLANNED CHANGES TO FUND BALANCE	\$ =====

BUDGETARY APPROVAL REPORT 15 – DITCH

BUDGETARY APPROVAL REPORT 22 - SOLID WASTE

	BUDGETED AMOUNTS
REVENUE	
SPECIAL ASSESSMENTS	\$ 620,154
IGR - REIM FOR SERVICES-SANITATION	151,250
MN DEPT OF POLLUTION CONTROL	72,440
MISCELLANEOUS REVENUE	500
RENTAL INCOME	100
TOTAL REVENUE	\$ 844,444
EXPENDITURE	
SOLID WASTE	
SOLID WASTE	\$ 4,500
Total SOLID WASTE	\$ 4,500
HAZARDOUS WASTE	
HAZARDOUS WASTE	\$ 1,200
Total HAZARDOUS WASTE	\$ 1,200
INTERGOVERNMENTAL - RRRSWA ASSESSMT	
RRRSWA JOINT POWERS	\$ 692,594
Total INTERGOVERNMENTAL - RRRSWA ASSESSMT	\$ 692,594
DEBT SERVICE - PRINCIPAL	
RRRSWA JOINT POWERS	\$ 120,000
Total DEBT SERVICE - PRINCIPAL	\$ 120,000
DEBT SERVICE- INTEREST	
RRRSWA JOINT POWERS	\$ 30,500
Total DEBT SERVICE – INTEREST	\$ 30,500
DEBT SERVICE-ADMIN (FISCAL) CHGS	
RRRSWA JOINT POWERS	\$ 750
Total DEBT SERVICE – ADMIN (FISCAL) CHGS	\$ 750
TOTAL EXPENDITURE	\$ 849,544
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ (5,100)

BUDGETARY APPROVAL REPORT 22 - SOLID WASTE

REDWOOD COUNTY, MINNESOTA

**BUDGETED
AMOUNTS**

PLANNED CHANGES TO FUND BALANCE

\$.....(5,100)

BUDGETARY APPROVAL REPORT 31 - DEBT SERVICE

**BUDGETED
AMOUNTS**

REVENUE

PROPERTY TAXES	\$	1,922,805
DISPARITY REDUCTION CREDIT		5,146
MARKET VALUE CREDIT		46,509
IGR - REIM FOR SERVICES - GEN GVT		4,706

TOTAL REVENUE

\$.....1,979,166

EXPENDITURE

DEBT SERVICE - PRINCIPAL		
DEBT SERVICE	\$.....	1,240,000
Total DEBT SERVICE - PRINCIPAL	\$.....	1,240,000
DEBT SERVICE - INTEREST		
DEBT SERVICE	\$.....	745,842
Total DEBT SERVICE - INTEREST	\$.....	745,842
DEBT SERVICE - ADMIN (FISCAL) CHGS		
DEBT SERVICE	\$.....	1,500
Total DEBT SERVICE - ADMIN (FISCAL) CHGS	\$.....	1,500

TOTAL EXPENDITURE

\$.....1,987,342

**EXCESS OF REVENUES OVER
(UNDER) EXPENDITURES**

\$.....(8,176)

PLANNED CHANGES TO FUND BALANCE

\$.....(8,176)

ADJOURN

- There being no further business, Chair Salfer declared the meeting adjourned at 7:07 p.m.

Jim Salfer, Chair
Board of County Commissioners

REDWOOD COUNTY, MINNESOTA

Attest: _____

Vicki Kletscher
County Administrator



Type	Fund	11/30/2023	11/30/2023
		Cash Balances	Investment Balances
Governmental Funds:	1 General Revenue Fund	\$11,138,924	\$3,964,686
	10 Building Fund	\$3,254,592	\$0
	23 Public Health Fund	\$699,396	\$453,175
		\$15,092,912	\$4,417,861
Special Revenue Funds (Committed):	3 Road & Bridge Fund	\$11,916,382	\$499,220
	5 Human Services Fund	\$0	\$0
	22 Solid Waste Fund	\$85,237	\$0
	15 Ditch Fund	\$18,481	\$0
Debt Service Fund (Restricted):	31 Debt Service Fund	\$554,466	\$293,475
Internal Service Fund - (provides service to other funds):	73 Insurance Fund	\$787,059	\$250,013
Fiduciary Funds - Agency Funds (assets of another entity):	70 Tax & Penalty Fund	\$149,153	\$0
	71 Forfeited Tax Sale Fund	\$36,867	\$0
	80 State Revenue Fund	\$702	\$0
	85 Soil & Water Conservation Fund	\$1,138,252	\$245,000
	TOTAL CASH & INVESTMENTS	\$29,779,512	\$5,705,568

Loans Receivable:

RRRSWA Loan (<i>Building Fund</i>)	\$1,000,000.00
EDA Loans (<i>Revenue Fund</i>)	\$73,662.82
Septic Loans (<i>Revenue Fund</i>)	\$133,558.46
Historical Society Loan (<i>Revenue Fund</i>)	\$20,000.00
11/30/2023 Loan Balance Remaining	\$1,227,221.28

NOVEMBER 2023

REDWOOD COUNTY CASH BALANCES

FUNDS	NOV 30 22	DEC 31 22	MAR 31 23	JUNE 30 23	SEPT 30 23	OCT 31 23	NOV 30 23
GENERAL:							
CASH	8,465,981	8,073,328	7,715,221	10,369,480	7,793,008	7,978,927	11,138,924
INVESTMENTS	6,358,946	5,910,821	3,964,386	3,964,686	3,964,686	3,964,686	3,964,686
TOTALS	14,824,926	13,984,149	11,679,607	14,334,166	11,757,694	11,943,613	15,103,610
ROAD & BRIDGE:							
CASH	4,480,539	3,870,882	5,689,499	7,389,661	3,232,481	11,758,946	11,916,682
INVESTMENTS	1,700,000	1,697,077	499,220	499,220	499,220	499,220	499,220
TOTALS	6,180,539	5,567,959	6,188,719	7,888,881	3,731,701	12,258,166	12,415,902
HUMAN SERVICES:							
CASH	20,152	151,943	4,183	0	0	528,873	0
BUILDING:							
CASH	3,743,111	3,244,360	3,031,975	2,965,246	3,263,109	3,255,165	3,254,592
INVESTMENTS	0	0	0	0	0	0	0
TOTALS	3,743,111	3,244,360	3,031,975	2,965,246	3,263,109	3,255,165	3,254,592
DITCH							
CASH	0	0	0	4,627	0	0	18,481
INVESTMENTS	0	0	0	0	0	0	0
TOTALS	0	0	0	4,627	0	0	0
SOLID WASTE:							
CASH	89,578	96,832	87,265	87,118	84,533	307,337	85,237
INVESTMENTS	0	0	0	0	0	0	0
TOTALS	89,578	96,832	87,265	87,118	84,533	307,337	85,237
HEALTH:							
CASH	698,644	704,562	649,611	718,221	663,584	646,956	699,396
INVESTMENTS	499,600	453,175	453,175	453,175	453,175	453,175	453,175
TOTALS	1,198,244	1,157,737	1,102,786	1,171,396	1,116,759	1,100,131	1,152,571
DEBT SERVICE:							
CASH	503,145	528,182	3	412,995	250,830	379,097	554,466
INVESTMENTS	349,880	349,880	293,475	293,475	293,475	293,475	293,475
TOTALS	853,025	878,062	293,478	706,470	544,305	672,572	847,941
INSURANCE:							
CASH	173,231	189,980	332,881	78,908	259,247	262,224	787,059
INVESTMENTS	750,000	750,063	750,063	750,063	750,063	750,063	250,013
TOTALS	923,231	940,042	1,082,944	828,971	1,009,309	1,012,286	1,037,072
SWCD:							
CASH	626,056	353,361	462,897	802,871	632,187	823,181	1,138,252
INVESTMENTS	500,000	499,155	499,155	499,155	744,155	744,155	245,000
TOTALS	1,126,056	852,516	962,052	1,302,026	1,376,342	1,567,336	1,383,252

all Ditch Worksheets		November 2023			2023 Interest due/ Interest income		2023 Negative Balance Transfer		
Ditch's	Beginning Balance	Expenses	Income	2023 Ditch Inspector distribution	due	income	out	in	Ending Balance
Ditch Inspector	0.00	1,865,986.93	1,940,434.82						74,447.89
Loan - CD 28 principal	0.00	0.00	0.00						0.00
Loan - CD 35 principal	0.00	0.00	0.00						0.00
Investment	0.00	0.00	0.00						0.00
Interest Income	0.00	0.00	0.00						0.00
CD 11	0.00	0.00	1,414.11						1,414.11
CD 12	0.00	7,481.32	25,351.47						17,870.15
CD12 Tilling	0.00	0.00	0.00						0.00
CD 12A	0.00	2,108.38	0.00						(2,108.38)
CD 12 Lat A Br 5	0.00	1,456.95	5,528.30						4,071.35
CD 12 Lat B	0.00	399.39	8,863.14						8,463.75
CD 12 Lat C	0.00	5,050.29	72,814.95						67,764.66
CD 12 Lat D	0.00	1,034.39	16,373.21						15,338.82
CD 12 Lat E	0.00	329.63	3,071.19						2,741.56
CD 13	0.00	0.00	8,272.51						8,272.51
CD 14 & 14-1	0.00	28,085.74	15,340.49						(12,745.25)
CD 15	0.00	30.00	1,560.34						1,530.34
CD 18	0.00	1,510.94	9,174.55						7,663.61
CD 20	0.00	5,068.42	189.88						(4,878.54)
CD 21	0.00	7,997.22	18,731.76						10,734.54
CD 22	0.00	2,655.65	6,293.29						3,637.65
CD 22-A	0.00	598.75	685.26						86.51
CD 23	0.00	25.74	2,720.65						2,694.91
CD 24	0.00	77,258.87	61,360.73						(15,898.14)
CD 25	0.00	1,017.09	469.39						(547.70)
CD 26	0.00	13,788.90	(6,862.29)						(20,651.19)
CD 27	0.00	0.00	7,335.82						7,335.82
CD 28	0.00	22,650.77	0.00						(22,650.77)
CD 29	0.00	4,376.57	295.65						(4,080.92)
CD 30	0.00	5,861.32	1,087.74						(4,773.58)
CD 32	0.00	3,899.93	5,109.92						1,209.99
CD 33	0.00	944.87	4,011.72						3,066.85
CD 33 BR 5	0.00	44.40	1,662.74						1,618.34
CD 33 Lat 1 BR 1	0.00	0.00	194.89						194.89
CD 33 Lat 2 BR 1	0.00	0.00	772.76						772.76
CD 34	0.00	0.00	26,078.71						26,078.71
CD 35A	0.00	5,376.85	3,877.93						(1,498.92)
CD 35C	0.00	2,534.02	0.00						(2,534.02)
CD 37	0.00	74,358.91	43,942.12						(30,416.79)
CD 38	0.00	25,755.98	14,978.75						(10,777.23)
CD 39	0.00	0.00	47,034.54						47,034.54
CD 40 & 40A	0.00	4,887.26	2,734.13						(2,153.13)
CD 41	0.00	2,878.86	7,411.98						4,533.12
CD 42	0.00	991.95	13,063.78						12,071.83
CD 43	0.00	14,365.05	7,597.97						(6,767.08)
CD 44	0.00	3,886.03	3,296.30						(589.73)
CD 45	0.00	0.00	16,184.68						16,184.68
CD 47	0.00	4,045.18	637.25						(3,407.93)
CD 48	0.00	11,825.78	3,000.01						(8,825.77)
CD 49	0.00	6,366.00	5,372.72						(993.28)
CD 49 Lat A	0.00	0.00	14,545.86						14,545.86
CD 50	0.00	8,839.68	2,999.99						(5,839.69)
CD 51	0.00	8,446.74	2,987.50						(5,459.24)
CD 52	0.00	65,454.31	6,247.05						(59,207.26)
CD 52 Lat 87	0.00	6,555.71	12,836.13						6,280.42
CD 53	0.00	2,299.04	1,684.89						(614.15)
CD 54	0.00	12,974.16	9,339.80						(3,634.36)
CD 55	0.00	12,925.94	6,676.03						(6,249.91)
CD 56	0.00	0.00	1,257.92						1,257.92
CD 60	0.00	31,858.95	4,012.90						(27,846.05)
CD 63	0.00	1,530.47	3,483.30						1,952.83

Ditch's	Beginning Balance	Expenses	Income	2023 Ditch	2023 Interest due/		2023 Negative		Ending Balance
				Inspector distribution	due	income	out	in	
CD 64	0.00	73,255.85	24,893.99						(48,361.86)
CD 64 Lat 21	0.00	0.00	7,822.71						7,822.71
CD 64-27	0.00	1,012.14	1,769.62						757.48
CD 64-31	0.00	0.00	1.37						1.37
CD 64 Lat A BR 33	0.00	0.00	8,775.42						8,775.42
CD 64 Impr 1 BR 34	0.00	0.00	602.24						602.24
CD 64-37	0.00	0.00	62.44						62.44
CD 64-42	0.00	3,662.68	2,982.45						(680.23)
CD 64-42 Extension	0.00	0.00	2,145.84						2,145.84
CD 64-42 Lat A	0.00	0.00	1,525.97						1,525.97
CD 64-47	0.00	0.00	1,501.33						1,501.33
CD 65	0.00	4,103.23	3,537.25						(565.98)
CD 66	0.00	8,723.09	1,450.52						(7,272.57)
CD 68	0.00	2,896.44	12,264.47						9,368.03
CD 68 Lat A	0.00	37.40	7,502.68						7,465.28
CD 69	0.00	3,990.53	3,734.56						(255.97)
CD 70	0.00	117,212.12	40,362.52						(76,849.60)
CD 72	0.00	1,588.85	687.52						(901.33)
CD 73	0.00	730.49	925.40						194.91
CD 74	0.00	8,331.20	2,226.00						(6,105.20)
CD 80	0.00	3,644.68	13,397.01						9,752.33
CD 81	0.00	1,508.15	4,433.01						2,924.86
CD 85	0.00	758.87	0.00						(758.87)
CD 88	0.00	1,874.08	777.50						(1,096.58)
CD 89A	0.00	0.00	29,483.94						29,483.94
CD 90	0.00	1,672.30	4,087.79						2,415.49
CD 90 Lat A	0.00	14,237.40	30,531.96						16,294.56
CD 90 Lat B	0.00	357.36	3,028.25						2,670.89
CD 93	0.00	90.00	18,642.41						18,552.41
CD 94	0.00	940.74	253.53						(687.21)
CD 95	0.00	0.00	21,369.83						21,369.83
CD 95 Lat 12	0.00	0.00	5,731.51						5,731.51
CD 96	0.00	9,370.47	14,563.18						5,192.71
CD 97	0.00	848.24	4,585.39						3,737.15
CD 98	0.00	0.00	561.35						561.35
CD 99	0.00	1,237.18	1,299.07						61.89
CD 100	0.00	78,198.07	38,229.60						(39,968.47)
CD 101	0.00	9,426.97	28,923.46						19,496.49
CD 102	0.00	9,932.64	4,159.58						(5,773.06)
CD 103	0.00	0.00	6,364.29						6,364.29
CD 104	0.00	7,523.29	6,436.58						(1,086.71)
CD 105	0.00	0.00	51,095.91						51,095.91
CD 106	0.00	292.87	2,917.40						2,624.53
CD 106 Lat A	0.00	401.48	2,196.94						1,795.46
CD 109	0.00	14,697.14	4,719.74						(9,977.40)
CD 110	0.00	112.21	16,329.86						16,217.65
CD 1202	0.00	1,544.86	4,132.80						2,587.94
CD 1203	0.00	1,282.09	6,214.34						4,932.25
JD 3 R, L & YM	0.00	1,218.30	10,094.33						8,876.03
JD 5 B & R	0.00	117,324.41	13,112.95						(104,211.46)
JD 5-1 Bunge	0.00	6,540.31	4,243.00						(2,297.31)
JD 5-1 Kunkel	0.00	74,519.53	50,074.73						(24,444.80)
JD 5-1 Nelson Branch	0.00	236,074.98	164,914.29						(71,160.69)
JD 6 - RWF Twp	0.00	0.00	1,027.15						1,027.15
JD 7	0.00	4,501.67	3,167.67						(1,334.00)
JD 9 R & L	0.00	2,786.38	51,865.20						49,078.82
JD 10 YM, L, R	0.00	1,366.46	101.44						(1,265.02)
JD 12 B & R	0.00	1,962.79	117.85						(1,844.94)
JD 12 R & L (main ditch)	0.00	5,573.55	42,958.11						37,384.56
JD 12 L & R Br 1	0.00	605.44	11,507.84						10,902.40

Ditch's	Beginning Balance	Expenses	Income	2023 Ditch Inspector distribution	2023 Interest due/ Interest income		2023 Negative Balance Transfer		Ending Balance
					due	income	out	in	
JD 12 BR 2	0.00	461.22	31,988.77						31,527.55
JD 13 L & R	0.00	146.45	1,615.26						1,468.81
JD 14	0.00	30,589.99	9,954.76						(20,635.23)
JD 15 L & R	0.00	107,095.41	778,785.16						671,689.75
JD 15 L & R Improvement	0.00	0.00	0.00						0.00
JD 16 NA & WL	0.00	6,526.95	4,445.55						(2,081.40)
JD 17 R & B	0.00	11,245.46	7,135.61						(4,109.85)
JD 17 R & B - Improv	0.00	0.00	0.00						0.00
JD 18 B & R	0.00	11,089.90	175.48						(10,914.42)
JD 20 M, L & R Springdale only	0.00	162.56	138.36						(24.20)
JD 22 R & L	0.00	88,389.95	50,236.52						(38,153.43)
JD 24 R & B	0.00	13,429.88	432.77						(12,997.11)
JD 25 R & B	0.00	1,453.05	4,572.91						3,119.86
JD 28 M & R	0.00	460.18	1,915.57						1,455.39
JD 29 B & R	0.00	27,540.14	24,573.56						(2,966.58)
JD 30 R & B	0.00	32,450.79	85,633.62						53,182.83
JD 30 Lat A	0.00	0.00	2,442.43						2,442.43
JD 30 Lat B	0.00	0.00	2,775.46						2,775.46
JD 31 R & L	0.00	78,192.17	73,488.37						(4,703.80)
JD 31 Lat A	0.00	0.00	413.69						413.69
JD 31 Lat B	0.00	2,856.48	8,116.98						5,260.50
JD 31 Lat C	0.00	0.00	1,787.82						1,787.82
JD 31 Lat D	0.00	4,183.16	7,479.39						3,296.23
JD 31 Lat E	0.00	0.00	14,123.85						14,123.85
JD 31 Lat F	0.00	17,922.15	22,722.57						4,800.42
JD 31 Lat G	0.00	0.00	14,936.05						14,936.05
JD 32 YM & R	0.00	102,044.88	133,361.14						31,316.26
JD 33 R & YM	0.00	473,026.96	95,031.89						(377,995.07)
JD 33 YM & R Lat A	0.00	2.96	1,168.00						1,165.04
JD 33 YM & R Lat C	0.00	52.86	9,419.70						9,366.84
JD 33 Lat D	0.00	0.00	1,788.51						1,788.51
JD 33 Lat E	0.00	0.00	320.46						320.46
JD 33 Lat F	0.00	0.00	24,698.38						24,698.38
JD 33 Lat G	0.00	1,425.30	34,267.58						32,842.28
JD 33 Lat H	0.00	0.00	4,134.90						4,134.90
JD 33 Lat J	0.00	11,331.69	117,269.03						105,937.35
JD 33 Lat K	0.00	0.00	9,595.40						9,595.40
JD 33 R & YM Lat 1 BR 2	0.00	1,226.14	1,321.33						95.19
JD 34 L & R	0.00	15,702.13	11,012.25						(4,689.88)
JD 35 R & B	0.00	54,192.45	50,534.72						(3,657.73)
JD 36 R & B	0.00	1,761,690.49	958,041.64						(803,648.85)
JD 36 R & C	0.00	3,290.64	0.00						(3,290.64)
JD 36 Lat A	0.00	2,682.16	2,962.92						280.76
JD 36 Lat 2A	0.00	6,436.71	25,518.33						19,081.62
JD 36 Lat B	0.00	49.87	1,106.79						1,056.92
JD 36 Lat 2B	0.00	7,123.51	747.98						(6,375.53)
JD 36 Lat 13 2B	0.00	415.60	106,577.92						106,162.32
JD 36 Lat C	0.00	1,518.43	2,434.28						915.85
JD 36 Lat 1 Lat C	0.00	0.00	8,344.47						8,344.47
JD 36 Lat 2C	0.00	0.00	1,239.35						1,239.35
JD 36 Lat D	0.00	10,730.76	7,150.48						(3,580.28)
JD 36 Lat 2D	0.00	0.00	761.19						761.19
JD 36 Lat E	0.00	8,754.89	5,053.17						(3,701.72)
JD 36 R & B Lat 2E	0.00	360.12	34,115.55						33,755.43
JD 36 Lat F	0.00	0.00	3,220.40						3,220.40
JD 36 Lat 1 Lat F	0.00	0.00	4,980.27						4,980.27

Ditch's	Beginning Balance	Expenses	Income	2023 Ditch Inspector distribution	2023 Interest due/ Interest income		2023 Negative Balance Transfer		Ending Balance
					due	income	out	in	
JD 36 Lat 2F	0.00	222.00	37,719.46						37,497.46
JD 36 Lat H	0.00	0.00	2,008.38						2,008.38
JD 36 Lat K	0.00	8,062.88	7,890.65						(172.23)
JD 36 Lat L	0.00	333.10	630.52						297.42
JD 36 Lat M	0.00	0.00	5,615.29						5,615.29
JD 36 Lat N	0.00	0.00	6,933.46						6,933.46
JD 36 Lat O	0.00	0.00	2,313.34						2,313.34
JD 36 Lat P	0.00	49.87	2,357.43						2,307.56
JD 36 Lat R	0.00	8,202.52	7,102.09						(1,100.43)
JD 36 Lat S	0.00	0.00	8,426.79						8,426.79
JD 36 Lat T	0.00	0.00	535.18						535.18
JD 36 Lat U	0.00	372.46	10,851.52						10,479.06
JD 36 Lat 1A Lat U	0.00	358.93	1,330.86						971.93
JD 36 Lat V	0.00	0.00	19,370.71						19,370.71
JD 36 Lat W	0.00	29,401.30	21,542.72						(7,858.58)
JD 36 Lat X	0.00	102,428.26	83,707.54						(18,720.72)
JD 36 Lat 1 Lat X	0.00	3,292.60	9,581.09						6,288.49
JD 36 Lat Y	0.00	1,143.12	3,058.32						1,915.20
JD 36 Lat Z	0.00	0.00	13,801.11						13,801.11
JD 37 R & L	0.00	7,775.83	3,419.52						(4,356.31)
JD 38 R & B	0.00	0.00	17,212.30						17,212.30
JD 39 R & YM	0.00	2,047.41	202.50						(1,844.91)
JD 39 R & YM Lat A	0.00	10.01	11,928.11						11,918.10
JD 40 R & YM	0.00	113.49	6,404.61						6,291.12
JD 91 R & YM	0.00	111,535.53	29,894.92						(81,640.61)
TOTALS	0.00	6,377,392.00	6,395,873.28						18,481.28

Redwood County Investments

11/30/2023

REVENUE FUND:

Bank or Brokerage Firm Obtained From:

	<u>Interest Rate</u>	<u>Maturing</u>	<u>CD or Invstmt Amount(MV)</u>
Wells Fargo Advisors Step Up (.50% - 6/30/23 (2 yrs); .75% 1 yr; 1% - 1 yr; 2% - 6 months; 4% - 6 months)	0.75%	06/30/26	439,231.10
Wells Fargo Advisors Step Up (.65% - 6/30/23 (2 yrs); .75% - 1 yr; 1% - 6 months; 1.25% - 6 months; 1.5% - 6 months; 2%	0.75%	06/30/26	222,807.50
Wells Fargo Advisors Step Up (.70-3.00% - steps up every 6 months)	0.90%	10/28/26	891,400.00
Wells Fargo Advisors Step Up (.625-3.00% - steps up every 6 months)	1.125%	10/28/26	899,200.00
Wells Fargo Advisors Step Up (1.0-6.00%)	1.25%	11/24/26	453,175.00
Wells Fargo Advisors	1.35%	12/08/26	216,587.35
Wells Fargo Advisors (Steps Up 1%-3%) (Purchased from Debt Service Fund)	1.00%	12/15/26	161,645.00
Wells Fargo Advisors (Steps Up .75%-5%) (Purchased from Ditch Fund)	1.30%	11/23/26	680,640.00
			<u><u>\$3,964,685.95</u></u>

PHS FUND:

		<u>Maturing</u>	
Wells Fargo Advisors Step Up (1.0-6.00%)	1.25%	11/24/26	453,175.00
			<u><u>453,175.00</u></u>

ROAD AND BRIDGE FUND:

		<u>Maturing</u>	
Wells Fargo Advisors	5.00%	08/26/24	499,220.00
			<u><u>499,220.00</u></u>

INSURANCE FUND:

		<u>Maturing</u>	
Wells Fargo Advisors	5.00%	05/28/24	250,012.50
			<u><u>250,012.50</u></u>

DEBT SERVICE FUND:

		<u>Maturing</u>	
Wells Fargo Advisors (Steps Up 1%-3%) (Sold \$150,000 & \$56,405 to General Fund)	1.00%	12/15/26	293,475.00
			<u><u>293,475.00</u></u>

SOIL AND WATER FUND:

		<u>Maturing</u>	
Wells Fargo Advisors	5.30%	07/26/24	245,000.00
			<u><u>245,000.00</u></u>

Investments that were called or matured in November:

INSURANCE FUND:

Wells Fargo Advisors	4.875%	11/28/23	500,050.00
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SOIL AND WATER FUND:

Wells Fargo Advisors	4.625%	11/17/23	499,155.00
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Redwood County Investments

REVENUE FUND:

Bank or Brokerage Firm Obtained From:

Wells Fargo Advisors Step Up (.50% - 6/30/23 (2 yrs); .75% 1 yr; 1% - 1 yr; 2% - 6 months; 4% - 6 months)

Wells Fargo Advisors Step Up (.65% - 6/30/23 (2 yrs); .75% - 1 yr; 1% - 6 months; 1.25% - 6 months; 1.5% - 6 months)

Wells Fargo Advisors Step Up (.70-3.00 steps up every 6 months)

Wells Fargo Advisors Step Up (.625-3.00 steps up every 6 months)

Wells Fargo Advisors Step Up (1.00-6.00)

Wells Fargo Advisors

Wells Fargo Advisors (Steps Up 1%-3%) (Purchased from Debt Service Fund)

Wells Fargo Advisors (Steps Up .75%-5%) (Purchased from Ditch Fund)

PHS FUND:

Wells Fargo Advisors Step Up (1.00-6.00)

ROAD AND BRIDGE FUND:

Wells Fargo Advisors

INSURANCE FUND:

Wells Fargo Advisors

DEBT SERVICE FUND:

Wells Fargo Advisors (Steps Up 1%-3%) (Sold \$150,000 & \$56,405 to General Fund)

SOIL AND WATER FUND:

Wells Fargo Advisors

Investments that were called or matured in November:

INSURANCE FUND:

PAID FROM: **DEBT SERVICE FUND**

	2016A Refunding 2008A	TOTALS
2024 principal	\$250,000.00	\$250,000.00
2024 interest	\$2,500.00	\$2,500.00
TOTAL principal	\$250,000.00	\$250,000.00
TOTAL interest	\$2,500.00	\$2,500.00

*Principal Due Feb 1 of each year
* Interest Due Feb 1 & Aug 1 of each year

PAID FROM:	DEBT SERVICE FUND	R&B FUND	DEBT SERVICE FUND	SOLID WASTE FUND	TOTALS		
	2021A CIP	2021A CSAH	2021A LEC Refunding	2021A Recycling Refunding			
2024 principal	\$0.00	\$310,000.00	\$200,000.00	\$120,000.00	\$630,000.00	*Principal Due	Apr 1 of each year
2024 interest	\$273,043.76	\$212,400.00	\$50,750.00	\$30,500.00	\$566,693.76	* Interest Due	Apr 1 & Oct 1 of each year
2025 principal	\$180,000.00	\$325,000.00	\$210,000.00	\$130,000.00	\$845,000.00		
2025 interest	\$268,543.76	\$196,525.00	\$40,500.00	\$24,250.00	\$529,818.76		
2026 principal	\$185,000.00	\$340,000.00	\$225,000.00	\$130,000.00	\$880,000.00		
2026 interest	\$259,418.76	\$179,900.00	\$29,625.00	\$17,750.00	\$486,693.76		
2027 principal	\$200,000.00	\$355,000.00	\$235,000.00	\$140,000.00	\$930,000.00		
2027 interest	\$249,793.76	\$162,525.00	\$18,125.00	\$11,000.00	\$441,443.76		
2028 principal	\$205,000.00	\$375,000.00	\$245,000.00	\$150,000.00	\$975,000.00		
2028 interest	\$239,668.76	\$144,275.00	\$6,125.00	\$3,750.00	\$393,818.76		
2029-2037 principal	\$5,075,000.00	\$4,185,000.00	\$0.00	\$0.00	\$9,260,000.00		
2029-2037 interest	\$1,252,743.84	\$505,600.00	\$0.00	\$0.00	\$1,758,343.84		
2038-2042 principal	\$3,340,000.00	\$0.00	\$0.00	\$0.00	\$3,340,000.00		
2038-2042 interest	\$183,815.64	\$0.00	\$0.00	\$0.00	\$183,815.64		
TOTAL principal	\$9,185,000.00	\$5,890,000.00	\$1,115,000.00	\$670,000.00	\$16,860,000.00		
TOTAL interest	\$2,727,028.28	\$1,401,225.00	\$145,125.00	\$87,250.00	\$4,360,628.28		

PAID FROM:

**DEBT SERVICE
FUND**

	<u>2023A R&B</u>	<u>TOTALS</u>
2024 principal	\$0.00	\$0.00
2024 interest	\$376,988.89	\$376,988.89
2025 principal	\$600,000.00	\$600,000.00
2025 interest	\$443,500.00	\$443,500.00
2026 principal	\$780,000.00	\$780,000.00
2026 interest	\$409,000.00	\$409,000.00
2027 principal	\$815,000.00	\$815,000.00
2027 interest	\$369,125.00	\$369,125.00
2028 principal	\$855,000.00	\$855,000.00
2028 interest	\$327,375.00	\$327,375.00
2029-2034 principal	\$6,120,000.00	\$6,120,000.00
2029-2034 interest	<u>\$961,750.00</u>	<u>\$961,750.00</u>
TOTAL principal	\$9,170,000.00	\$9,170,000.00
TOTAL interest	\$2,887,738.89	\$2,887,738.89

*Principal Due

Feb 1 of each year

* Interest Due

Feb 1 & Aug 1 of each year

*** Redwood County ***



RACHELW
12/7/23 1:29PM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Print List in Order By:	2	1 - Fund (Page Break by Fund)	Page Break By:	1	1 - Page Break by Fund
		2 - Department (Totals by Dept)			2 - Page Break by Dept
		3 - Vendor Number			
		4 - Vendor Name			

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

*** Redwood County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
23	DEPT			LAW LIBRARY			
89	93610 THOMSON REUTERS - WEST OR WEST		696.40	2023 OCT - WEST INFO CHARGES 10/01/2023 10/31/2023	849214006	MISCELLANEOUS	N
	93610 THOMSON REUTERS - WEST OR WEST		696.40	1 Transactions			
23	DEPT Total:		696.40	LAW LIBRARY	1 Vendors	1 Transactions	
31	DEPT			COUNTY ADMINISTRATION			
16	13055 COLUMN SOFTWARE PBC		162.34	NEWSPAPER BID 11/20/2023 11/20/2023	1F46724E-0016	PRINTING & PUBLISHING	N
17	01-031-000-0000-6230		122.57	11/07 BOARD MINUTES 11/27/2023 11/27/2023	1F46724E-0017	PRINTING & PUBLISHING	N
	13055 COLUMN SOFTWARE PBC		284.91	2 Transactions			
42	33807 HIGH ACRE LAW PLLC		782.00	2023 JUL-SEP - AB JV23118 07/25/2023 09/05/2023	1	COURT APPOINTED ATTORNEYS	Y
41	01-031-000-0000-6266		177.00	2023 SEP - RS PR23602 09/14/2023 09/15/2023	10	COURT APPOINTED ATTORNEYS	Y
43	01-031-000-0000-6266		424.00	2023 NOV - SG PR23781 11/02/2023 11/15/2023	4	COURT APPOINTED ATTORNEYS	Y
40	01-031-000-0000-6266		787.00	2023 JAN-SEP - JAM JV233 01/09/2023 09/19/2023	6	COURT APPOINTED ATTORNEYS	Y
	33807 HIGH ACRE LAW PLLC		2,170.00	4 Transactions			
48	43191 JONES LAW OFFICE		20.00	2023 OCT - JHB PR10230 10/04/2023 10/04/2023	1998535	COURT APPOINTED ATTORNEYS	Y
47	01-031-000-0000-6266		30.00	2023 OCT - RB PR0910 10/17/2023 10/18/2023	1998615	COURT APPOINTED ATTORNEYS	Y
45	01-031-000-0000-6266		60.00	2023 OCT - RB PR07188 10/03/2023 10/20/2023	1998616	COURT APPOINTED ATTORNEYS	Y
46	01-031-000-0000-6266		10.00	2023 OCT - BW PR0688 10/23/2023 10/23/2023	1998617	COURT APPOINTED ATTORNEYS	Y
	43191 JONES LAW OFFICE		120.00	4 Transactions			
	39615 JONS SOUTHSIDE BODY SHOP						

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



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
49	01-031-000-0000-6564		50.00	DOOR PANEL REPAIR - EXPLORER 11/21/2023 11/21/2023	142	COUNTY VEHICLE EXPENSE	Y
	39615 JONS SOUTHSIDE BODY SHOP		50.00	1 Transactions			
64	74883 QUARNSTROM & DOERING PA 01-031-000-0000-6266		356.09	2023 OCT - DTL JV2259 10/02/2023 10/06/2023	85410	COURT APPOINTED ATTORNEYS	Y
	74883 QUARNSTROM & DOERING PA		356.09	1 Transactions			
72	77020 RICKY J'S CAR WASH 01-031-000-0000-6564		22.00	2023 SEP&OCT - CAR WASHES 09/05/2023 10/10/2023	60383	COUNTY VEHICLE EXPENSE	N
	77020 RICKY J'S CAR WASH		22.00	1 Transactions			
76	79197 RUNCHEY LOUWAGIE & WELLMAN PLLP 01-031-000-0000-6266		220.00	2023 OCT - BR 64PR23669 10/02/2023 10/06/2023	19484	COURT APPOINTED ATTORNEYS	Y
75	01-031-000-0000-6266		70.00	2023 OCT - TN JV2368 10/04/2023 10/23/2023	19528	COURT APPOINTED ATTORNEYS	Y
	79197 RUNCHEY LOUWAGIE & WELLMAN PLLP		290.00	2 Transactions			
79	83302 SOUTHWEST SALES & SERVICE 01-031-000-0000-6564		146.88	OIL CHANGE, AIR FILTER - EXPL 11/13/2023 11/13/2023	19612	COUNTY VEHICLE EXPENSE	N
80	01-031-000-0000-6564		1,557.45	TIRES, ROTORS, PADS - EXPLORER 11/20/2023 11/20/2023	19692	COUNTY VEHICLE EXPENSE	N
	83302 SOUTHWEST SALES & SERVICE		1,704.33	2 Transactions			
82	83331 STANDARD-GAZETTE & MESSENGER 01-031-000-0000-6230	E	38.00	2024 SUBSCRIPTION - ADMIN 01/01/2024 12/31/2024	20079	PRINTING & PUBLISHING	Y
	83331 STANDARD-GAZETTE & MESSENGER		38.00	1 Transactions			
31	DEPT Total:		5,035.33	COUNTY ADMINISTRATION	9 Vendors	18 Transactions	
41	DEPT			AUDITOR-TREASURER			
96	26522 FORUM COMMUNICATIONS PRINTING 01-041-000-0000-6401		4,462.29	POSTAGE TNT STATEMENTS 11/16/2023 11/16/2023	256455-1	OFFICE SUPPLIES & EQUIPMENT MAI N	

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



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
26522	FORUM COMMUNICATIONS PRINTING		4,462.29		1 Transactions		
41	DEPT Total:		4,462.29	AUDITOR-TREASURER	1 Vendors	1 Transactions	
42	DEPT 64868			ASSESSOR			
60	ONE OFFICE SOLUTION 01-042-000-0000-6401		262.08	STAPLES, FOLDERS, CALENDAR 10/25/2023 10/25/2023	533748-00	OFFICE SUPPLIES & EQUIPMENT MAI	N
	64868 ONE OFFICE SOLUTION		262.08		1 Transactions		
42	DEPT Total:		262.08	ASSESSOR	1 Vendors	1 Transactions	
64	DEPT 57230			COMPUTER			
52	MN COUNTIES COMPUTER COOPERATIVE 01-064-000-0000-6264	E	1,588.40	ADOBE ACROBAT 11/10/2023	2311040 11/09/2024	PROGRAMMING EXPENSES	N
	57230 MN COUNTIES COMPUTER COOPERATIVE		1,588.40		1 Transactions		
64	DEPT Total:		1,588.40	COMPUTER	1 Vendors	1 Transactions	
91	DEPT 13315			ATTORNEY			
20	COUNTY OF BLUE EARTH - SHERIFF 01-091-000-0000-6271		130.00	SUBPOENA SERVICE 11/06/2023	2023-1692.1633 11/17/2023	SUBPOENA SERVICE	N
	13315 COUNTY OF BLUE EARTH - SHERIFF		130.00		1 Transactions		
19	13325 COUNTY OF BROWN - SHERIFF 01-091-000-0000-6271		65.00	SUBPOENA SERVICE 11/22/2023	2023-615 11/22/2023	SUBPOENA SERVICE	N
	13325 COUNTY OF BROWN - SHERIFF		65.00		1 Transactions		
21	13330 COUNTY OF CASS - SHERIFF 01-091-000-0000-6271		75.00	SUBPOENA SERVICE 11/17/2023	2301931 11/17/2023	SUBPOENA SERVICE	N
	13330 COUNTY OF CASS - SHERIFF		75.00		1 Transactions		
22	13370 COUNTY OF DAKOTA - SHERIFF 01-091-000-0000-6271		80.00	SUBPOENA SERVICE	209960	SUBPOENA SERVICE	N

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



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	13370 COUNTY OF DAKOTA - SHERIFF		80.00	11/16/2023 11/16/2023 1 Transactions			
23	13540 COUNTY OF GOODHUE - SHERIFF 01-091-000-0000-6271		75.00	SUBPOENA SERVICE 11/08/2023 11/08/2023 1 Transactions	2023-719	SUBPOENA SERVICE	N
	13540 COUNTY OF GOODHUE - SHERIFF		75.00				
24	13562 COUNTY OF LYON - SHERIFF 01-091-000-0000-6271		70.00	SUBPOENA SERVICE 11/14/2023 11/14/2023 1 Transactions	2023-5743	SUBPOENA SERVICE	N
	13562 COUNTY OF LYON - SHERIFF		70.00				
25	999999930 COUNTY OF MEADE - SHERIFF 01-091-000-0000-6271		51.92	SUBPOENA SERVICE 11/21/2023 11/21/2023 1 Transactions	23-08446	SUBPOENA SERVICE	N
	999999930 COUNTY OF MEADE - SHERIFF		51.92				
28	13730 COUNTY OF RAMSEY - SHERIFF 01-091-000-0000-6271		90.00	SERVICE FEES 11/13/2023 11/13/2023 1 Transactions	202314415	SUBPOENA SERVICE	N
	13730 COUNTY OF RAMSEY - SHERIFF		90.00				
29	13800 COUNTY OF RENVILLE 01-091-000-0000-6271		150.00	SUBPOENA SERVICE 11/16/2023 11/20/2023 1 Transactions	3981.3984	SUBPOENA SERVICE	N
	13800 COUNTY OF RENVILLE		150.00				
30	14400 CULLIGAN 01-091-000-0000-6401		105.00	BOTTLED WATER DELIVERY 11/30/2023 11/30/2023 1 Transactions	170010003227	OFFICE SUPPLIES & EQUIPMENT MAI	N
	14400 CULLIGAN		105.00				
83	33490 STARK PRINTING INC DBA HENLE PRINTIN 01-091-000-2769-6425		456.76	BUSINESS CARDS, CVS BROCHURE 11/17/2023 11/17/2023 1 Transactions	175159.174901	PRINTING/POSTAGE	N
	33490 STARK PRINTING INC DBA HENLE PRINTIN		456.76				
	86590 THE MARKET AT REDWOOD LLC						

*** Redwood County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 GENERAL

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099
86		01-091-000-2771-6802			539.50	ZAP TRAINING		STMT		OTHER EXPENSES(ATTORNEY SEIZE	N
	86590	THE MARKET AT REDWOOD LLC			539.50		11/02/2023 11/02/2023		1	Transactions	
87	93610	THOMSON REUTERS - WEST OR WEST			875.18	2023 NOV - WEST INFO CHARGES		849336480		LEGAL RESOURCES	N
		01-091-000-0000-6420					11/01/2023 11/30/2023				
88		01-091-000-0000-6420			48.00	2023 DEC - LIBRARY PLAN		849416972		LEGAL RESOURCES	N
							12/01/2023 12/31/2023		2	Transactions	
	93610	THOMSON REUTERS - WEST OR WEST			923.18						
91	DEPT Total:				2,811.36	ATTORNEY			13	Vendors	14
										Transactions	
101	DEPT					RECORDER					
	63715	ODP BUSINESS SOLUTIONS LLC									
58		01-101-000-0000-6401			89.58	PAPER		340621052001		OFFICE SUPPLIES & EQUIPMENT MAI	N
							11/09/2023 11/09/2023		1	Transactions	
	63715	ODP BUSINESS SOLUTIONS LLC			89.58						
101	DEPT Total:				89.58	RECORDER			1	Vendors	1
										Transactions	
118	DEPT					COURTHOUSE MAINTENANCE					
	13037	COLE PAPERS INC									
15		01-118-000-0000-6410			974.11	LINERS, PT, TP, GENIE TANK		10370993.2254		FLOOR & CLEANING SUPPLIES	N
							10/25/2023 11/21/2023		1	Transactions	
	13037	COLE PAPERS INC			974.11						
	19180	ECOLAB PEST ELIMINATION DIV									
32		01-118-000-0000-6259			177.68	PEST CONTROL - PH		3917838		UTILITIES - HS & PHS	N
							11/21/2023 11/21/2023		1	Transactions	
	19180	ECOLAB PEST ELIMINATION DIV			177.68						
	21500	ELECTRIC MOTOR COMPANY									
33		01-118-000-0000-6301			116.00	PUMP MOTOR REBUILD - LEC		139155		EQUIPMENT & BUILDING MAINTENAN	N
							11/28/2023 11/28/2023		1	Transactions	
	21500	ELECTRIC MOTOR COMPANY			116.00						
	24594	FASTENAL COMPANY									

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



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 GENERAL

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
34	01-118-000-0000-6301		10.08	BATTERIES	MNREW100600	EQUIPMENT & BUILDING MAINTENAN	N
	24594 FASTENAL COMPANY		10.08	11/27/2023 11/27/2023			
				1 Transactions			
36	01-118-000-0000-6301		344.38	OUTDOOR TEMP SENSOR - LEC	140399	EQUIPMENT & BUILDING MAINTENAN	N
	27425 G & R CONTROLS INC		344.38	11/20/2023 11/20/2023			
				1 Transactions			
81	01-118-000-0000-6564		1,850.98	REPAIR - 2005 SIERRA	19736.19737	COUNTY VEHICLE EXPENSE	N
	83302 SOUTHWEST SALES & SERVICE		1,850.98	11/24/2023 11/24/2023			
				1 Transactions			
95	01-118-000-0000-6301		523.80	SWEeper BRUSHES	0196271-IN	EQUIPMENT & BUILDING MAINTENAN	N
	99034 ZARNOTH BRUSH WORKS INC		523.80	11/15/2023 11/15/2023			
				1 Transactions			
118	DEPT Total:		3,997.03	COURTHOUSE MAINTENANCE	7 Vendors	7 Transactions	
129	DEPT			VETERAN SERVICE OFFICER			
9	01-129-000-0000-6702		72.03	2023 NOV - COPIER LEASE	31585201	LEASE PRINCIPAL	N
	10058 CANON FINANCIAL SERVICES INC		72.03	11/01/2023 11/30/2023			
				1 Transactions			
50	01-129-000-0000-6202		10.28	COPIER OVRAGE	4543870	TELEPHONE/FAX EXPENSE	N
	53227 LOFFLER COMPANIES INC		10.28	11/01/2023 11/30/2023			
				1 Transactions			
91	01-129-000-2751-6291	E	458.84	VETRASPEC - RS	VSMIN023202309A	PROFESSIONAL & TECH SERVICES	N
	89031 TYLER TECHNOLOGIES INC		458.84	09/15/2023 09/21/2024			
				1 Transactions			

*** Redwood County ***



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1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
129	DEPT Total:		541.15	VETERAN SERVICE OFFICER	3 Vendors	3 Transactions	
201	DEPT			SHERIFF			
	545 ADVANCED CORRECTIONAL HEALTHCARI						
2	01-201-000-0000-6355		225.00	TELEHEALTH 11/17/2023 11/17/2023	135857	BOARDING PRISONER MEDICAL EXPI	N
3	01-201-000-0000-6355	E	9,999.92	2024 JAN - INMATE MEDICAL 01/01/2024 01/31/2024	136284	BOARDING PRISONER MEDICAL EXPI	N
4	01-201-000-0000-6355		150.00	TELEHEALTH 11/24/2023 11/24/2023	136451	BOARDING PRISONER MEDICAL EXPI	N
1	01-201-000-0000-6355		262.50	TELEHEALTH 11/15/2023 11/15/2023	136520	BOARDING PRISONER MEDICAL EXPI	N
	545 ADVANCED CORRECTIONAL HEALTHCARI		10,637.42	4 Transactions			
	1949 ALPHA WIRELESS COMMUNICATIONS CO						
5	01-201-000-0000-6406		3,213.86	TOWER WORK 11/28/2023 11/28/2023	23143	DISPATCH EXPENSES	N
	1949 ALPHA WIRELESS COMMUNICATIONS CO		3,213.86	1 Transactions			
	10413 CENTRACARE HEALTH SYSTEM						
12	01-201-000-0000-6355		530.58	INMATE MEDICAL - ZS 10/08/2023 10/08/2023	STMT	BOARDING PRISONER MEDICAL EXPI	6
13	01-201-000-0000-6355		542.39	INMATE MEDICAL - JDU 10/16/2023 10/16/2023	STMT	BOARDING PRISONER MEDICAL EXPI	6
14	01-201-000-0000-6355		477.54	INMATE MEDICAL - ZS 10/09/2023 10/10/2023	STMT	BOARDING PRISONER MEDICAL EXPI	6
	10413 CENTRACARE HEALTH SYSTEM		1,550.51	3 Transactions			
	13720 COUNTY OF NOBLES						
26	01-201-000-0000-6354		6,200.00	2023 OCT - INMATE BOARDING 10/01/2023 10/31/2023	13797	BOARDING PRISONERS	N
	13720 COUNTY OF NOBLES		6,200.00	1 Transactions			
	25810 FLEET SERVICES DIVISION-DEPT OF ADMI						
35	01-201-000-0000-6343		7,477.78	2023 OCT - PATROL CAR LEASE 10/01/2023 10/31/2023	2024040033	PATROL CAR LEASE	N
	25810 FLEET SERVICES DIVISION-DEPT OF ADMI		7,477.78	1 Transactions			
	27495 GALLS LLC						

1 GENERAL

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099
38		01-201-000-0000-6302			1,541.02	NEW HIRE UNIFORM - BE	11/14/2023 11/14/2023	026262935		POLICE EQUIPMENT MAINTENANCE	Y
37		01-201-000-0000-6302			1,526.23	NEW HIRE UNIFORM - CK	11/15/2023 11/15/2023	026274556		POLICE EQUIPMENT MAINTENANCE	Y
	27495	GALLS LLC			3,067.25		2 Transactions				
44	42390	JESSE'S COLLISION & RESTORATION LLC			802.59	LOWER FRONT END PARTS	11/21/2023 11/21/2023	5430		PATROL CAR LEASE	N
	42390	JESSE'S COLLISION & RESTORATION LLC			802.59		1 Transactions				
51	55790	MAVERICK DRONE SYSTEMS			4,149.05	DRONE	11/14/2023 11/14/2023	10890		POLICE EQUIPMENT MAINTENANCE	Y
	55790	MAVERICK DRONE SYSTEMS			4,149.05		1 Transactions				
53	24590	NELSONS SALVAGE & TOWING INC			75.00	TOW VEHICLE - ICR#23108164	11/16/2023 11/16/2023	0046403		INVESTIGATION EXPENSES	N
54		01-201-000-0000-6404			275.00	TOW VEHICLE - ICR#23108500	11/17/2023 11/17/2023	0046449		INVESTIGATION EXPENSES	N
	24590	NELSONS SALVAGE & TOWING INC			350.00		2 Transactions				
57	63622	NORTHERN SAFETY TECHNOLOGY INC			4,199.46	INSERT, CARGO BOX - K9	11/10/2023 11/10/2023	56662		POLICE EQUIPMENT MAINTENANCE	N
56		01-201-000-0000-6302			4,361.32	ALARM, FAN INSTALL - K9	11/13/2023 11/13/2023	56666		POLICE EQUIPMENT MAINTENANCE	N
55		01-201-000-0000-6302			2,702.50	SQUAD LIGHT BAR - K9	11/13/2023 11/13/2023	56670		POLICE EQUIPMENT MAINTENANCE	N
	63622	NORTHERN SAFETY TECHNOLOGY INC			11,263.28		3 Transactions				
63	71900	PLUNKETT'S PEST CONTROL INC			58.98	PEST CONTROL - LEC	11/15/2023 11/15/2023	8318429		EQUIPMENT & BUILDING MAINTENAN	N
	71900	PLUNKETT'S PEST CONTROL INC			58.98		1 Transactions				
66	74900	QUILL LLC			325.88	TRASH BAGS, WALL FILE		35702169		JAIL EXPENSES	N

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
67	01-201-000-0000-6401		521.34	TONER, LAMINATE SHEETS, LABEL 11/15/2023 11/15/2023	35777998	OFFICE SUPPLIES & EQUIPMENT MAI	N
65	01-201-000-0000-6401		510.89	CALENDARS, BATTS, BINDER 11/20/2023 11/20/2023	894555	OFFICE SUPPLIES & EQUIPMENT MAI	N
74900	QUILL LLC		1,358.11	3 Transactions			
77020	RICKY J'S CAR WASH						
71	01-201-000-0000-6565		25.00	2023 SEP&OCT - CAR WASHES 09/29/2023 10/18/2023	60382	PATROL CAR EXPENSES-OWNED	N
77020	RICKY J'S CAR WASH		25.00	1 Transactions			
83299	SOUTHWEST HEALTH & HUMAN SERVICES						
77	01-201-000-0000-6356	E	225.00	2024 FOOD LICENSE RENEWAL 01/01/2024 12/31/2024	932	BOARDING PRISONER MEAL EXPENS	N
83299	SOUTHWEST HEALTH & HUMAN SERVICES		225.00	1 Transactions			
83302	SOUTHWEST SALES & SERVICE						
78	01-201-000-0000-6565		2,300.12	FUEL TANK & PUMP REPAIR - TRAV 11/17/2023 11/17/2023	19689	PATROL CAR EXPENSES-OWNED	N
83302	SOUTHWEST SALES & SERVICE		2,300.12	1 Transactions			
83965	SUMMIT FIRE PROTECTION						
84	01-201-000-0000-6301		228.00	SPRINKLER INSPECTION - LEC 11/27/2023 11/27/2023	150037386	EQUIPMENT & BUILDING MAINTENAN	N
83965	SUMMIT FIRE PROTECTION		228.00	1 Transactions			
84150	SWARD-KEMP DRUG						
85	01-201-000-0000-6355		288.69	2023 OCT - INMATE MEDICAL 10/01/2023 10/31/2023	020368	BOARDING PRISONER MEDICAL EXPI	N
84150	SWARD-KEMP DRUG		288.69	1 Transactions			
88475	TRANSUNION RISK AND ALTERNATIVE DA						
90	01-201-000-0000-6404		75.00	2023 NOV - RISK DATA 11/01/2023 11/30/2023	5434242023111	INVESTIGATION EXPENSES	Y
88475	TRANSUNION RISK AND ALTERNATIVE DA		75.00	1 Transactions			
91492	VOYAGER FLEET SYSTEMS INC						
92	01-201-000-0000-6343		199.95	2023 NOV - FUEL	8691019802347	PATROL CAR LEASE	N

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91492	VOYAGER FLEET SYSTEMS INC		199.95	11/01/2023 11/30/2023	1 Transactions		
201	DEPT Total:		53,470.59	SHERIFF	19 Vendors	30 Transactions	
212	DEPT			CORONER			
13725	COUNTY OF RAMSEY						
27	01-212-000-0000-6899		1,987.00	POSTMORTEM EXAM - ICR#23107320	MEDEX-035450	MISCELLANEOUS	N
				10/06/2023 10/06/2023			
13725	COUNTY OF RAMSEY		1,987.00	1 Transactions			
78029	RIVER VALLEY FORENSIC SERVICES PA						
73	01-212-000-0000-6899		250.00	2023 OCT - MEDICAL EXAM SERV	2302	MISCELLANEOUS	N
				10/01/2023 10/31/2023			
74	01-212-000-0000-6899		500.00	POSTMORTEM EXAM - ICR#23107320	2302	MISCELLANEOUS	N
				10/06/2023 10/06/2023			
78029	RIVER VALLEY FORENSIC SERVICES PA		750.00	2 Transactions			
212	DEPT Total:		2,737.00	CORONER	2 Vendors	3 Transactions	
255	DEPT			RESTORATIVE JUSTICE			
10059	CAPITAL ONE BANK (USA), N.A.						
11	01-255-000-2863-6401		323.47	CIRCLE SUPPLIES	635813	RESTORATIVE JUSTICE EXPENSES	N
				11/29/2023 11/29/2023			
10059	CAPITAL ONE BANK (USA), N.A.		323.47	1 Transactions			
98596	YMC JUSTICE CENTER						
94	01-255-000-2863-6242		50.00	CIRCLE TRAINING	STMT	DUES & REGISTRATION	N
				10/18/2023 10/25/2023			
98596	YMC JUSTICE CENTER		50.00	1 Transactions			
255	DEPT Total:		373.47	RESTORATIVE JUSTICE	2 Vendors	2 Transactions	
270	DEPT			SENTENCE TO SERVE			
64521	OLSON CHEVROLET						
59	01-270-000-0000-6565		74.34	2016 SIERRA - OIL CHANGE	74366	TRAVEL/VEHICLE	N
				11/15/2023 11/15/2023			

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64521	OLSON CHEVROLET				74.34							
270	DEPT Total:				74.34	SENTENCE TO SERVE		1 Vendors			1 Transactions	
520	DEPT					PARKS						
6	5061	BAKKER SEPTIC TANKS LLC			252.30	SEPTIC TANK LID	11/27/2023 11/27/2023	008196		PARK DEVELOPMENT		Y
		01-520-000-0000-6358										
	5061	BAKKER SEPTIC TANKS LLC			252.30		1 Transactions					
62	69630	PARALLEL AG - MIDWEST LLC			21,721.03	2024 POLARIS RANGER UTV	12/04/2023 12/04/2023	E00247		CAPITAL OUTLAY (\$5,000 AND OVER)		Y
		01-520-000-0000-6601										
	69630	PARALLEL AG - MIDWEST LLC			21,721.03		1 Transactions					
93	93073	WENDORFF WELDING & FABRICATION			354.50	WELDING, SHARPENING, PIN	12/01/2023 12/01/2023	13900.14044.14316		PARK DEVELOPMENT		Y
		01-520-000-0000-6358										
	93073	WENDORFF WELDING & FABRICATION			354.50		1 Transactions					
520	DEPT Total:				22,327.83	PARKS		3 Vendors			3 Transactions	
601	DEPT					AGRICULTURAL INSPECTION						
18	13187	COORDINATED BUSINESS SYSTEMS LTD			79.13	10/24-11/23 COPIER LEASE	10/24/2023 11/23/2023	342529		OFFICE SUPPLIES & EQUIPMENT MAINTENANCE		N
		01-601-000-0000-6401										
	13187	COORDINATED BUSINESS SYSTEMS LTD			79.13		1 Transactions					
31	15725	DISTRICT D ZONING ADMINISTRATORS		E	50.00	2024 MEMBERSHIP DUES	01/01/2024 12/31/2024	STMT		DUES & REGISTRATION FEES		N
		01-601-000-0000-6242										
	15725	DISTRICT D ZONING ADMINISTRATORS			50.00		1 Transactions					
143	55790	MAVERICK DRONE SYSTEMS			2,500.00	DRONE	11/14/2023 11/14/2023	10890		DUES & REGISTRATION FEES		Y
		01-601-000-2775-6242										
	55790	MAVERICK DRONE SYSTEMS			2,500.00		1 Transactions					

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
61	64868 ONE OFFICE SOLUTION 01-601-000-0000-6401		56.40	POST ITS, STAPLER 11/22/2023 11/22/2023	31892	OFFICE SUPPLIES & EQUIPMENT MAI	N
	64868 ONE OFFICE SOLUTION		56.40	1 Transactions			
68	76200 REDWOOD COUNTY HIGHWAY DEPT 01-601-000-0000-6564		88.92	2023 NOV - FUEL 11/01/2023 11/30/2023	AZ	COUNTY VEHICLE EXPENSE	N
	76200 REDWOOD COUNTY HIGHWAY DEPT		88.92	1 Transactions			
70	76350 REDWOOD COUNTY RECORDER 01-601-000-0000-5102		184.00	RECORDING - CUP 11/28/2023 11/28/2023	2023-1458	BUILDING PERMITS	N
	76350 REDWOOD COUNTY RECORDER		184.00	1 Transactions			
601	DEPT Total:		2,958.45	AGRICULTURAL INSPECTION	6 Vendors	6 Transactions	
620	DEPT			SOIL AND WATER CONSERVATION DIST			
7	55717 BRYMA DESIGNS LLC 01-620-000-0000-6242		100.00	2023 DEC - WEB SERVICES 12/01/2023 12/31/2023	BRYMA0142	DUES & REGISTRATION	Y
8	01-620-000-0000-6242		145.00	CONSULTING 12/01/2023 12/01/2023	BRYMA0142	DUES & REGISTRATION	Y
	55717 BRYMA DESIGNS LLC		245.00	2 Transactions			
39	30480 GREAT AMERICAN FINANCIAL SERVICES 01-620-000-0000-6401		195.56	10/16-11/15 COPIER LEASE 10/16/2023 11/15/2023	35322396	OFFICE SUPPLIES & EQUIP MNTCE	N
	30480 GREAT AMERICAN FINANCIAL SERVICES		195.56	1 Transactions			
69	76200 REDWOOD COUNTY HIGHWAY DEPT 01-620-000-0000-6564		316.97	2023 NOV - FUEL 11/01/2023 11/30/2023	S&W	VEHICLE EXPENSES	N
	76200 REDWOOD COUNTY HIGHWAY DEPT		316.97	1 Transactions			
620	DEPT Total:		757.53	SOIL AND WATER CONSERVATION DIST	3 Vendors	4 Transactions	
1	Fund Total:		102,182.83	GENERAL		96 Transactions	

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
320	DEPT		HIGHWAY CONSTRUCTION & ENGINEER			
	90594 U S BANK					
103	03-320-000-2720-6701		180.27	SERIES 2021A CSAH ADM FEES	7130109	ADMINISTRATIVE FEES 2021A BONDS N
				11/25/2023 11/25/2023		
	90594 U S BANK		180.27	1 Transactions		
320	DEPT Total:		180.27	HIGHWAY CONSTRUCTION & ENGINEER	1 Vendors	1 Transactions
3	Fund Total:		180.27	ROAD AND BRIDGE		1 Transactions

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

10 BUILDING FUND

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
119	DEPT			BUILDINGS AND PLANT			
4570	AUTUMN RIDGE LANDSCAPING						
97	10-119-000-2720-6619		2,029.05	FINAL PAY APP 11/16/2023	STMT 11/16/2023	ADDITION: JUSTICE CENTER	N
	4570 AUTUMN RIDGE LANDSCAPING		2,029.05		1 Transactions		
8464	BRIGHTER HOMES STORE						
99	10-119-000-0000-6899		10,446.90	CARPET - PROBATION 11/22/2023	43180 11/22/2023	MISCELLANEOUS	Y
98	10-119-000-0000-6899		9,603.00	CARPET - PROBATION 11/22/2023	43182 11/22/2023	MISCELLANEOUS	Y
	8464 BRIGHTER HOMES STORE		20,049.90		2 Transactions		
31609	GUNION PAINTING LLC						
100	10-119-000-2720-6619		600.00	11 MONTH WALKTHROUGH PUNCHLIST 11/20/2023	STMT 11/20/2023	ADDITION: JUSTICE CENTER	Y
	31609 GUNION PAINTING LLC		600.00		1 Transactions		
80180	SCHMIDT CONSTRUCTION INC						
101	10-119-000-2720-6619		1,200.00	DRAINAGE REPAIR - LEC 11/17/2023	2023093004 11/17/2023	ADDITION: JUSTICE CENTER	N
	80180 SCHMIDT CONSTRUCTION INC		1,200.00		1 Transactions		
119	DEPT Total:		23,878.95	BUILDINGS AND PLANT	4 Vendors	5 Transactions	
10	Fund Total:		23,878.95	BUILDING FUND		5 Transactions	

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
611	DEPT			DITCH MAINTENANCE			
6000	BEACH TRANSPORT INC						
108	15-611-000-0000-6899		1,802.64	JD 36 DITCH REPAIR 11/06/2023 11/06/2023	2488	MISCELLANEOUS	N
106	15-611-000-0000-6896		17,331.90	JD 36 FEMA 2018 11/06/2023 11/06/2023	3	FEMA EXPENDITURES	N
107	15-611-000-0000-6896		100,326.09	JD 36 FEMA 2019 11/06/2023 11/06/2023	3	FEMA EXPENDITURES	N
6000	BEACH TRANSPORT INC		119,460.63	3 Transactions			
7800	BLOMEKE CONSTRUCTION INC						
109	15-611-000-0000-6899		1,200.65	CD 72 DITCH REPAIR 5534 12/05/2023 12/05/2023	2922	MISCELLANEOUS	N
110	15-611-000-0000-6899		387.44	JD 35 R&B DITCH REPAIR 5535 12/05/2023 12/05/2023	2923	MISCELLANEOUS	N
7800	BLOMEKE CONSTRUCTION INC		1,588.09	2 Transactions			
13187	COORDINATED BUSINESS SYSTEMS LTD						
139	15-611-000-0000-6401		79.12	10/24-11/23 COPIER LEASE 10/24/2023 11/23/2023	342529	OFFICE SUPPLIES & EQUIPMENT MAI	N
13187	COORDINATED BUSINESS SYSTEMS LTD		79.12	1 Transactions			
81090	GORDY SERBUS & SONS GRAVEL LLC						
111	15-611-000-0000-6899		358.31	CD 38 DITCH REPAIR 12/04/2023 12/04/2023	12736	MISCELLANEOUS	N
81090	GORDY SERBUS & SONS GRAVEL LLC		358.31	1 Transactions			
46046	KERKHOFF BROS INC						
120	15-611-000-0000-6899		600.00	CD 14-1 DITCH REPAIR 5529 11/22/2023 11/22/2023	2889	MISCELLANEOUS	N
123	15-611-000-0000-6899		1,361.00	CD 25 DITCH REPAIR 5453 11/22/2023 11/22/2023	2891	MISCELLANEOUS	N
121	15-611-000-0000-6899		365.00	CD 23 DITCH REPAIR 5528 11/22/2023 11/22/2023	2892	MISCELLANEOUS	N
127	15-611-000-0000-6899		620.00	CD 110 DITCH REPAIR 5446 11/22/2023 11/22/2023	2893	MISCELLANEOUS	N
125	15-611-000-0000-6899		360.00	CD 66 DITCH REPAIR 5464 11/22/2023 11/22/2023	2894	MISCELLANEOUS	N
122	15-611-000-0000-6899		681.00	CD 24 DITCH REPAIR 5410	2895	MISCELLANEOUS	N

*** Redwood County ***



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
124	15-611-000-0000-6899		478.00	CD 60 DITCH REPAIR 5427 11/22/2023 11/22/2023	2902	MISCELLANEOUS	N
126	15-611-000-0000-6899		1,006.00	CD 110 DITCH REPAIR 5441 11/22/2023 11/22/2023	2903	MISCELLANEOUS	N
119	15-611-000-0000-6899		1,116.50	CD12 BR5LATA DITCH REPAIR 5412 11/22/2023 11/22/2023	2904	MISCELLANEOUS	N
113	15-611-000-0000-6899		621.00	CD 49 DITCH REPAIR 12/05/2023 12/05/2023	2918	MISCELLANEOUS	N
114	15-611-000-0000-6899		250.00	CD 51 DITCH REPAIR 12/05/2023 12/05/2023	2918	MISCELLANEOUS	N
115	15-611-000-0000-6899		350.00	JD 36 DITCH REPAIR 12/05/2023 12/05/2023	2918	MISCELLANEOUS	N
118	15-611-000-0000-6899		792.50	JD 36 R&B DITCH REPAIR 5540 12/05/2023 12/05/2023	2922	MISCELLANEOUS	N
116	15-611-000-0000-6899		2,531.50	CD 52 DITCH REPAIR 5186 12/05/2023 12/05/2023	2923	MISCELLANEOUS	N
112	15-611-000-0000-6899		420.00	CD 22 DITCH REPAIR 5539 12/05/2023 12/05/2023	2925	MISCELLANEOUS	N
117	15-611-000-0000-6899		825.00	JD 18 R&B DITCH REPAIR 5536 12/05/2023 12/05/2023	2926	MISCELLANEOUS	N
46046	KERKHOFF BROS INC		12,377.50		16 Transactions		
50050	L & S CONSTRUCTION CORP						
130	15-611-000-0000-6899		491.05	JD 36 DITCH REPAIR 11/27/2023 11/27/2023	111723	MISCELLANEOUS	N
131	15-611-000-0000-6899		1,100.00	JD 36 DITCH REPAIR 11/27/2023 11/27/2023	111723-A	MISCELLANEOUS	N
128	15-611-000-0000-6896		5,722.42	JD 36 FEMA 2018 11/27/2023 11/27/2023	3	FEMA EXPENDITURES	N
129	15-611-000-0000-6896		35,030.81	JD 36 FEMA 2019 11/27/2023 11/27/2023	3	FEMA EXPENDITURES	N
50050	L & S CONSTRUCTION CORP		42,344.28		4 Transactions		
55210	MAAS CONSTRUCTION CO						
132	15-611-000-0000-6899		3,688.70	CD 28 DITCH REPAIR 5471 12/04/2023 12/04/2023	3233	MISCELLANEOUS	Y
55210	MAAS CONSTRUCTION CO		3,688.70		1 Transactions		

*** Redwood County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
133	56404 MERTENS FARMS 15-611-000-0000-6899		1,036.80	JD 33 R&YM DAMAGES 12/05/2023 12/05/2023	STMT	MISCELLANEOUS	Y
	56404 MERTENS FARMS		1,036.80	1 Transactions			
134	57550 MN PIE 15-611-000-0000-6242	E	200.00	2024 MEMBERSHIP DUES - MM 01/01/2024 12/31/2024	STMT	DUES & REGISTRATION FEES	N
	57550 MN PIE		200.00	1 Transactions			
135	63662 NORTHLAND EROSION CONTROL 15-611-000-0000-6899		3,320.00	CD 52 DITCH REPAIR 12/05/2023 12/05/2023	345	MISCELLANEOUS	N
	63662 NORTHLAND EROSION CONTROL		3,320.00	1 Transactions			
136	76150 REDWOOD BUILDING CENTER INC 15-611-000-0000-6899		178.23	CD1202 - TREATED PLYWOOD 12/05/2023 12/05/2023	2311-032332	MISCELLANEOUS	N
	76150 REDWOOD BUILDING CENTER INC		178.23	1 Transactions			
137	76200 REDWOOD COUNTY HIGHWAY DEPT 15-611-000-0000-6564		654.31	2023 NOV - FUEL 11/01/2023 11/30/2023	DITCH	COUNTY VEHICLE EXPENSE	N
	76200 REDWOOD COUNTY HIGHWAY DEPT		654.31	1 Transactions			
138	87775 TNT CONSTRUCTION-KERKHOFF INC 15-611-000-0000-6899		404.06	CD 106 DITCH REPAIR 5499 12/05/2023 12/05/2023	24382	MISCELLANEOUS	N
	87775 TNT CONSTRUCTION-KERKHOFF INC		404.06	1 Transactions			
611	DEPT Total:		185,690.03	DITCH MAINTENANCE	13 Vendors	34 Transactions	
15	Fund Total:		185,690.03	DITCH		34 Transactions	

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

22 SOLID WASTE

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
395	DEPT 90594 U S BANK			RRRSWA JOINT POWERS			
105	22-395-000-0000-6701		23.33	SERIES 2021A REFUND RECYC BOND 11/25/2023 11/25/2023	7130109	BOND ISSUANCE COSTS	N
	90594 U S BANK		23.33	1 Transactions			
395	DEPT Total:		23.33	RRRSWA JOINT POWERS	1 Vendors	1 Transactions	
22	Fund Total:		23.33	SOLID WASTE		1 Transactions	

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

31 DEBT SERVICE

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
802	DEPT			DEBT SERVICE			
	90594 U S BANK						
104	31-802-000-2719-6701		38.93	SERIES 2021A REFUND LEC BOND 11/25/2023 11/25/2023	7130109	ADMINISTRATIVE FEES 2021A LEC BC N	
102	31-802-000-2720-6701		257.47	SERIES 2021A CIP BOND ADM FEES 11/25/2023 11/25/2023	7130109	ADMINISTRATIVE FEES 2021A GO BO N	
	90594 U S BANK		296.40	2 Transactions			
802	DEPT Total:		296.40	DEBT SERVICE	1 Vendors	2 Transactions	
31	Fund Total:		296.40	DEBT SERVICE		2 Transactions	

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



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

73 INSURANCE

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
801	DEPT			NON-DEPARTMENTAL			
10059	CAPITAL ONE BANK (USA), N.A.						
10	73-801-000-0000-6178		35.38	MUNCH BETTER 11/21/2023	635813	EMPLOYEE WELLNESS	N
	10059 CAPITAL ONE BANK (USA), N.A.		35.38		1 Transactions		
801	DEPT Total:		35.38	NON-DEPARTMENTAL	1 Vendors	1 Transactions	
73	Fund Total:		35.38	INSURANCE		1 Transactions	

*** Redwood County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
620	DEPT			SOIL AND WATER CONSERVATION DIST			
30504	GREAT RIVER GREENING						
140	85-620-995-0000-6802		4,474.05	PROFESSIONAL SERVICES 06/01/2023 08/31/2023	12-4133	LCCMR GRANT EXPENSES	N
	30504 GREAT RIVER GREENING		4,474.05	1 Transactions			
32084	HAGERT/BRYAN						
141	85-620-965-0000-6802		17,559.48	WATER & SEDIMENT CONTROL 11/28/2023 11/28/2023	STMT	SWCD CHECKING EXPENSES	Y
	32084 HAGERT/BRYAN		17,559.48	1 Transactions			
95079	WOELFEL/TIM						
142	85-620-965-0000-6802		822.06	GRADE STABILIZATION STRUCTURE 11/27/2023 11/27/2023	STMT	SWCD CHECKING EXPENSES	Y
	95079 WOELFEL/TIM		822.06	1 Transactions			
620	DEPT Total:		22,855.59	SOIL AND WATER CONSERVATION DIST	3 Vendors	3 Transactions	
85	Fund Total:		22,855.59	SOIL & WATER CONSERVATION		3 Transactions	
	Final Total:		335,142.78	97 Vendors	143 Transactions		

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



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	102,182.83	GENERAL	
	3	180.27	ROAD AND BRIDGE	
	10	23,878.95	BUILDING FUND	
	15	185,690.03	DITCH	
	22	23.33	SOLID WASTE	
	31	296.40	DEBT SERVICE	
	73	35.38	INSURANCE	
	85	22,855.59	SOIL & WATER CONSERVATION	
	All Funds	335,142.78	Total	Approved by,
			
			

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



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

Print List in Order By: 2 1 - Fund (Page Break by Fund) Page Break By: 1 1 - Page Break by Fund
2 - Department (Totals by Dept) 2 - Page Break by Dept
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

*** Redwood County ***



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	DEPT 21275 ELAN CORPORATE PAYMENT SYSTEMS			COMMISSIONERS			
25	01-002-000-0000-6401		9.90	DISPOSABLE CUPS 10/23/2023 10/23/2023	3129012 2425	OFFICE SUPPLIES & EQUIPMENT MAI N	
38	01-002-000-0000-6401		288.85	CALENDARS 11/08/2023 11/08/2023	PO2018821337	OFFICE SUPPLIES & EQUIPMENT MAI N	
	21275 ELAN CORPORATE PAYMENT SYSTEMS		298.75	2 Transactions			
2	DEPT Total:		298.75	COMMISSIONERS	1 Vendors	2 Transactions	
31	DEPT 21275 ELAN CORPORATE PAYMENT SYSTEMS			COUNTY ADMINISTRATION			
33	01-031-000-0000-6817		29.69	EMPLOYEE RECOGNITION FRAMES 10/30/2023 10/30/2023	9873055 2425	INCIDENTALS	N
	21275 ELAN CORPORATE PAYMENT SYSTEMS		29.69	1 Transactions			
31	DEPT Total:		29.69	COUNTY ADMINISTRATION	1 Vendors	1 Transactions	
42	DEPT 21275 ELAN CORPORATE PAYMENT SYSTEMS			ASSESSOR			
49	01-042-000-0000-6242 E		105.00	2024 MAAO MEMBERSHIP - BZ 01/01/2024 12/31/2024	7435	DUES & REGISTRATION FEES	N
51	01-042-000-0000-6242 E		105.00	2024 MAAO MEMBERSHIP - JM 01/01/2024 12/31/2024	7654	DUES & REGISTRATION FEES	N
50	01-042-000-0000-6242 E		105.00	2024 MAAO MEMBERSHIP - SE 01/01/2024 12/31/2024	7740	DUES & REGISTRATION FEES	N
48	01-042-000-0000-6242 E		105.00	2024 MAAO MEMBERSHIP - AK 01/01/2024 12/31/2024	8002	DUES & REGISTRATION FEES	N
52	01-042-000-0000-6242 E		105.00	2024 MAAO MEMBERSHIP - JJ 01/01/2024 12/31/2024	8199	DUES & REGISTRATION FEES	N
	21275 ELAN CORPORATE PAYMENT SYSTEMS		525.00	5 Transactions			
42	DEPT Total:		525.00	ASSESSOR	1 Vendors	5 Transactions	
43	DEPT 21275 ELAN CORPORATE PAYMENT SYSTEMS			LICENSE CENTER			
31	01-043-000-0000-6401		25.73	HAND SANITIZER 11/01/2023 11/01/2023	6845030 2425	OFFICE SUPPLIES & EQUIPMENT MAI N	

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



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1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
21275	ELAN CORPORATE PAYMENT SYSTEMS		25.73		1 Transactions		
43	DEPT Total:		25.73	LICENSE CENTER	1 Vendors	1 Transactions	
61	DEPT			ADMINISTRATOR			
21275	ELAN CORPORATE PAYMENT SYSTEMS						
35	01-061-000-0000-6401		114.75	PASSPORT PHOTO SHEETS 11/06/2023 11/06/2023	0299442 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
36	01-061-000-0000-6401		148.99	OFFICE CHAIR 11/06/2023 11/06/2023	4494663 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
39	01-061-000-0000-6401		38.60	BADGE HOLDERS 11/06/2023 11/06/2023	9971450 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
37	01-061-000-0000-6401		82.67	CALENDARS 11/08/2023 11/08/2023	PO2018821337	OFFICE SUPPLIES & EQUIPMENT MAI	N
21275	ELAN CORPORATE PAYMENT SYSTEMS		385.01		4 Transactions		
61	DEPT Total:		385.01	ADMINISTRATOR	1 Vendors	4 Transactions	
64	DEPT			COMPUTER			
21275	ELAN CORPORATE PAYMENT SYSTEMS						
42	01-064-000-0000-6401		46.08	NETWORK ADAPTOR, KEYBOARD 11/16/2023 11/16/2023	0183403 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
41	01-064-000-0000-6401		70.32	DOMAIN RENEWAL 11/18/2023 11/18/2023	2808508329	OFFICE SUPPLIES & EQUIPMENT MAI	N
30	01-064-000-0000-6401		39.00	LAPTOP TOUCH PAD 11/01/2023 11/01/2023	2933016 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
34	01-064-000-0000-6401		19.59	MONITOR WALL MOUNT 11/02/2023 11/02/2023	7308216 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
32	01-064-000-0000-6401		197.95	DOCKING STATION 11/01/2023 11/01/2023	9614619 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
21275	ELAN CORPORATE PAYMENT SYSTEMS		372.94		5 Transactions		
64	DEPT Total:		372.94	COMPUTER	1 Vendors	5 Transactions	
91	DEPT			ATTORNEY			
21275	ELAN CORPORATE PAYMENT SYSTEMS						
21	01-091-000-0000-6242		278.00	LAWYER REGISTRATION - AB 11/21/2023 11/21/2023	LAWYER000292708	DUES & REGISTRATION FEES	N

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Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIONS

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
20	01-091-000-0000-6242		245.00	REG @ 2023 MCAA TR - SN 11/20/2023 11/20/2023	STMT	DUES & REGISTRATION FEES	N
14	01-091-000-2771-6802		142.01	ZAP TRAINING SUPPLIES 11/01/2023 11/01/2023	STMT	OTHER EXPENSES(ATTORNEY SEIZE	N
15	01-091-000-2771-6802		20.94	ZAP TRAINING SUPPLIES 11/01/2023 11/01/2023	STMT	OTHER EXPENSES(ATTORNEY SEIZE	N
16	01-091-000-2771-6802		21.48	ZAP TRAINING SUPPLIES 11/02/2023 11/02/2023	STMT	OTHER EXPENSES(ATTORNEY SEIZE	N
17	01-091-000-2771-6802		17.00	ZAP TRAINING SUPPLIES 11/03/2023 11/03/2023	STMT	OTHER EXPENSES(ATTORNEY SEIZE	N
18	01-091-000-2771-6802		300.23	ZAP TRAINING SUPPLIES 11/03/2023 11/03/2023	STMT	OTHER EXPENSES(ATTORNEY SEIZE	N
19	01-091-000-2771-6802		17.73-	RETURN ZAP TRAINING SUPPLIES 11/09/2023 11/09/2023	STMT	OTHER EXPENSES(ATTORNEY SEIZE	N
21275 ELAN CORPORATE PAYMENT SYSTEMS			1,006.93	8 Transactions			
91	DEPT Total:		1,006.93	ATTORNEY	1 Vendors	8 Transactions	
118	DEPT			COURTHOUSE MAINTENANCE			
21275 ELAN CORPORATE PAYMENT SYSTEMS							
2	01-118-000-0000-6301		39.89	OUTDOOR EXTENSION CORD 11/08/2023 11/08/2023	1586633 2425	EQUIPMENT & BUILDING MAINTENAN	N
5	01-118-000-0000-6301		7.99	VACUUM BELTS 11/16/2023 11/16/2023	1952260 2425	EQUIPMENT & BUILDING MAINTENAN	N
3	01-118-000-0000-6301		214.00	VACUUM 11/16/2023 11/16/2023	5581852 2425	EQUIPMENT & BUILDING MAINTENAN	N
4	01-118-000-0000-6301		257.30	STICK VACUUMS 11/16/2023 11/16/2023	7597003 2425	EQUIPMENT & BUILDING MAINTENAN	N
1	01-118-000-0000-6301		438.84	LED OUTDOOR FLOODLIGHTS 11/08/2023 11/08/2023	8705826 2425	EQUIPMENT & BUILDING MAINTENAN	N
21275 ELAN CORPORATE PAYMENT SYSTEMS			958.02	5 Transactions			
118	DEPT Total:		958.02	COURTHOUSE MAINTENANCE	1 Vendors	5 Transactions	
201	DEPT			SHERIFF			
21275 ELAN CORPORATE PAYMENT SYSTEMS							
44	01-201-000-0000-6302		465.79	RIFLE OPTIC 10/27/2023 10/27/2023	041792	POLICE EQUIPMENT MAINTENANCE	N

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Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

1 GENERAL

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45	01-201-000-0000-6302		31.99-	SALES TAX CREDIT 10/27/2023 10/27/2023	041792	POLICE EQUIPMENT MAINTENANCE	N
64	01-201-000-0000-6407		87.30	PAPER TOWELS 10/27/2023 10/27/2023	2633849 2425	JAIL EXPENSES	N
47	01-201-000-0000-6242		175.00	REG @ MSA GUN LAWS - AR 11/17/2023 11/17/2023	297950	DUES & REGISTRATION FEES	N
58	01-201-000-0000-6407		89.00	JAIL KEY 11/13/2023 11/13/2023	3569	JAIL EXPENSES	N
61	01-201-000-0000-6407		48.99	BINDERS 10/23/2023 10/23/2023	4795429 2425	JAIL EXPENSES	N
46	01-201-000-0000-6406		185.62	CODE RED SIGN 11/07/2023 11/07/2023	511930	DISPATCH EXPENSES	N
55	01-201-000-0000-6407		253.57	DRUG TESTING SUPPLIES 08/31/2023 08/31/2023	DT0823118	JAIL EXPENSES	N
56	01-201-000-0000-6407		253.67	DRUG TESTING SUPPLIES 11/06/2023 11/06/2023	STMT	JAIL EXPENSES	N
21275	ELAN CORPORATE PAYMENT SYSTEMS		1,526.95		9 Transactions		
201	DEPT Total:		1,526.95	SHERIFF	1 Vendors	9 Transactions	
249	DEPT			OTHER PUBLIC SAFETY			
21275	ELAN CORPORATE PAYMENT SYSTEMS						
67	01-249-000-2872-6275		40.00	NPCA MEMBERSHIP - K9 11/17/2023 11/17/2023	1219	LAW ENFORCEMENT DOG FUND	N
60	01-249-000-2872-6275		426.72	LODGING @ K9 TR - TA 10/16/2023 10/20/2023	171075	LAW ENFORCEMENT DOG FUND	N
62	01-249-000-2872-6275		426.72	LODGING @ K9 TR - TA 10/23/2023 10/27/2023	171076	LAW ENFORCEMENT DOG FUND	N
63	01-249-000-2872-6275		426.72	LODGING @ K9 TR - TA 10/30/2023 11/03/2023	171077	LAW ENFORCEMENT DOG FUND	N
65	01-249-000-2872-6275		506.72	LODGING @ K9 TR - TA 11/06/2023 11/10/2023	171078	LAW ENFORCEMENT DOG FUND	N
68	01-249-000-2872-6275		380.04	LODGING @ K9 TR - TA 11/14/2023 11/17/2023	171079	LAW ENFORCEMENT DOG FUND	N
53	01-249-000-2815-6802		47.82	CANTEEN SUPPLIES 10/19/2023 10/19/2023	1770936	CANTEEN EXPENSES	N
59	01-249-000-2815-6802		126.26	CANTEEN SUPPLIES 11/16/2023 11/16/2023	1780929	CANTEEN EXPENSES	N
66	01-249-000-2815-6802		169.00	JAIL CLEANING CART	5365810	CANTEEN EXPENSES	N

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1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
54	01-249-000-2815-6802		61.42	CANTEEN SUPPLIES 11/15/2023 11/15/2023	2425 STMT	CANTEEN EXPENSES	N
57	01-249-000-2815-6802		110.87	CANTEEN SUPPLIES 10/21/2023 10/21/2023	STMT	CANTEEN EXPENSES	N
				11/10/2023 11/10/2023			
	21275 ELAN CORPORATE PAYMENT SYSTEMS		2,722.29	11 Transactions			
249	DEPT Total:		2,722.29	OTHER PUBLIC SAFETY	1 Vendors	11 Transactions	
251	DEPT			PROBATION AND PAROLE			
	21275 ELAN CORPORATE PAYMENT SYSTEMS						
29	01-251-000-0000-6401		191.77	STICKY NOTES, PENS, TONER 11/01/2023 11/01/2023	2402655 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
43	01-251-000-0000-6401		36.35	BINDER, FOLDERS 11/16/2023 11/16/2023	3148265 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
	21275 ELAN CORPORATE PAYMENT SYSTEMS		228.12	2 Transactions			
251	DEPT Total:		228.12	PROBATION AND PAROLE	1 Vendors	2 Transactions	
601	DEPT			AGRICULTURAL INSPECTION			
	21275 ELAN CORPORATE PAYMENT SYSTEMS						
22	01-601-000-0000-6242		17.17	TELECOM SOFTWARE - ZOOM 10/23/2023 11/22/2023	224386443	DUES & REGISTRATION FEES	N
24	01-601-000-0000-6242		355.00	REG @ SEPTIC TR - NB 11/09/2023 11/09/2023	780762	DUES & REGISTRATION FEES	N
23	01-601-000-0000-6334		696.32	LODGING @ SEPTIC TR - JP 10/29/2023 11/02/2023	84973EE015973	LODGING & EXPENSE	N
	21275 ELAN CORPORATE PAYMENT SYSTEMS		1,068.49	3 Transactions			
601	DEPT Total:		1,068.49	AGRICULTURAL INSPECTION	1 Vendors	3 Transactions	
620	DEPT			SOIL AND WATER CONSERVATION DISTI			
	21275 ELAN CORPORATE PAYMENT SYSTEMS						
70	01-620-000-0000-6411		41.58	PINK GLO FLAGGING 11/03/2023 11/03/2023	202307743	FIELD SUPPLIES/EXPENSES	N
69	01-620-000-0000-6242		1,170.00	REG @ MASWCD CON X 5 12/11/2023 12/13/2023	STMT	DUES & REGISTRATION	N
72	01-620-000-0000-6242		252.00	WEBSITE SUBSCRIPTION	STMT	DUES & REGISTRATION	N

RACHELW
12/7/23 1:29PM

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



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
71	01-620-000-0000-6401		9.65	POSTAGE 11/13/2023 11/13/2023	STMT	OFFICE SUPPLIES & EQUIP MNTCE	N
	21275 ELAN CORPORATE PAYMENT SYSTEMS		1,473.23		4 Transactions		
620	DEPT Total:		1,473.23	SOIL AND WATER CONSERVATION DIST	1 Vendors	4 Transactions	
1	Fund Total:		10,621.15	GENERAL		60 Transactions	

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



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

3 ROAD AND BRIDGE

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
301	DEPT			ROAD & BRIDGE ADMINISTRATION			
	21275 ELAN CORPORATE PAYMENT SYSTEMS						
9	03-301-000-0000-6332		125.00	REG @ MN DOT BRIDGE INSP - AS 11/02/2023 11/02/2023	461937	STAFF DEVELOPMENT	N
13	03-301-000-0000-6332	E	500.00	REG @ AGGREGATE TR - AG 02/14/2024 02/16/2024	464342	STAFF DEVELOPMENT	N
6	03-301-000-0000-6332		165.00	REG @ DESIGN CONSTR TR - RH 10/25/2023 10/25/2023	775388	STAFF DEVELOPMENT	N
7	03-301-000-0000-6332		130.00	REG @ SITE MANAGER TR - RH 10/25/2023 10/25/2023	775392	STAFF DEVELOPMENT	N
8	03-301-000-0000-6332		25.50	MEALS @ DISTRICT MTG - RK & JR 11/01/2032 11/01/2032	STMT	STAFF DEVELOPMENT	N
10	03-301-000-0000-6334	E	793.98	LODGING @ 2024 ENGINEER ASSOC 01/16/2024 01/19/2024	STMT	LODGING & EXPENSE	N
	21275 ELAN CORPORATE PAYMENT SYSTEMS		1,739.48	6 Transactions			
301	DEPT Total:		1,739.48	ROAD & BRIDGE ADMINISTRATION	1 Vendors	6 Transactions	
310	DEPT			HIGHWAY MAINTENANCE			
	21275 ELAN CORPORATE PAYMENT SYSTEMS						
11	03-310-000-0000-6501		133.95	ROAD SUPPLY CSAH 27 11/15/2023 11/15/2023	STMT	ROAD MAINTENANCE SUPPLIES & M/	N
12	03-310-000-0000-6501		11.99	ROAD SUPPLY CSAH 27 11/15/2023 11/15/2023	STMT	ROAD MAINTENANCE SUPPLIES & M/	N
	21275 ELAN CORPORATE PAYMENT SYSTEMS		145.94	2 Transactions			
310	DEPT Total:		145.94	HIGHWAY MAINTENANCE	1 Vendors	2 Transactions	
3	Fund Total:		1,885.42	ROAD AND BRIDGE		8 Transactions	

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



Audit List for Board **MANUAL WARRANTS/VOIDS/CORRECTIONS**

73 INSURANCE

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
801	DEPT			NON-DEPARTMENTAL			
	21275 ELAN CORPORATE PAYMENT SYSTEMS						
26	73-801-000-0000-6178		36.20	MUNCH BETTER 10/23/2023 10/23/2023	9842649 2425	EMPLOYEE WELLNESS	N
40	73-801-000-0000-6178		686.31	THANKSGIVING MEALS 11/17/2023 11/17/2023	FDU85TUZD	EMPLOYEE WELLNESS	N
27	73-801-000-0000-6178		23.26	WELCOME BREAKFASTS 10/30/2023 10/30/2023	STMT	EMPLOYEE WELLNESS	N
28	73-801-000-0000-6178		32.77	WELCOME BREAKFASTS 11/02/2023 11/02/2023	STMT	EMPLOYEE WELLNESS	N
	21275 ELAN CORPORATE PAYMENT SYSTEMS		778.54	4 Transactions			
801	DEPT Total:		778.54	NON-DEPARTMENTAL	1 Vendors	4 Transactions	
73	Fund Total:		778.54	INSURANCE		4 Transactions	
	Final Total:		13,285.11	16 Vendors	72 Transactions		

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



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	10,621.15	GENERAL
3	1,885.42	ROAD AND BRIDGE
73	778.54	INSURANCE
All Funds	13,285.11	Total

Approved by,

.....

.....



REQUEST FOR BOARD ACTION

Requested Board Date:	12/12/2023	Originating Department:	Aud/Treas
Preferred 2nd Date:			
Discussion Item:	Presenter: Jean		
Ditch Fund transfers	estimated time needed:	5 min	
Board Action:	<input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Authorize Auditor/Treasurer to continue to make temporary transfers from the General Fund to the Ditch Fund to cash flow and to continue to pay the General Fund back when the Ditch Fund has enough to make the transfer.

Background Information:

Update on the temporary transfers made from the General Fund to the Ditch Fund - total from October 2022 through October 2023 \$1,938,376.11

As of November 30, 2023, \$1,680,941.58 of the \$1,938,376.11 has been transferred back from the Ditch Fund to the General Fund, leaving a balance owed of \$257,434.53.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****



REQUEST FOR BOARD ACTION

Requested Board Date: 12/12/2023	Originating Department: Aud/Treas
Preferred 2nd Date:	
Discussion Item:	Presenter: Jean
	estimated time needed: 5 min
Board Action: <input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only

If Action, Board Motion Requested:

Motion to pass each resolution:

- 1) Resolution Authorizing the Redwood County Auditor/Treasurer to Make Electronic Funds Transfer in 2024
- 2) Resolution Authorizing the Redwood County Auditor/Treasurer to Pay Certain Claims
- 3) Resolution to Establish Fund Balance Policy

Background Information:

Each year the board must pass these 3 resolutions to continue with business.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****

Redwood County Board of Commissioners
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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 2023, 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

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 2023 year and amounts budgeted for the 2024 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.

PASSED and ADOPTED by the Redwood County Board of Commissioners this 12th day of December, 2023

Jim Salfer, Chair
Redwood County Board of Commissioners

Vicki Kletscher
County Administrator

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**Resolution Authorizing the Redwood County Auditor-Treasurer
To Make Electronic Funds Transfer in 2024**

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.

Adopted this 12th day of December, 2023.

Jim Salfer, Chair
Redwood County Board of Commissioners

Vicki Kletscher
County Administrator

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**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

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- 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;

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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.

Adopted this 12th day of December, 2023.

Jim Salfer, Chair
Redwood County Board of Commissioners

Vicki Kletscher
County Administrator

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Redwood County License Bureau

	MV County Fees	MV State Fees	DL County Fees	DL State Fees	Game & Fish County Fees	DNR County Fees	County Year End Total	State Year End Total
2019								
# of Transaction			4460		231	3843		
Total fees of transcation	146,034.00	3,183,591.27	35,203.97	95,778.38	213.75	7,633.00	189,084.72	3,279,369.65
2020								
# of Transaction			5426		146	3544		
Total fees of transcation	161,412.00	4,760,900.29	38,419.75	117,376.75	125.50	7,022.00	206,979.25	4,878,277.04
2021								
# of Transaction			4273		163	4296		
Total fees of transcation	State fee MV/DL	5,811,026.78	County fee MV/DL	208,973.90	147.5	8,994.00	218,115.40	5,811,026.78
2022								
# of Transaction			3858		180	4038		
Total fees of transcation	State Fee MV/DL	5,479,712.83	County fee MV/DL	201,994.17	176.75	8855.5	211,026.42	5,479,712.83
2023								
# of Transaction					158	4072		
Total fees of transcation	State Fee MV/DL	5,443,406.86	County fee MV/DL	193,036.37	\$146.00	\$8,386.50	201,568.87	5,511,106.55
			Reinstatement fees	77	(2 months taken)			

People helped out of county

(2 months) 639

3,279

4,005

2,904



REQUEST FOR BOARD ACTION

Requested Board Date: 12/12/2023	Originating Dept.: County Attorney
Preferred 2nd Date:	
Discussion Item: Cannabis Ordinance	Presenter: Jenna
	estimated time needed: 5 minutes
Board Action: <input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only

If Action, Board Motion Requested:

Proposed County Cannabis Ordinance review

Background Information:

[Empty text box for background information]

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

[Empty text box for administrators comments]

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****

**COUNTY OF REDWOOD
STATE OF MINNESOTA**

ORDINANCE No.: X

**ORDINANCE REGULATING THE USE OF CANNABIS AND
CANNABIS DERIVED PRODUCTS
IN PUBLIC PLACES**

THE REDWOOD COUNTY COMMISSIONERS HEREBY ORDAIN AS FOLLOWS:

SECTION 1. PURPOSE, INTENT, AND STATUTORY AUTHORITY

1.1 Statement of Purpose and Intent.

This Ordinance is adopted by the Redwood County Commissioners for the purpose of protecting public health and safety in accordance with its statutory obligations by regulating the use of Cannabis and Cannabis Derived Products in public places and places of public accommodation within Redwood County.

1.2 Statutory Authority.

By enacting 2023 Session Law, Chapter 63, H. F. No. 100 the Minnesota Legislature passed the adult-use cannabis bill, hereinafter “Session Law”. As of August 1, 2023, the Session Law legalized adult use, possession, and personal growth of cannabis under certain parameters.

The Session Law authorizes adoption of a local ordinance establishing a petty misdemeanor offense for public use of cannabis. See Session Law, Article 4, Sec. 19, Minn. Stat. 152.0263, Subd. 5, or successor statute.

The Local Public Health Act, Minn. Stat. 145A.01 through 145A.17, requires the governing body of a county to provide community health services. To further this obligation, Minn. Stat. 145A.05, subd. 1 authorizes adoption of ordinances to regulate actual or potential threats to public health.

Minn. Stat. 144.417, subd. 4 authorizes enforcement of local government ordinances which are more stringent than state law in protecting individuals from secondhand smoke or from involuntary exposure to aerosol or vapor from electronic delivery devices.

This Ordinance is enacted pursuant to and incorporates the following: Session Law; Session Law, Article 1, Sec. 1 Minn. Stat. 342.01; Session Law, Article 1, Sec. 9 Minn. Stat. 342.09 Subd. 1(b) or successor statute; Session Law, Article 4, Sec. 19 Minn. Stat. 152.0263, Subd. 5, or successor statute; Minn. Stat. 145A; and Minn. Stat. 144.417, subd. 4, or successor statute.

SECTION 2. DEFINITIONS

For purposes of this ordinance, the terms in this section have the meanings given them.

2.1 Adult-use cannabis flower. “Adult-use cannabis flower” means cannabis flower that is approved for sale by the office or is substantially similar to a product approved by the office.

Adult-use cannabis flower does not include medical cannabis flower, hemp plant parts, or hemp-derived consumer products.

2.2 Adult-use cannabis products. "Adult-use cannabis products" means a cannabis product that is approved for sale by the office or is substantially similar to a product approved by the office. Adult-use cannabis product includes edible cannabis products but does not include medical cannabinoid products or lower-potency hemp edibles.

2.3 Artificially derived cannabinoid. "Artificially derived cannabinoid" means a cannabinoid extracted from a cannabis plant, cannabis flower, hemp plant, or hemp plant parts with a chemical makeup that is changed after extraction to create a different cannabinoid or other chemical compound by applying a catalyst other than heat or light. Artificially derived cannabinoid includes but is not limited to any tetrahydrocannabinol created from cannabidiol but does not include cannabis concentrate, cannabis products, hemp concentrate, lower-potency hemp edibles, or hemp-derived consumer products.

2.4 Cannabinoid. "Cannabinoid" means any of the chemical constituents of hemp plants or cannabis plants that are naturally occurring, biologically active, and act on the cannabinoid receptors of the brain. Cannabinoid includes but is not limited to tetrahydrocannabinol and cannabidiol.

2.5 Cannabis concentrate. "Cannabis concentrate" means:

- (1) the extracts and resins of a cannabis plant or cannabis flower;
- (2) the extracts or resins of a cannabis plant or cannabis flower that are refined to increase the presence of targeted cannabinoids; or
- (3) a product that is produced by refining extracts or resins of a cannabis plant or cannabis flower and is intended to be consumed by combustion or vaporization of the product and inhalation of smoke, aerosol, or vapor from the product.
- (4) Cannabis concentrate does not include hemp concentrate, artificially derived cannabinoid, or hemp-derived consumer products.

2.6 Cannabis flower. "Cannabis flower" means the harvested flower, bud, leaves, and stems of a cannabis plant. Cannabis flower includes adult-use cannabis flower and medical cannabis flower. Cannabis flower does not include cannabis seed, hemp plant parts, or hemp-derived consumer products.

2.7 Cannabis plant. "Cannabis plant" means all parts of the plant of the genus Cannabis that is growing or has not been harvested and has a delta-9 tetrahydrocannabinol concentration of more than 0.3 percent on a dry weight basis.

2.8 Cannabis product. "Cannabis product" means any of the following:

- (1) cannabis concentrate;

(2) a product infused with cannabinoids, including but not limited to tetrahydrocannabinol, extracted or derived from cannabis plants or cannabis flower; or

(3) any other product that contains cannabis concentrate.

(4) Cannabis product includes adult-use cannabis products, including but not limited to edible cannabis products and medical cannabinoid products. Cannabis product does not include cannabis flower, artificially derived cannabinoid, lower-potency hemp edibles, hemp-derived consumer products, or hemp-derived topical products.

2.9 Cannabis seed. "Cannabis seed" means the viable seed of the plant of the genus Cannabis that is reasonably expected to grow into a cannabis plant. Cannabis seed does not include hemp seed.

2.10 Division of Medical Cannabis. "Division of Medical Cannabis" means a division housed in the Office of Cannabis Management that operates the medical cannabis program.

2.11 Edible cannabis product. "Edible cannabis product" means any product that is intended to be eaten or consumed as a beverage by humans; contains a cannabinoid other than an artificially derived cannabinoid in combination with food ingredients; is not a drug; and is a type of product approved for sale by the office, or is substantially similar to a product approved by the office including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods. Edible cannabis product does not include lower-potency hemp edibles.

2.12 Hemp concentrate. "Hemp concentrate" means:

(1) the extracts and resins of a hemp plant or hemp plant parts;

(2) the extracts or resins of a hemp plant or hemp plant parts that are refined to increase the presence of targeted cannabinoids; or

(3) a product that is produced by refining extracts or resins of a hemp plant or hemp plant parts and is intended to be consumed by combustion or vaporization of the product and inhalation of smoke, aerosol, or vapor from the product.

(4) Hemp concentrate does not include artificially derived cannabinoids, lower-potency hemp edibles, hemp-derived consumer products, or hemp-derived topical products.

2.13 Hemp derived consumer products.

(1) "Hemp derived consumer products" means a product intended for human or animal consumption, does not contain cannabis flower or cannabis concentrate, and:

(i) contains or consists of hemp plant parts; or

(ii) contains hemp concentrate or artificially derived cannabinoids in combination with other ingredients.

(2) Hemp-derived consumer products does not include artificially derived cannabinoids, lower-potency hemp edibles, hemp-derived topical products, hemp fiber products, or hemp grain.

2.14 Hemp-derived topical product. "Hemp-derived topical product" means a product intended for human or animal consumption that contains hemp concentrate, is intended for application externally to a part of the body of a human or animal, and does not contain cannabis flower or cannabis concentrate.

2.15 Hemp fiber product. "Hemp fiber product" means an intermediate or finished product made from the fiber of hemp plant parts that is not intended for human or animal consumption. Hemp fiber product includes but is not limited to cordage, paper, fuel, textiles, bedding, insulation, construction materials, compost materials, and industrial materials.

2.16 Hemp grain. "Hemp grain" means the harvested seeds of the hemp plant intended for consumption as a food or part of a food product. Hemp grain includes oils pressed or extracted from harvested hemp seeds.

2.17 Hemp plant. "Hemp plant" means all parts of the plant of the genus Cannabis that is growing or has not been harvested and has a delta-9 tetrahydrocannabinol concentration of no more than 0.3 percent on a dry weight basis.

2.18 Hemp plant parts. "Hemp plant parts" means any part of the harvested hemp plant, including the flower, bud, leaves, stems, and stalk, but does not include derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers that are separated from the plant. Hemp plant parts does not include hemp fiber products, hemp grain, or hemp seed.

2.19 Hemp seed. "Hemp seed" means the viable seed of the plant of the genus Cannabis that is intended to be planted and is reasonably expected to grow into a hemp plant. Hemp seed does not include cannabis seed or hemp grain.

2.20 Lower-potency hemp edible. A "lower-potency hemp edible" means any product that:

- (1) is intended to be eaten or consumed as a beverage by humans;
- (2) contains hemp concentrate or an artificially derived cannabinoid; in combination with food ingredients;
- (3) is not a drug;
- (4) consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, 25 milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts;
- (5) does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving;
- (6) does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol;
- (7) does not contain a cannabinoid derived from cannabis plants or cannabis flower; and

(8) is a type of product approved for sale by the office or is substantially similar to a product approved by the office, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

2.21 Medical cannabis business. "Medical cannabis business" means an entity licensed by the Office to engage in one or more of the following:

- (1) the cultivation of cannabis plants for medical cannabis flower;
- (2) the manufacture of medical cannabinoid products; and
- (3) the retail sale of medical cannabis flower and medical cannabinoid products.

2.22 Medical cannabis flower. "Medical cannabis flower" means cannabis flower provided to a patient enrolled in the registry program; a registered designated caregiver; or a parent, legal guardian, or spouse of an enrolled patient by a cannabis retailer or medical cannabis business to treat or alleviate the symptoms of a qualifying medical condition. Medical cannabis flower does not include adult-use cannabis flower.

2.23 Medical cannabinoid product. "Medical cannabinoid product" means a product that:

- (1) consists of or contains cannabis concentrate or hemp concentrate or is infused with cannabinoids, including but not limited to artificially derived cannabinoids;
- (2) is provided to a patient enrolled in the registry program; a registered designated caregiver; or a parent, legal guardian, or spouse of an enrolled patient, by a cannabis retailer or medical cannabis retailer to treat or alleviate the symptoms of a qualifying medical condition.
- (3) A medical cannabinoid product must be in the form of:
 - (1) liquid, including but not limited to oil;
 - (2) pill;
 - (3) liquid or oil for use with a vaporized delivery method;
 - (4) water-soluble cannabinoid multiparticulate, including granules, powder, and sprinkles;
 - (5) orally dissolvable product, including lozenges, gum, mints, buccal tablets, and sublingual tablets;
 - (6) edible products in the form of gummies and chews;
 - (7) topical formulation; or
 - (8) any allowable form or delivery method approved by the office.

(4) Medical cannabinoid product does not include adult-use cannabis products or hemp-derived consumer products.

2.24 Medical cannabis flower. "Medical cannabis flower" means cannabis flower provided to a patient enrolled in the registry program; a registered designated caregiver; or a parent, legal guardian, or spouse of an enrolled patient by a cannabis retailer or medical cannabis business to treat or alleviate the symptoms of a qualifying medical condition. Medical cannabis flower does not include adult-use cannabis flower.

2.25 Medical cannabis paraphernalia. "Medical cannabis paraphernalia" means a delivery device, related supply, or educational material used by a patient enrolled in the registry program to administer medical cannabis and medical cannabinoid products.

2.26 Office. "Office" means the Office of Cannabis Management.

2.27 Patient. "Patient" means a Minnesota resident who has been diagnosed with a qualifying medical condition by a health care practitioner and who has met all other requirements for patients under this chapter to participate in the registry program.

2.28 Public place. A "public place" means a public park or trail, public recreation area, public street or sidewalk, any publicly owned property, and any enclosed area used by the general public, including but not limited to theaters; restaurants; bars; food establishments and their outdoor curtilage; places licensed to sell intoxicating liquor, wine, or malt beverages; retail businesses; gyms; common areas in buildings; public shopping areas; auditoriums; arenas; or other places of public accommodation.

2.29 Place of public accommodation. "Place of public accommodation" means a business, any form of public transportation, or any refreshment, entertainment, or recreation facility of any kind, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public.

2.30 Exceptions to public place or place of public accommodation. Public Place and Place of Public Accommodation do not include the following:

1. a private residence, including the individual's curtilage or yard.
2. a private property, not generally accessible by the public, unless the individual is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; or
3. the premises of an establishment or event licensed to permit on-site consumption.

2.31 Qualifying medical condition. "Qualifying medical condition" means a diagnosis of any of the following conditions:

- (1) Alzheimer's disease;
- (2) autism spectrum disorder that meets the requirements of the fifth edition of the Diagnostic and Statistical Manual of Mental Disorders published by the American Psychiatric Association;

- (3) cancer, if the underlying condition or treatment produces one or more of the following:
 - (i) severe or chronic pain;
 - (ii) nausea or severe vomiting; or
 - (iii) cachexia or severe wasting;
- (4) chronic motor or vocal tic disorder;
- (5) chronic pain;
- (6) glaucoma;
- (7) human immunodeficiency virus or acquired immune deficiency syndrome;
- (8) intractable pain as defined in Minn. Stat. 152.125, subdivision 1, paragraph (c);
- (9) obstructive sleep apnea;
- (10) post-traumatic stress disorder;
- (11) Tourette's syndrome;
- (12) amyotrophic lateral sclerosis;
- (13) seizures, including those characteristic of epilepsy;
- (14) severe and persistent muscle spasms, including those characteristic of multiple sclerosis;
- (15) inflammatory bowel disease, including Crohn's disease;
- (16) irritable bowel syndrome;
- (17) obsessive-compulsive disorder;
- (18) sickle cell disease;
- (19) terminal illness, with a probable life expectancy of under one year, if the illness or its treatment produces one or more of the following:
 - (i) severe or chronic pain;
 - (ii) nausea or severe vomiting; or
 - (iii) cachexia or severe wasting; or
- (20) any other medical condition or its treatment approved by the office.

2.32 Registered designated caregiver. "Registered designated caregiver" means an individual who:

- (1) is at least 18 years old;
- (2) is not disqualified for a criminal offense according to rules adopted pursuant to Minn. Stat. 342.15, subdivision 2;
- (3) has been approved by the Division of Medical Cannabis to assist a patient with obtaining medical cannabis flower and medical cannabinoid products from a cannabis retailer or medical cannabis retailer and with administering medical cannabis flower and medical cannabinoid products; and
- (4) is authorized by the Division of Medical Cannabis to assist a patient with the use of medical cannabis flower and medical cannabinoid products.

2.33 Registry or registry program. "Registry" or "registry program" means the patient registry established under this chapter listing patients authorized to obtain medical cannabis flower, medical cannabinoid products, and medical cannabis paraphernalia from cannabis retailers and medical cannabis retailers and administer medical cannabis flower and medical cannabinoid products.

2.34 Smoking. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products. Smoking includes carrying or using an activated electronic delivery device for human consumption through inhalation of aerosol or vapor from the product.

SECTION 3. JURISDICTION

This Ordinance shall be applicable within the legal boundaries of the County with the exception of those cities or townships that have adopted their own ordinance establishing standards for public use of cannabis within their jurisdiction. It is the intention of this Ordinance that a properly enacted city or township ordinance shall supersede and preempt this ordinance within its jurisdiction.

SECTION 4. PROHIBITED ACTS

Subd. 1. No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless an exception as stated in Section 2.30 of this Ordinance applies.

Subd. 2. No person shall vaporize or smoke cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products in any location where the smoke, aerosol, or vapor would be inhaled by a minor.

SECTION 5. PENALTY

Subd. 1. Criminal Penalty. A violation of this ordinance shall be a petty misdemeanor punishable by a fine of up to \$300. Nothing in this ordinance shall prohibit the United States, the State of Minnesota, or the County from investigating or prosecuting any other activity that is a crime under any other federal or state statute or county ordinance.

SECTION 6. SEVERABILITY

If any section or provision of this ordinance is held invalid, such invalidity will not affect other sections or provisions that can be given force and effect without the invalidated section or provision.

SECTION 6. EFFECTIVE DATE

This ordinance shall be in full force and effect immediately from and after its passage and publication as required by law.

ADOPTED by the Redwood County Board of Commissioners this _____ day of _____, 2023.

James Salfer, Redwood County Board Chair

Attest: _____



REQUEST FOR BOARD ACTION

Requested Board Date:	December 12, 2023	Originating Department:	Environmental
Preferred 2nd Date:			
Discussion Item:	Presenter: Jeanette Pidde		
Application for Rezoning 1-23r	estimated time needed:	5 minutes	
Board Action:	<input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Following the recommendation of the Planning Commission, denial of Application for Rezoning #1-23r to rezone a 4-acre lot in Paxton Township from A-Agricultural to B-1 Highway Service Business District.

Background Information:

The location is adjacent to an R-1 Rural Residential Zone, on a gravel road off of Highway 71. Concerns were raised regarding noise, privacy, traffic, drainage, and sewer/water services. The Planning Commission noted that if the area were rezoned, it would open it up to more businesses than just the proposed storage sheds, and there is no way to put restrictions in place through rezoning. Applicant stated there is a need for truck parking in and around Redwood Falls. The Planning Commission noted that truck parking and repair shops have potential to create noise issues for neighboring residences.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****



AGENDA

REDWOOD COUNTY PLANNING COMMISSION

Tuesday, November 28th, 2023 – 1:00 p.m.

1. Call to Order
2. Public Hearing on Application for Rezoning filed by Eric Linsmeier and Heidi Linsmeier on behalf of O&E Properties LLC, continued from July meeting
3. Other Business:
 - a. Review and approve the minutes from the October 31st Planning Commission meeting
 - b. Any other business

TO: Redwood County Planning Commission

FROM: Jeanette Pidde
Land Use and Zoning Supervisor
Redwood County Environmental Office



DATE: November 14, 2023

RE: Planning Commission Hearing on November 28, 2023

A meeting of the Redwood County Planning Commission has been scheduled for Tuesday, the 28th day of November, 2023, beginning at 1:00 o'clock p.m. in the Learning Center located in the Redwood County Government Center, 403 South Mill Street, Redwood Falls, MN 56283.

The meeting will involve one (1) public hearing. A brief summary of the subject matter of the hearings is set forth below.

1. Continuation of public hearing on Application for Rezoning submitted by Eric & Heidi Linsmeier on behalf of O&E Properties LLC.

Since the last public hearing on this application, Linsmeiers have obtained a storm-water pollution prevention plan and applied for a Temporary Grading and Filling Permit.

History:

Eric and Heidi Linsmeier are requesting to rezone a two-lot parcel located on 340th Street, about 380 feet from US Highway 71. Specifically, these are Lots 2 and 3 of Block 1, Linsmeier Addition. The present zoning district is Agricultural. Linsmeiers propose to rezone the parcel to the B-1 Highway Service Business District.

The property currently consists of a vacant/grass lot and a gravel parking lot. Linsmeiers plan to construct storage sheds on the lots for use by residential and business owners. Linsmeiers have future plans to further subdivide the property and construct additional storage buildings, which would then be sold condominium style. Linsmeiers are working with Paxton Township on the future subdivision plan.

The adjacent properties consist of residential homes to the south (R-1 district), bare lot and homes to the west (Agricultural district), and agricultural land to the east and across 340th Street to the north. The property is located within 2 miles of the City of Redwood Falls.

A copy of the Stormwater Pollution Prevention Plan (SWPPP) is enclosed.

TO: Whom It May Concern

FROM: Jeanette Pidde 
Land Use and Zoning Supervisor
Redwood County Environmental Office



DATE: November 13, 2023

RE: Notice of Continuation Hearing on Rezoning Application

Please find enclosed a *Notice of Continuation Hearing* regarding an *Application for Rezoning* filed by Eric Linsmeier on behalf of O&E Properties LLC, pursuant to Redwood County Code of Ordinances Section 153.008, to rezone from "A" Agricultural District to "B-1" Highway Service Business District, certain property in the County of Redwood, State of Minnesota, described as follows:

Lot 2 and Lot 3, Block 1, Linsmeier Addition

The continuation of the public hearing thereon will be held before the Redwood County Planning Commission at the regularly scheduled Planning Commission meeting starting at 1:00 o'clock p.m. on Tuesday, the 28th day of November, 2023. The meeting will be held in the Learning Center in the Redwood County Government Center, 403 South Mill Street, Redwood Falls, MN 56283.

Pursuant to Redwood County Zoning Ordinance, all property owners of record within five hundred (500) feet in incorporated areas and/or one-half (1/2) of a mile of the affected property, the township in which the affected property is located, and all municipalities within two (2) miles of the property are required to be notified in writing of the time and place of the public hearing.

If you have any comments or questions regarding this matter, please contact the Redwood County Environmental Office by telephone at (507) 637-4023, via email at Environmental@co.redwood.mn.us, or in writing at *Redwood County Environmental Office, P.O. Box 130, Redwood Falls, MN 56283*.

Enclosure



**NOTICE OF CONTINUATION HEARING
ON APPLICATION FOR REZONING**

The continuation of the public hearing on Eric Linsmeier's *Application for Rezoning* on behalf of O&E Properties LLC, to rezone from Agricultural to Highway Service Business District the property in Redwood County, Minnesota, described as Lot 2 and Lot 3, Block 1, Linsmeier Addition, shall be held at the regularly scheduled Planning Commission meeting starting at 1:00 p.m. on Tuesday, the 28th day of November, 2023, in the Learning Center in the Redwood County Government Center, 403 South Mill Street, Redwood Falls, MN 56283.

If you have any comments or questions, please contact the Redwood County Environmental Office at (507) 637-4023 or in writing at P.O. Box 130, Redwood Falls, MN 56283.

DATED: November 9, 2023

Jeanette Pidde
Land Use & Zoning Supervisor
Redwood County Environmental Office

AFFIDAVIT OF SERVICE VIA U.S. MAIL

STATE OF MINNESOTA)
) ss
COUNTY OF REDWOOD)

RE: Continued *Application for Rezoning* submitted by Eric Linsmeier on behalf of O&E Properties LLC, Permit Application No. 1-23r


I, Lali Ortega, a person not less than eighteen (18) years of age, being first duly sworn upon oath, hereby state a copy of the following:

- 1. Notice of Public Hearing on Continued *Application for Rezoning*; and**
- 2. Continued Notice of Public Hearing**

were duly served upon:

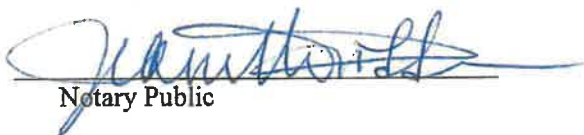
-SEE ATTACHED-

by enclosing a copy of the same in an envelope, with postage prepaid, and depositing said envelope in a United States Postal Service mailbox located at Redwood Falls, Minnesota on the 13th day of November, 2023.



Lali Ortega
Environmental Administrative Assistant

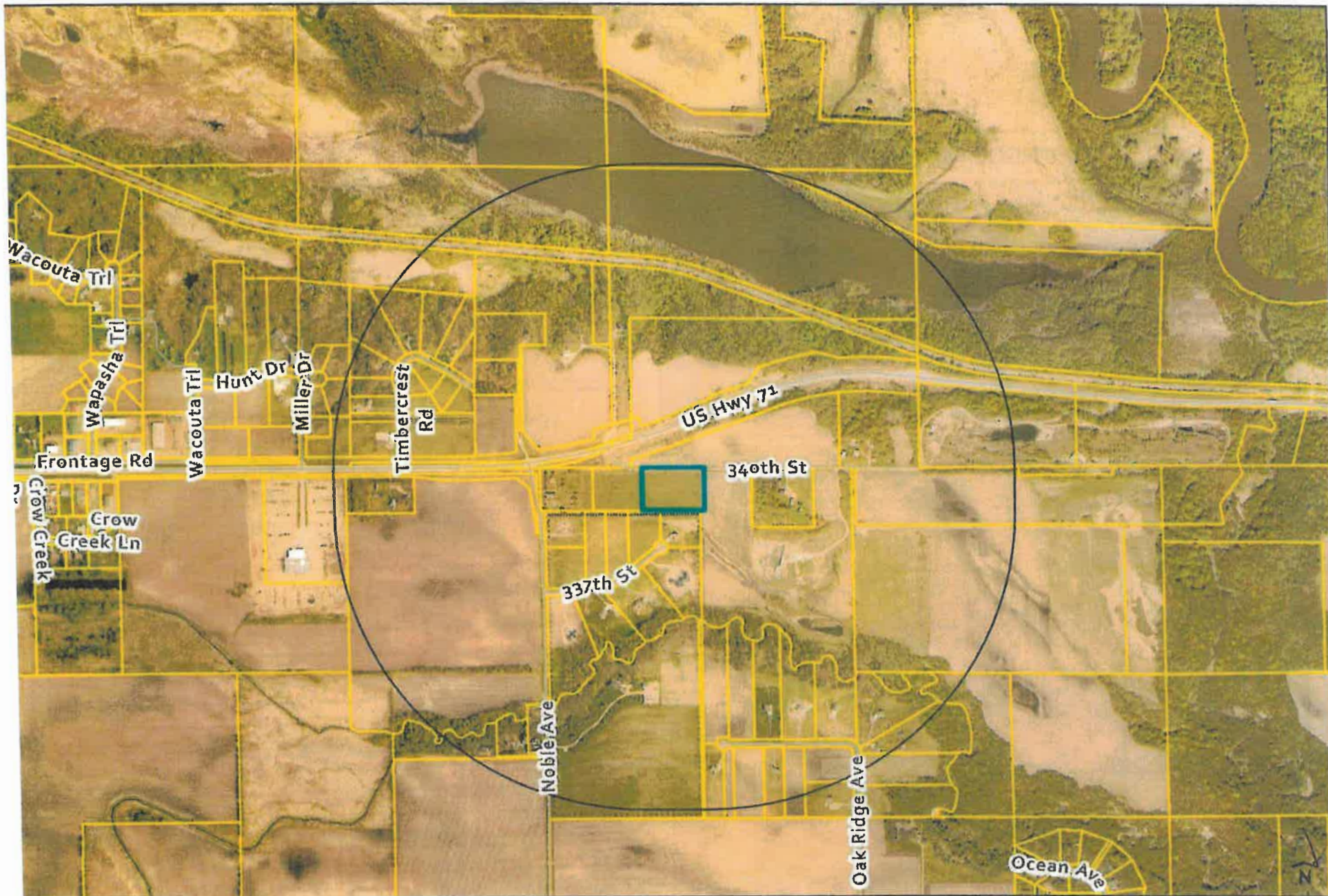
Subscribed and sworn to before me, a Notary Public, on this 13th day of November, 2023,
by Lali Ortega.




Notary Public



Parcel ID	C/O	OWNER	C/O	Address	PO Box	CITY	STATE	ZIP
621343040		ANDERSON/ROSS A		103 N GROVE		REDWOOD FALLS	MN	56283
621343120		ANDERSON/STEVEN S & JOYCE		37103 US HWY 71		REDWOOD FALLS	MN	56283
626240040		BEDNAREK/DALE R & MICHELE L		37037 337 ST		REDWOOD FALLS	MN	56283-3125
620041040		BRANDT PROPERTIES CO		PO BOX 230		FARGO	ND	58107-0230
626250180		BURCHFIELD/NICOLE A/ &	CHRISTOPHER J BURCHFIELD	103 NORTHWOOD DR		REDWOOD FALLS	MN	56283
621344060		CEPLECHA/JONATHAN F & NATAE		37105 US HWY 71		REDWOOD FALLS	MN	56283-4163
620044060		DALLENBACH/JONATHAN P		33448 NOBLE AVE		REDWOOD FALLS	MN	56283-2757
621343100	STATE OF MINNESOTA IN TRUST	DNR-REAL ESTATE MGT	ATTN: TAX SPECIALIST	PO BOX 45		ST PAUL	MN	55155
620032040		ELLER/ALAN D		33991 NOBLE AVE		REDWOOD FALLS	MN	56283
620044040		ENGSTROM/EUGENE A/ &	SHIRLEY A	33432 NOBLE AVE		REDWOOD FALLS	MN	56283
627700160		FENSKE/GENE A & JANICE L		34042 TIMBERCREST RD		REDWOOD FALLS	MN	56283
626250060		FRIESE/JOSHUA & RACHEL		33359 OAK RIDGE AVE		REDWOOD FALLS	MN	56283
620044070		GREEN/MAXIMIN AUBREY/ &	SANDRA JEANNE GREEN	3356 BOONE CIR N		REDWOOD FALLS	MN	56283
626250280		HAMMER/MICHAEL R & STACY J		33506 OAK RIDGE AVE		NEW HOPE	MN	55427
626240020		HANNA/TIMOTHY J	& AMY J WENDINGER	33865 NOBLE AVE		REDWOOD FALLS	MN	56283-2833
626250220	PROUTY PROPERTIES LLC	HARAZIN/DOUGLAS P & TAMERA		33570 OAK RIDGE AVE		REDWOOD FALLS	MN	56283
627400060		HARRINGTON/JEANNETTE ANNE	ETAL	13972 FALCON AVE		APPLE VALLEY	MN	55124-3312
620044020		HUSEBY/TAMMY S		33460 NOBLE AVE		REDWOOD FALLS	MN	56283
627700020		KERKHOFF/MERVIN E & SALLY J		38267 280 ST		REDWOOD FALLS	MN	56283
626240120		LANG/BRENT & HOPE		37219 337 ST		REDWOOD FALLS	MN	56283-2846
626240200		LIMOGES/BRADLEY D & JEANNE P		37022 337 ST		REDWOOD FALLS	MN	56283-2837
626240100		LIMOGES/TYLER & KELSI		473 PONDEROSA RD		REDWOOD FALLS	MN	56283-2558
626240160		LINSMEIER/ERIC & HEIDI		37132 337 ST		REDWOOD FALLS	MN	56283-2841
626240060		MANNING/TWAIN		393 LASER TRL		REDWOOD FALLS	MN	56283
626250120		MAURER/CAMERON R & GINA B		33453 OAK RIDGE AVE		REDWOOD FALLS	MN	56283
620041020		MINNESOTA DEPARTMENT OF	VETERAN AFFAIRS	20 WEST 12 ST		ST PAUL	MN	55155
620041000		MINNESOTA/STATE OF	TRANSPORTATION BUILDING	395 JOHN IRELAND BLVD		ST PAUL	MN	55155
629980040		MN VALLEY REGIONAL RAIL AUTH-		200 S MILL ST		REDWOOD FALLS	MN	56283
621343170		NIELAND/JONI J		108 W PLEASANT ST		REDWOOD FALLS	MN	56283-1059
621343085		OKINS/LARRY E & LINDA		36983 US HWY 71		REDWOOD FALLS	MN	56283
620032060		PASKEWITZ/BARRY J & DEBORAH		33511 NOBLE AVE		REDWOOD FALLS	MN	56283
627700120		PASKEWITZ/DAVID		34206 TIMBERCREST RD		REDWOOD FALLS	MN	56283
626240140		PASKEWITZ/DUANE P & RENEE		37140 337 ST		REDWOOD FALLS	MN	56283
627700060		PASKEWITZ/WESLEY G & MONICA		34368 TIMBERCREST RD		REDWOOD FALLS	MN	56283
626250320		PENDLETON/BRIAN & AMY		33268 OAK RIDGE AVE		REDWOOD FALLS	MN	56283-2840
626250280		PENDLETON/TIANNA & ZAKARY		33460 OAK RIDGE AVE		REDWOOD FALLS	MN	56283
621343130		PLUMB/CATHERINE A		4010 ZANZIBAR LN N		PLYMOUTH	MN	55446-1359
626250140		PRESCHER/GREGORY S		33503 OAK RIDGE AVE		REDWOOD FALLS	MN	56283
620032080		PROUTY PROPERTIES LLC		33375 OAK RIDGE AVE		REDWOOD FALLS	MN	56283
626250080		PROUTY/BRENT J & CATHERINE L		33375 OAK RIDGE AVE		REDWOOD FALLS	MN	56283
621353020		RASMUSSEN/MICHAEL R/ &	TRACY L	37924 US HWY 71		REDWOOD FALLS	MN	56283
626240180		REBSTOCK/JOSEPH R & JENNA J		37086 337 ST		REDWOOD FALLS	MN	56283
620032020		REBSTOCK/ROBERT D & LORI A		37407 340 ST		REDWOOD FALLS	MN	56283
621343180		REDWOOD FALLS CONGREGATION OF JEHOVAH'S WITNESSES		34020 TIMBERCREST RD		REDWOOD FALLS	MN	56283
626250160		RUHR/CHAD/ &	JACQUELINE RECK	33555 OAK RIDGE AVE		REDWOOD FALLS	MN	56283
626250100		SCHABLIN/DOUGLAS A & CINDY L		33405 OAK RIDGE AVE		REDWOOD FALLS	MN	56283
620031040		SCHMIDT/WILLIAM & NORMA		30103 US HWY 71		REDWOOD FALLS	MN	56283
620041080		STAGE/LINDA R		36780 US HWY 71		REDWOOD FALLS	MN	56283
626250240		STASKA/HOWARD C		33522 OAK RIDGE AVE		REDWOOD FALLS	MN	56283
621343140		TIMBERCREST PROPERTIES INC	% GENE DAHMS	106 COVINGTON DR		REDWOOD FALLS	MN	56283-1957
627700080		TOLAND/DANIEL M & BETH R		34236 TIMBERCREST RD		REDWOOD FALLS	MN	56283
627700100		WALZ/RAYMOND O & MARY E		230 E 3RD ST		REDWOOD FALLS	MN	56283
626250040		WHITE/ANDREW G & AMY L		PO BOX 802		LYONS	OR	97358
		TOWNSHIP OF PAXTON	c/o TAMMY HOULE	36235 US HWY 71		REDWOOD FALLS	MN	56283
		REDWOOD FALLS CITY COUNCIL	333 S WASHINGTON ST	PO BOX 526		REDWOOD FALLS	MN	56283



 Selected Parcel

 Municipal Boundaries

Parcel ID: 62-540-2040

 Notification Area

 Sections

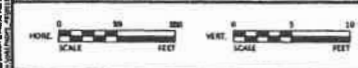
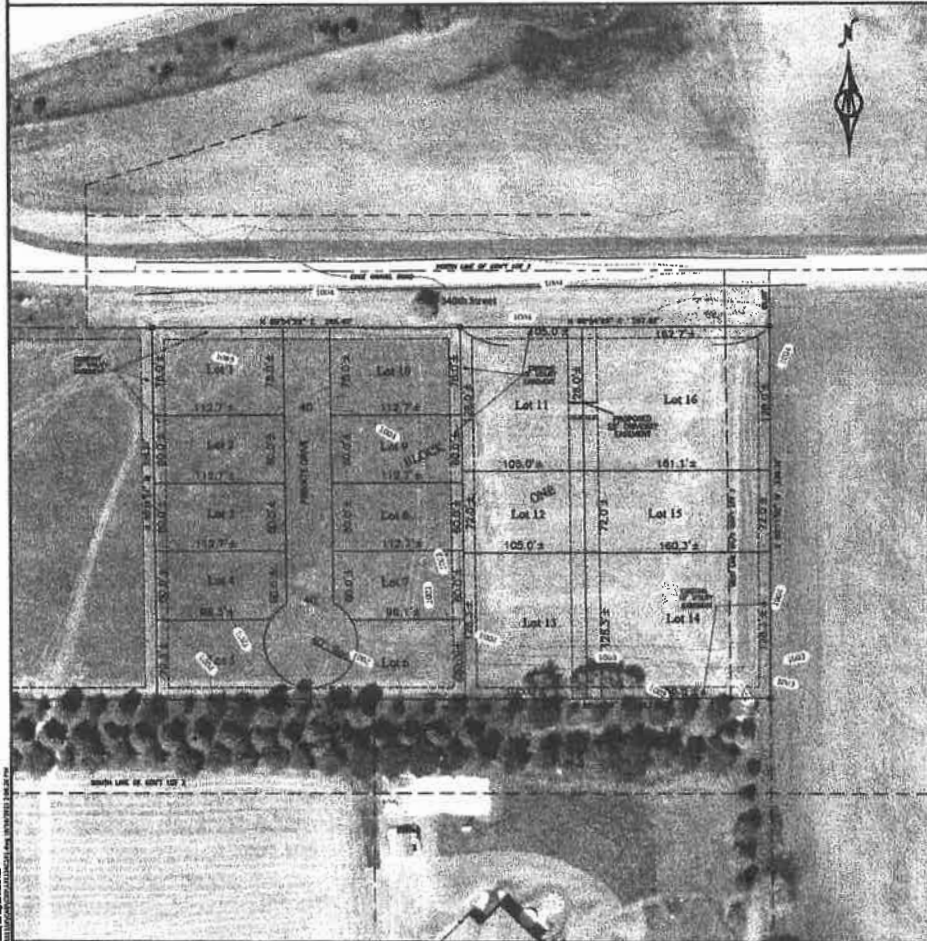
**Rezoning Notification Area:
0.50 miles from selected parcel**

0 500 1,000 2,000
Feet

 Parcels

 Roads

REDWOOD FALLS, MN
 CONSTRUCTION PLANS FOR
LINSMEIER ADDITION
 OCTOBER, 2023



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATIONS AND CONTRACT AGREEMENTS WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Shawn P. Luter
 SHAWN P. LUTER, P.E.
 AC No. 86756 Date: 10/18/2023



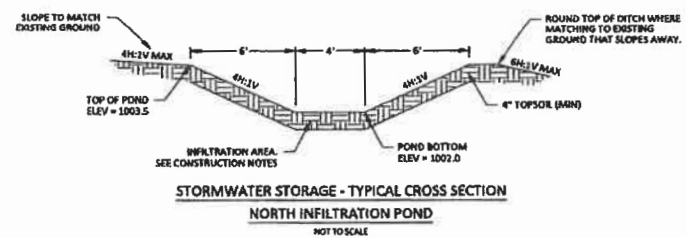
134 S CEDAR STREET NE
 SLEPPYVILLE, MINNESOTA 56085
 Phone: (507) 794-5241
 Email: shawn@bolton-menk.com
 www.bolton-menk.com

NO.	DATE	DESCRIPTION
1	10/18/23	MCM
2		SPL
3		
4		
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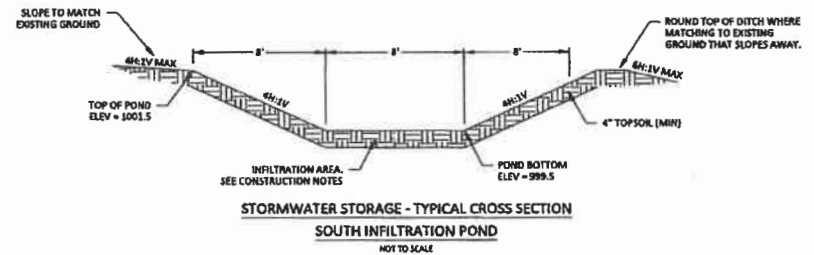
O&E Properties LLC
 Linsmeier Addition, Redwood Falls, MN
INFILTRATION PONDS
 PROJECT OVERVIEW

SHEET
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 OF
 6

DETAILS



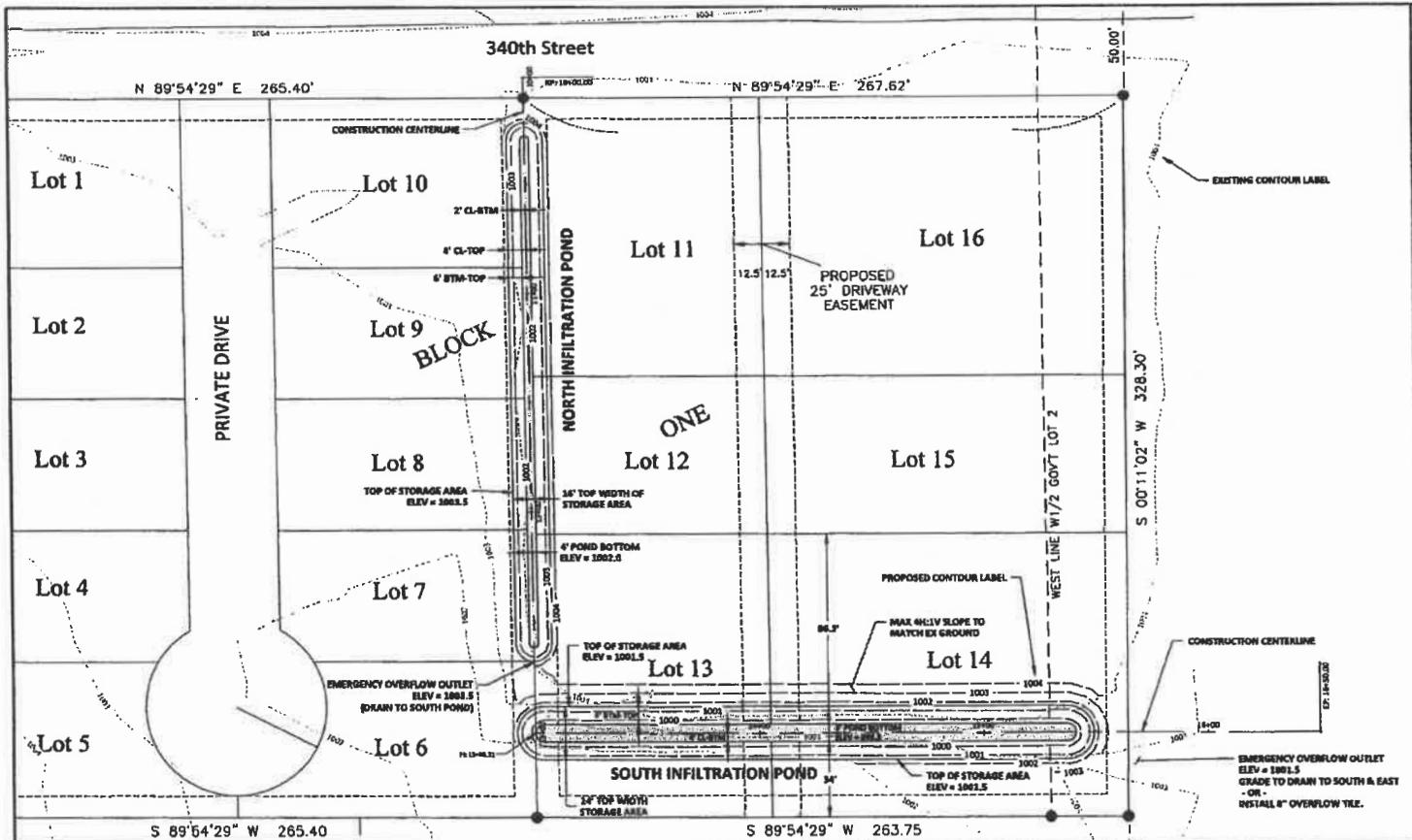
STORMWATER STORAGE - TYPICAL CROSS SECTION
 NORTH INFILTRATION POND
 NOT TO SCALE



STORMWATER STORAGE - TYPICAL CROSS SECTION
 SOUTH INFILTRATION POND
 NOT TO SCALE

CONSTRUCTION NOTES:

1. THE OWNER OR OWNER'S CONTRACTOR (PERMITTEE) IS RESPONSIBLE FOR APPLYING FOR AND FOLLOWING ALL REQUIREMENTS OF THE MOST RECENT "CONSTRUCTION STORMWATER GENERAL PERMIT".
2. CONSTRUCTION MAY NOT BEGIN UNTIL COVERAGE IS OBTAINED UNDER THE CONSTRUCTION STORMWATER GENERAL PERMIT.
3. PERMITTEES MUST NOT EXCAVATE INFILTRATION SYSTEMS TO FINAL GRADE, OR WITHIN THREE (3) FEET OF FINAL GRADE, UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN CONSTRUCTED AND FULLY STABILIZED UNLESS THEY PROVIDE RIGOROUS EROSION PREVENTION AND SEDIMENT CONTROLS (E.G., DIVERSION BERMS) TO KEEP SEDIMENT AND RUNOFF COMPLETELY AWAY FROM THE INFILTRATION AREA.
4. WHEN EXCAVATING AN INFILTRATION SYSTEM TO WITHIN THREE (3) FEET OF FINAL GRADE, PERMITTEES MUST STAKE OFF AND MARK THE AREA SO HEAVY CONSTRUCTION VEHICLES OR EQUIPMENT DO NOT COMPACT THE SOIL IN THE INFILTRATION AREA. [MINN. R. 7090]
5. PERMITTEES MUST PROVIDE AT LEAST ONE SOIL BORING, TEST PIT OR INFILTRATOR TEST IN THE LOCATION OF THE INFILTRATION PRACTICE FOR DETERMINING INFILTRATION RATES. [MINN. R. 7090]
6. FOR DESIGN PURPOSES, PERMITTEES MUST OBTAIN FIELD MEASURED INFILTRATION RATES BY 2 AS A SAFETY FACTOR OR PERMITTEES CAN USE SOIL BORING RESULTS WITH THE INFILTRATION RATE CHART IN THE MINNESOTA STORMWATER MANUAL TO DETERMINE DESIGN INFILTRATION RATES. WHEN SOIL BORINGS INDICATE TYPE A SOILS, PERMITTEES SHOULD PERFORM FIELD MEASUREMENTS TO VERIFY THE RATE IS NOT ABOVE 8.3 INCHES PER HOUR. THIS PERMIT PROHIBITS INFILTRATION IF THE FIELD MEASURED INFILTRATION RATE IS ABOVE 8.3 INCHES PER HOUR. [MINN. R. 7090]
7. THE INFILTRATION SYSTEM SHOWN IN THESE PLANS WAS DESIGNED USING 3 INCH PER HOUR INFILTRATION RATE. PER THE CONSTRUCTION STORMWATER GENERAL PERMIT, THE FIELD MEASURE RATE MUST BE A MINIMUM OF 2 INCHES PER HOUR, AND NOT MORE THAN 8.3 INCHES PER HOUR.
8. THE CONSTRUCTION STORMWATER GENERAL PERMIT PROHIBITS PERMITTEES FROM CONSTRUCTING INFILTRATION SYSTEMS IN AREAS WHERE SOIL INFILTRATION RATES ARE FIELD MEASURED AT MORE THAN 8.3 INCHES PER HOUR UNLESS THEY AMEND SOILS TO SLOW THE INFILTRATION RATE BELOW 8.3 INCHES PER HOUR. [MINN. R. 7090]
9. PERMITTEES MUST EMPLOY APPROPRIATE ON-SITE TESTING TO ENSURE A MINIMUM OF THREE (3) FEET OF SEPARATION FROM THE SEASONALLY SATURATED SOILS (OR FROM BEDROCK) AND THE BOTTOM OF THE PROPOSED INFILTRATION SYSTEM. [MINN. R. 7090]
10. THE CONSTRUCTION STORMWATER GENERAL PERMIT PROHIBITS PERMITTEES FROM CONSTRUCTING INFILTRATION SYSTEMS IN AREAS WITH LESS THAN THREE (3) FEET OF SEPARATION DISTANCE FROM THE BOTTOM OF THE INFILTRATION SYSTEM TO THE ELEVATION OF THE SEASONALLY SATURATED SOILS OR THE TOP OF BEDROCK. [MINN. R. 7090]
11. SHOULD THE TESTING REQUIRED BY THE CONSTRUCTION STORMWATER GENERAL PERMIT SHOW THAT THE PROPOSED INFILTRATION DESIGN IS NOT ADEQUATE, THE OWNER SHALL CEASE CONSTRUCTION AND EVALUATE OTHER TREATMENT OPTIONS AS ALLOWED BY THE CONSTRUCTION STORMWATER GENERAL PERMIT.



INFILTRATION POND CALCULATIONS

NEW IMPERVIOUS AREA = 8.00 ACRES
 TOTAL STORAGE NEEDED = NEW IMPERVIOUS AREA x 1" (RAINFALL EVENT)
 TOTAL STORAGE NEEDED = 8.00 ACRES x (2.74 1/12")
 TOTAL STORAGE NEEDED = 0.25 ACRES-FT
 TOTAL STORAGE NEEDED = 10,890 CU FT

STORAGE CREATED BY NORTH INFILTRATION POND

TYPICAL CROSS-SECTION = TRAPEZOIDAL = (BASE+TOP)/2 x HEIGHT
 TYPICAL CROSS-SECTION = (4' + 16')/2 x 1.5'
 TYPICAL CROSS-SECTION = 15 SQ FT/FT
 DESIGN LENGTH = 230'
 NORTH POND STORAGE CREATED = DESIGN LENGTH x TYPICAL CROSS-SECTION
 NORTH POND STORAGE CREATED = 230' x 15 SQ FT
 NORTH POND STORAGE CREATED = 3,450 CU FT

NORTH INFILTRATION POND DESIGN DRAWDOWN

DRAWDOWN TIME = TOTAL STORAGE CREATED / (INFILTRATION RATE x BASE x TOTAL LENGTH PROPOSED)
 TOTAL STORAGE CREATED = 3,450 CU FT
 INFILTRATION RATE = 1 IN/HR (MINIMUM)*
 INFILTRATION RATE = 0.083 FT/HR (MINIMUM)*
 SOUTH POND DRAWDOWN TIME = 3,450 CU FT / (0.083 FT/HR x 4 FT x 230 FT)
 SOUTH POND DRAWDOWN TIME = 45 HR
 45 HR ≤ 48 HR
 THEREFORE THE NORTH POND DESIGN IS ADEQUATE

STORAGE CREATED BY SOUTH INFILTRATION POND

TYPICAL CROSS-SECTION = TRAPEZOIDAL = (BASE+TOP)/2 x HEIGHT
 TYPICAL CROSS-SECTION = (4' + 24')/2 x 2'
 TYPICAL CROSS-SECTION = 32 SQ FT/FT
 DESIGN LENGTH = 230.4'
 SOUTH POND STORAGE CREATED = DESIGN LENGTH x TYPICAL CROSS-SECTION
 SOUTH POND STORAGE CREATED = 230.4' x 32 SQ FT
 SOUTH POND STORAGE CREATED = 7,648 CU FT

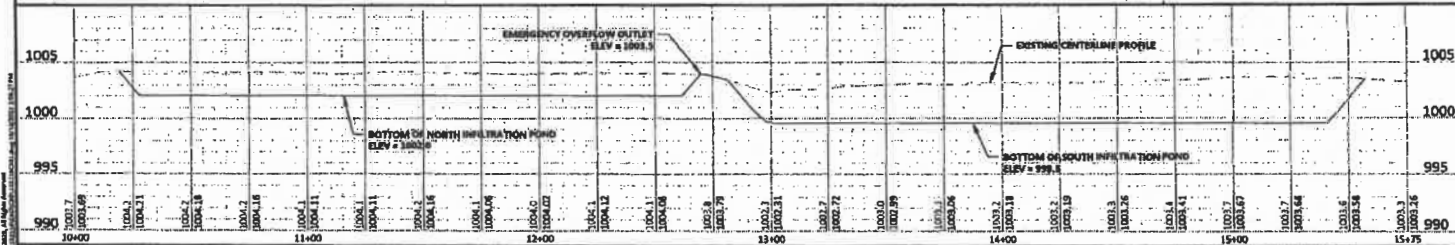
SOUTH INFILTRATION POND DESIGN DRAWDOWN

DRAWDOWN TIME = TOTAL STORAGE CREATED / (INFILTRATION RATE x BASE x TOTAL LENGTH PROPOSED)
 TOTAL STORAGE CREATED = 7,648 CU FT
 INFILTRATION RATE = 1 IN/HR (MINIMUM)*
 INFILTRATION RATE = 0.083 FT/HR (MINIMUM)*
 SOUTH POND DRAWDOWN TIME = 7,648 CU FT / (0.083 FT/HR x 8 FT x 230 FT)
 SOUTH POND DRAWDOWN TIME = 48 HR
 48 HR ≤ 48 HR
 THEREFORE THE SOUTH POND DESIGN IS ADEQUATE

TOTAL INFILTRATION SYSTEM

TOTAL STORAGE CREATED = 3,450 CU FT + 7,648 CU FT
 TOTAL STORAGE CREATED = 11,098 CU FT
 11,098 CU FT > 10,890 CU FT
 THEREFORE THE PROPOSED DESIGN IS ADEQUATE

* NOTE: MINIMUM INFILTRATION OF 2" / HOUR MUST BE CONFIRMED BY THE OWNER OR CONTRACTOR PER THE "CONSTRUCTION STORMWATER GENERAL PERMIT".



0 25 50
 HORIZ. SCALE FEET

0 5 10
 VERT. SCALE FEET

I warrant that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer in the state of Minnesota. I warrant that the work was done in accordance with the laws and regulations of the State of Minnesota.

Shawn P. Luff, P.E.
 SHAWN P. LUFF, P.E.
 60724

BOLTON & MENK

1341 CEDAR STREET NE
 SLEEPY HOLE, MINNESOTA 56085
 Phone: (507) 794-5541
 Email: Shawn@bolton-menk.com
 www.bolton-menk.com

NO.	DESCRIPTION	DATE
1	ACM	
2	MCM	
3	SPL	

O&E Properties LLC
 Unsmier Addition, Redwood Falls, MN
INFILTRATION PONDS
 SITE PLAN

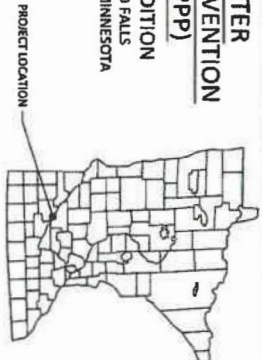
SHEET 2 OF 6

STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

LINSMEIER ADDITION

CITY OF REDWOOD FALLS

REDWOOD COUNTY, MINNESOTA

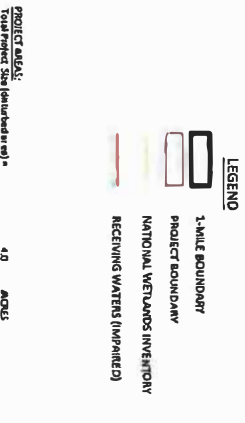


RESPONSIBLE PARTIES:
 The contractor and owner will be joint applicants under the MPCA's General Stormwater Permit for Construction Activity as required by the National Pollutant Discharge Elimination System (NPDES) Phase II program.
 The contractor shall provide one or more trained Construction SWPPP Manager(s) knowledgeable and experienced in the application of erosion prevention and sediment control BMPs that will oversee the implementation of the SWPPP, and the installation, inspection and maintenance of the erosion prevention and sediment control BMPs.
 A Construction SWPPP Manager must be available for an on-site inspection within 72 hours upon request by the MPCA.

OWNER:	CONTRACTOR:	PHONE:
O & E Properties LLC	Contract Region	507-429-9043
SWPPP DESIGNER:	Bobbin & Menk, Inc.	507-794-5541
CONTRACTOR:	TBD	TBD
CONSTRUCTION SWPPP MANAGER:	TBD	TBD
PARTY RESPONSIBLE FOR LONG TERM O&M:	O & E Properties LLC	507-429-9043

The SWPPP Designer, Construction SWPPP Manager, and BMP Installer must have appropriate training. Documentation showing training documentation with the job status and responsibilities is required to be included in the SWPPP prior to any work beginning on the project. The SWPPP Manager must be available for an on-site inspection within 72 hours upon request by the MPCA. The documentation shall be kept up to date until the project is completed.
ADDITIONAL CONSIDERATION:
 Payment for all work associated with erosion and sediment control shall be as described in the Project Manual. Unless otherwise noted by the Owner no additional payment shall be made for any work required to establish and maintain the site erosion and sediment control BMPs (including but not limited to inspection, maintenance, and removal of BMPs or addition of BMPs to accommodate Contractor phasing).

POST-COMPLETION:
 Permittees must make the SWPPP, including all inspection reports, maintenance records, tracking records, and other information required by this permit, available to federal, state, and local officials within three (3) days upon request for the duration of the permit for three (3) years following the AOT.
GENERAL STORMWATER DISCHARGE REQUIREMENTS:
 All requirements listed in Section 31.01 are permitted for the design of the permanent stormwater management system and discharge.
 1. The expected amount, frequency, intensity, and duration of precipitation.
 2. The nature of stormwater runoff and runoff at the site.
 3. The flow rates and stormwater volumes to moderate erosion at outlets and downstream channel and stream bank erosion.
 4. The range of soil particle sizes expected to be present on the site.
 Permittees shall provide a stormwater management plan for the project, have been designed in accordance with the guidance in the MS4 Stormwater Manual in place at the time of bidding. Copies of the design information and calculations are part of this SWPPP and will be provided to the SWPPP Manager upon request to the Engineer.



PROJECT AREA:
 Total Project Size (included in wet) = 4.0 ACRES
 Existing area of Impervious surface = 0 ACRES
 Total new impervious surface area created = 3.0 ACRES
 Planned Construction 1st Mt. Dis. #: 10-30-2023
 Estimated Construction Completion Date: 11-30-2023

TYPE of storm water management used if more than 1 mile of New Impervious Surface is created:

TYPE	DESCRIPTION
1	Best Management Practices
2	Retention Ponds
3	Retention Ponds with Stormwater Management Tool Required

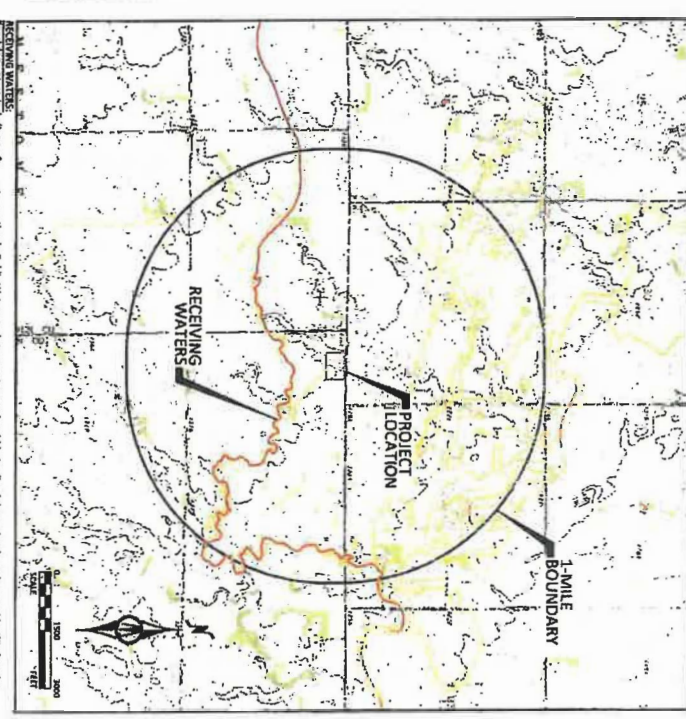
PROJECT LOCATION:

COUNTY	TOWNSHIP	RANGE	SECTION	LATITUDE	LONGITUDE
REDWOOD	113	35	3	44.505° N	93.013° W

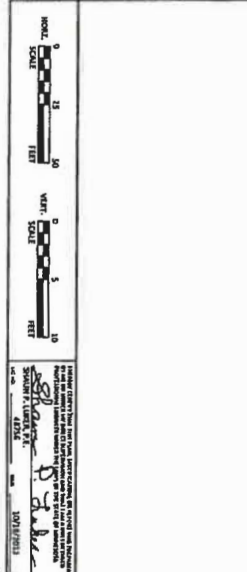
BMP QUANTITY:

BMP TYPE	QUANTITY	UNIT
STABILIZED CONSTRUCTION ERT	2	EACH
SWEEPING	2500	LM FT
SEDIMENT CONTROL LOG	100	LM FT
SEEDING 1	1.30	ACRES
SEEDING 2	0.25	ACRES

DESCRIPTION OF CONSTRUCTION ACTIVITIES AND STORMWATER MANAGEMENT:
 Construction activities include: foundation work, temporary erosion and sediment control, and stormwater conveyance.
 Stormwater conveyance includes: earth work and cut, and ultimately into surface water. The general stormwater conveyance details and proposed ground surface will remain the same.
 This project includes the following stormwater management BMPs: Stabilized Construction Dirt, Sediment Control Log, and Seeding. The SWPPP Manager shall submit a plan for implementation of the SWPPP to the Engineer for review and approval.



RECEIVING WATERS:
 Receiving waters, including surface water, wetlands, Public Water, and Stormwater ponds, within 1-mile of the project boundary are identified on the map. The receiving water body is identified, the Department and WQA are listed as follows. All specific BMPs listed in the SWPPP shall be designed to protect the receiving water body from sediment, silt, and other pollutants.
 1. Construction related BMPs include those related to phosphorus, turbidity, TSS, dissolved oxygen, and/or aquatic biota.
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BOLTON & MENK
 1315 CONANT DRIVE
 UPTOWN OFFICE BUILDING
 43277 CL. 55401-5106
 PHONE: 507-234-5140
 FAX: 507-234-5140
 WWW: www.boltonandmenk.com

REVISIONS:

NO.	DATE	DESCRIPTION
1	10/1/2023	Initial Design
2	10/1/2023	Final Design
3	10/1/2023	Final Design
4	10/1/2023	Final Design
5	10/1/2023	Final Design
6	10/1/2023	Final Design

DATE: 10/1/2023

PROJECT INFORMATION & LOCATION MAP

OWNER: O&E Properties LLC
PROJECT: Linsmeier Addition, Redwood Falls, MN
DESIGNER: Bolton & Menk
CONTRACT NO.: 23-0154
PROJECT NO.: 23-0154

Information contained in this SWPPP is available to the general public. The contractor shall be responsible for providing information to the general public. The contractor shall be responsible for providing information to the general public. The contractor shall be responsible for providing information to the general public.

SWPPP AMENDMENTS AND SUBMITTALS

The contractor shall be responsible for providing information to the general public. The contractor shall be responsible for providing information to the general public. The contractor shall be responsible for providing information to the general public.

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BOLTON & MENK
 1315 CONANT STREET
 SUITE 100
 NEWTON, MASSACHUSETTS 02459
 TEL: (617) 552-1100
 FAX: (617) 552-1101
 WWW.BOLTONANDMENK.COM

3. Accumulated sediment has been removed from all permanent sediment treatment systems as necessary to ensure the system is operating as designed.

4. All sediment has been removed from conveyance systems

5. All temporary silt/fine sediment control BMPs have been removed. BMPs designed on the SWPPP

6. For temporary construction only, permit coverage terminates on individual lots if the structures are finished and temporary sediment control BMPs have been removed. For permanent construction, permit coverage terminates when the final permanent structure is completed. The contractor shall be responsible for providing information to the general public.

7. For agricultural land only (e.g., agriculture, horse farms), the disturbed land must be returned to its preconstruction agricultural use prior to submitting the NOI.

SITE STABILIZATION COMPLETE:

Stabilization of exposed soils shall begin immediately and shall be completed within 7 calendar days of the start of construction. The contractor shall be responsible for providing information to the general public.

SITE PROTECTION METHODS:

A trained person shall routinely inspect the entire construction site for erosion control BMPs. The contractor shall be responsible for providing information to the general public.

SPECIAL ENVIRONMENTAL CONSIDERATIONS AND REMEDIES:

NO	DESCRIPTION	REMEDIAL ACTION	COMPLETION DATE
1)	Was an environmental review conducted for this project or any part of a common plan of development or subdivision of land that includes all or any portion of the project?	NO	
2)	Does any portion of the site have the potential to affect threatened or endangered species or other critical habitat?	NO	
3)	Does any portion of the site abut a wetland or a stream or other water body?	NO	
4)	Have any factors been identified in the project vicinity that may affect the site's ability to absorb stormwater runoff?	NO	
5)	Is any portion of the site adjacent to a wetland or a stream or other water body?	NO	
6)	Is any portion of the site adjacent to a wetland or a stream or other water body?	NO	
7)	Is any portion of the site adjacent to a wetland or a stream or other water body?	NO	

SWPPP DESIGNER TRAINING DOCUMENTATION:

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the firm of Bolton & Menk, Professional Engineers and Architects, on this 31st day of May, 2004.

Matthew Miller

Design of Construction SWPPP May 31, 2004

O&E Properties LLC
 Lanesboro Addition, Lanesboro, Mass, MA
 STORMWATER POLLUTION PREVENTION PLAN
 NARRATIVE

NO	DATE
1	5/31/04
2	6/1/04
3	6/2/04
4	6/3/04
5	6/4/04
6	6/5/04



LEGEND

- PROJECT BOUNDARY
- SOIL TYPE
- NATIONAL WETLANDS INVENTORY
- STEEP SLOPES (>33.3%)

SOIL TYPE SUMMARY

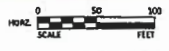
Map Unit Symbol	Soil Name	Hyd. Soil Group	Erodibility
MUSYM	MUNAWEE	HYDCGP	MUHELCL
247	Under loam	B/D	NHEL
39A	Wadena loam, 0 to 2 percent slopes	B	NHEL
41A	Estherville sandy loam, 0 to 2 percent slopes	A	NHEL
421B2	Ves loam, 3 to 6 percent slopes, eroded	B	PHEL

NHEL - Not Highly Erodible Land
 PHEL - Potentially Highly Erodible Land
 HEL - Highly Erodible Land

LOCATION OF SWPPP REQUIREMENTS IN PROJECT PLAN

DESCRIPTION	SHEET NO.
SITE MAP	6
DIRECTION OF FLOW	6
FINAL STABILIZATION	6
SOILS	5
PLAN & PROFILE SHEETS	2
EROSION & SEDIMENT CONTROL DETAILS	1
EROSION CONTROL TABULATION	3
NARRATIVE & NOTES	3-4

O&E Properties LLC, 2024, All Rights Reserved.
 15/11/2023 10:11:11 AM



I warrant that this map, when used in accordance with the provisions hereof, shall not be construed as a warranty of any kind, and that the user of this map shall be responsible for verifying the accuracy of the information shown hereon.

STEPHEN P. LUSTER, P.E.
 15/11/2023



124 3 CEDAR STREET NE
 SLEEPY HOLE, MONTANA 59068
 Phone: (406) 794-5541
 Email: Steve@bolton-menk.com
 www.bolton-menk.com

NO.	DATE	DESCRIPTION
1	15/11/23	MCN
2		MCN
3		SPL

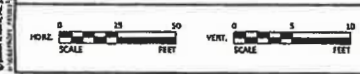
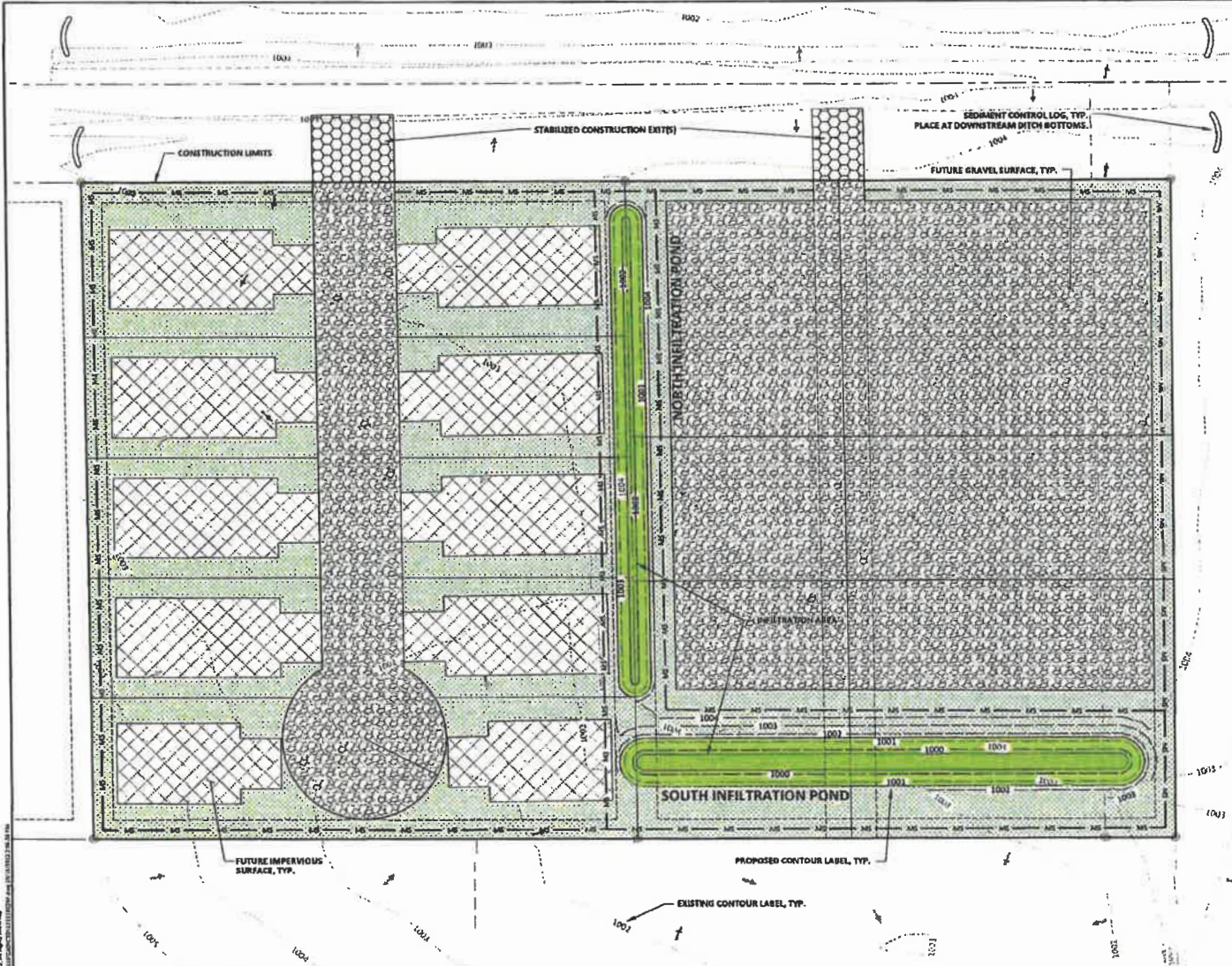
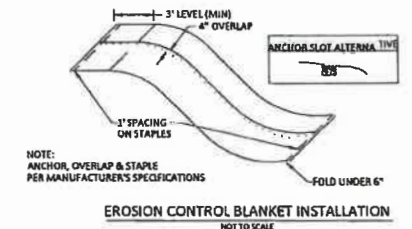
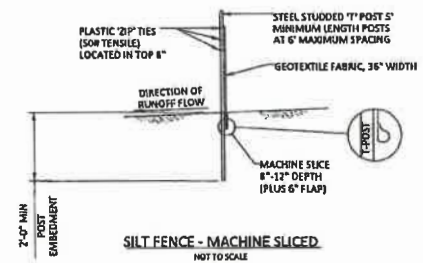
O&E Properties LLC
 Linsmeier Addition, Redwood Falls, MN
STORMWATER POLLUTION PREVENTION PLAN
 SOILS MAP

SHEET
 5
 OF
 6

EROSION CONTROL LEGEND

- MS MACHINE SLICED SILT FENCE
- DITCH CHECK - BIOLDS
- EXISTING/PROPOSED DRAINAGE FLOW
- SEEDING 1:
 - SEED MIX = 25-141, @ 100#/ACRE
 - FERTILIZER = 10-10-10, @ 350#/ACRE
 - HYDRAULIC MULCH MATRIX = LANDOT 3884.2.B.2, @ 2500#/ACRE
- SEEDING 2:
 - SEED MIX = 37-381, @ 55#/ACRE
 - FERTILIZER = 10-10-20, @ 350#/ACRE
 - EROSION CONTROL BLANKET, CATEGORY 3N / 7D
- STABILIZED CONSTRUCTION EXIT
- INFILTRATION AREA

EROSION CONTROL DETAILS



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.

Shawn P. Lister
SHAWN P. LISTER, P.E.
44734
1/10/2023



1243 CEDAR STREET NE
SLEEPY EYE, MINNESOTA 56085
Phone: (507) 794-9341
Email: Shawn@bolton-menk.com
www.bolton-menk.com

NO.	DESCRIPTION	DATE
1	LCM	
2	MACM	
3	SPL	
4	EROSION CONTROL BLANKET	
5	MS	

O&E Properties LLC
Linsmeier Addition, Redwood Falls, MN
STORMWATER POLLUTION PREVENTION PLAN
EROSION CONTROL SITE PLAN

SHEET
6
OF
6



REQUEST FOR BOARD ACTION

Requested Board Date:	12/12/23	Originating Department:	Environmental
Preferred 2nd Date:	1/2/23		
Discussion Item:		Presenter:	Jeanette P.
Phase I Archeological Survey		estimated time needed:	5 minutes
Board Action:		<input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Accept the proposal of Kogel Archaeological Consulting Services to provide a Phase I archaeological survey, in connection with the Plum Creek Park improvement grant, for an amount not to exceed \$5,900.00.

The park improvement grant requires that we obtain the approval of the State Historic Preservation Office (SHPO) prior to construction. SHPO has informed us that a Phase I Archaeological Survey is required.

Background Information:

We reached out to 14 private firms and colleges, including USD, Augustana, St. Cloud St., SDSU, UND, MN State Mankato, and the University of Iowa. We heard back from 9 of them. Four do not provide the service. Two cannot do it before spring. Three provided quotes, as follows:

Kogel Archaeological Consulting Services - Sioux Falls: \$5,900.00
 Blondo Consulting LLC - Kettle River: \$10,622.20
 106Group - St. Paul: \$23,500.00

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****



106GROUP

Main Office

1295 Bandana Blvd N
Suite 335
St Paul MN 55108

Locations

Boston MA
Richmond VA
Washington DC

106group.com

September 29, 2023

Steve Foss
Landscape Architect
TKDA
444 Cedar Street, Suite 1500
Saint Paul, MN 55101

Re: *Plum Creek Park Campground Improvements*
Phase I Archaeological Survey
Walnut Grove, Redwood County, Minnesota

Dear Steve:

106 Group is pleased to submit a scope of work for the above-mentioned project. Based on the information provided by you on September 15, 2023, we understand that your project includes the first phase of improvements to campground facilities within Plum Creek Park, located at 11000 Crown Ave., Walnut Grove, MN 56180. In a letter dated August 31, 2023, the Minnesota State Historic Preservation Office (SHPO) recommended that a Phase I archaeological survey be completed for the project area given the nature and location of the proposed project.

Regulatory Framework

This project received grant funding from the State of Minnesota and is located on County-owned property, and is therefore subject to all applicable state mandates governing cultural resources, such as the Minnesota Field Archaeology Act, Minnesota Historic Sites Act, and Minnesota Private Cemeteries Act. This project does not currently anticipate the use of federal funding or permitting. Should federal permitting be determined necessary, a federal regulatory framework would apply.

Work Plan

The Phase I archaeological investigation will consist of an archaeological literature review and assessment, which will identify any known archaeological resources in the vicinity of the project area, and a field survey to identify whether there are any previously unidentified archaeological sites within the project area that are potentially eligible for listing in the National Register of Historic Places

(NRHP). The results of this survey will facilitate compliance with applicable state cultural resource laws.

The Phase I archaeological investigation will include the following tasks:

Archaeological Literature Review

- Research will be conducted at SHPO and the Office of the State Archaeologist (OSA) to identify all known precontact and post-contact archaeological and burial sites that have been previously identified within a one-mile radius of the project area. The one-mile radius aids in the determination of archaeological site potential and in understanding the archaeological and historical contexts that may apply.
- Desktop research will also be conducted to review MnModel data, historical maps, aerial photographs, topographic maps, soils data, and project plans within the project area.

Desktop Archaeological Assessment

- Based on review and analysis of the data gathered during the archaeological literature review task above, the study area will be assessed to identify areas of low or moderate-to-high potential to contain precontact or post-contact archaeological sites or burials.

Survey

- The Phase I archaeological survey will involve a visual assessment of the entire project area to confirm the assessment of archaeological potential, identify any additional areas of previous disturbance, and attempt to identify any surface features that may not be depicted on historical maps or aerial images.
- Consistent with the *SHPO Manual for Archaeological Projects in Minnesota*, pedestrian survey methods will be employed in portions of the project area that are characterized by moderate to high archaeological potential and 25 percent or greater surface visibility. Based on the project map you provided and recent aerial/satellite imagery, the beach area along Laura Lake should meet these conditions, encompassing approximately 0.2 acres. If visual reconnaissance identifies that the ground surface visibility is poor (less than 25 percent surface visibility), shovel testing methods will need to be employed and additional costs can be provided.
- Portions of the project area with moderate to high potential that are characterized by less than 25 percent ground surface visibility will be

shovel tested per SHPO standards. It is assumed that these conditions will apply to approximately 1.5 acres, which will be shovel tested at 15-m intervals. This approximately 1.5 acre area encompasses the complete footprints of the proposed gravel parking lot, restroom/changing structures, and the nature play area, as well as a corridor connecting those individual footprints between the parking area and the existing structure at the tip of the peninsula, as shown in the Beach Area Enlargement Plan (Phase One) included in the concept plans provided by you on September 15, 2023. If fewer than 1.5 acres will require shovel testing, it will be a cost savings to you. If more than 1.5 acres will require shovel testing, costs associated with additional shovel testing can be provided.

- Shovel testing will also be conducted in a linear corridor along the centerline of the proposed natural trail (item 7 on the map you provided) running parallel to the shore of Laura Lake. Approximately 0.1-miles of trail will be surveyed.
- For the purposes of this estimate, it is assumed that field survey will require a total of approximately 35 shovel tests completed by a crew of 2 archaeologists in three (3) 10-hour workdays.
- The Principal Investigator will obtain an OSA license prior to the initiation of fieldwork, if needed. Additionally, 106 Group staff will ensure that all public utilities within the project area are located and clearly marked prior to the initiation of survey.

Report

- A report will be prepared describing project methodology, results, and recommendations. One copy of the draft report will be prepared for review in electronic format. It is assumed that one round of review will be required. Following revisions, a final copy of the report will be provided in electronic format for distribution to appropriate review agencies.

Assumptions

- There are inherent unknowns in any archaeological investigation. It is assumed that no archaeological sites and no artifacts will be identified. If an archaeological site or artifacts are identified during fieldwork, the costs associated with any further site investigation, reporting, artifact processing and/or curation can be provided.
- This scope of work does not include any review of architectural history properties or engagement with Tribes to identify any potential cultural resources that may be significant to those communities. 106 Group has

extensive experience and capacity to assist with such tasks should they be determined necessary.

We request that you provide the following:

- All necessary landowner permission to access the property;
- An electronic map of the project boundaries in GIS shapefile format. If this information cannot be provided in GIS shapefile format, extra costs related to data conversion may be incurred. A notification of cost and contract amendment will be provided in this circumstance;
- Any previous agency communication; and
- Any other pertinent project data in electronic format.

Cost & Schedule

106 Group can complete the Phase I archaeological investigation described above for an amount not to exceed **\$23,500¹**. We can begin preparations for the archaeological literature review and desktop archaeological assessment immediately upon receipt of an executed agreement.

We appreciate this opportunity to work with you on this project. If you have any questions or require further information, please do not hesitate to contact me via email at ScotNortrom@106Group.com or phone at 651-403-8720.

Sincerely,
106 GROUP LTD.



Scot Nortrom
Development Director

¹ The price quoted in this proposal is guaranteed for sixty (60) days from the date of submission. If more than sixty days elapse between submission and acceptance of this proposal, 106 Group reserves the right to make appropriate adjustments to the price.

**A Phase I Archaeological Survey Proposal for
The Plum Creek County Park Improvement Project Area Near
Walnut Grove, Redwood County, Minnesota**



2101 S. Lincoln Avenue
Sioux Falls, South Dakota 57105

November 29, 2023

Prepared for:

Nick Brozek
Redwood County Environmental Department
P.O. Box 130
Redwood Falls, Minnesota, 56283

Kogel Archaeological Consulting Services is pleased to provide a proposal for a Phase I archaeological survey of the proposed Plum Creek County Park improvement project (Figure 1) near Walnut Grove in Redwood County, Minnesota.

Kogel Archaeological Consulting Services assumed:

- That the ground conditions will remain favorable (absent of snow cover or frost in ground) to complete the Phase I archaeological survey.
- That landowner permission has been obtained for KACS to conduct the Level III cultural resources survey within the proposed project area.
- That the proposed project is exempt from sales tax.

Kogel Archaeological Consulting Services proposes to:

- Conduct a records search of the State of Minnesota's cultural resource database to determine if any previous surveys or cultural resources have been previously identified within the proposed project area.
- Examine historic atlas and plat maps for potential site or standing structure locations.
- Conduct a pedestrian survey of the project area. The pedestrian survey will be conducted at intervals less than 7.5 meters (25 feet).
- Document only those cultural resource(s) within the proposed project area that are over 50 years old.
- Conduct a subsurface evaluation to determine the soil profile and the likelihood of buried cultural resources within the proposed project area.
- Prepare a final report suitable for submission to the Minnesota State Historic Preservation Office that summarizes the results of the records search, the background research, and the fieldwork.
- Make recommendations of the project's effect on the area surveyed.

Project Completion Schedule

The Level III cultural resources survey is divided into three key phases: background research, fieldwork, and report preparation. Kogel Archaeological Consulting Services proposes to complete the three phases of the Level III cultural resources survey no later than the milestone dates below.

- Complete the records search and background research within 7 days after a notice to proceed has been awarded.
- Complete the fieldwork within 10 days after a notice to proceed has been awarded, provided that ground surface and weather conditions are favorable to complete the fieldwork (no snow cover or frozen ground).
- Prepare and submit a final report by March 15, 2024. If ground conditions prohibit the fieldwork from being completed in the fall of 2023, the survey will be completed in the spring with a final report completed by April 28, 2024.

Cost Estimate

Kogel Archaeological Consulting Services will complete the Phase I archaeological survey for a **not to exceed** fee of \$5,900.00. This fee includes a records search of the Minnesota SHPO cultural resources database, background research, fieldwork, report preparation, mileage, meal per diem, and administrative tasks. If the proposed scope of work meets your approval, please sign and return this proposal.

Accepted by:

Redwood County Environmental Department

Authorizing Signature: _____

Print Name: _____

Title: _____

Date: _____

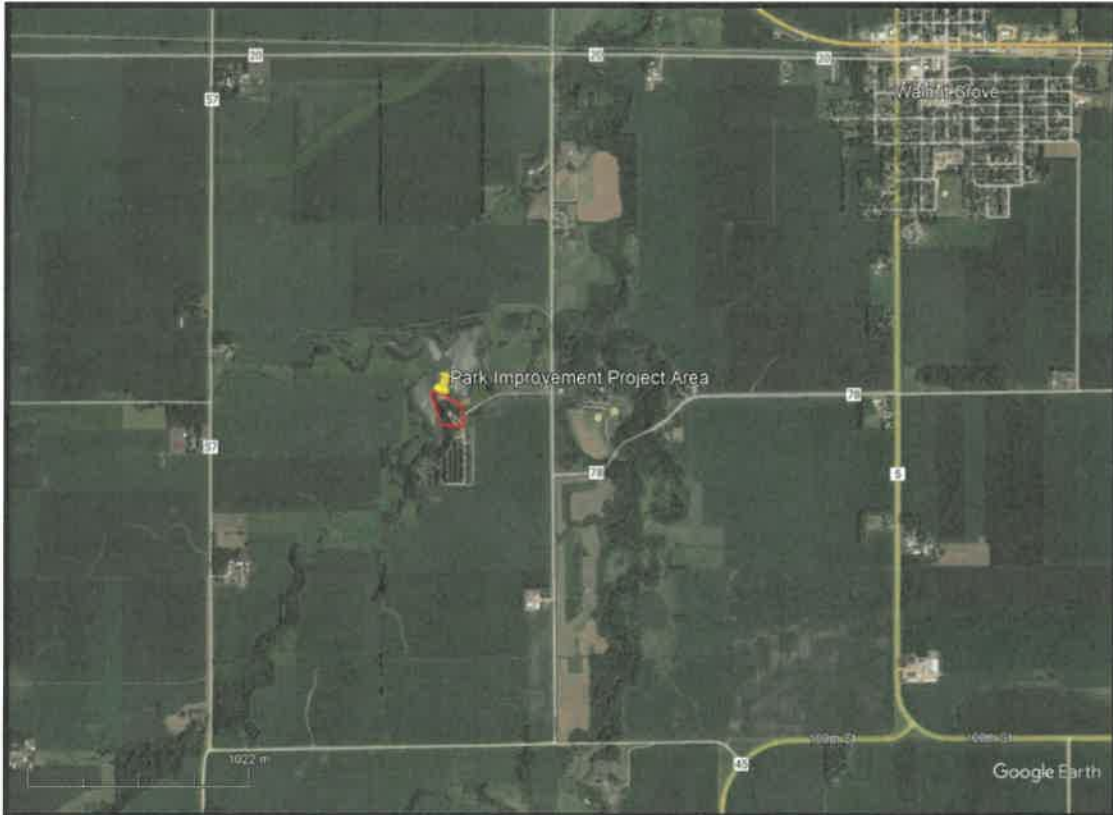


Figure 1. Proposed park improvement project area near Walnut Grove in Redwood County, Minnesota.



STEVEN J. BLONDO, MA
3939 SAND HILL RD., KETTLE RIVER, MN 55757
218-485-1174 • STEVEN@BLONDOCONSULTING.COM
WWW.BLONDOCONSULTING.COM

November 30, 2023

Steve Foss
Landscape Architect
TKDA
444 Cedar Street, Suite 1500
Saint Paul, MN 55101
Olivia, MN 56277

RE: Scope of Work and Fee Proposal: Cultural Resources Survey of the Plum Creek Campground Improvements Project, Walnut Grove, Redwood County, MN, SHPO Review and Compliance Number: 2023-2602

Dear Steve,

In response to your request, Blondo Consulting, LLC (Blondo Consulting) has prepared the following Scope of Work and Fee Proposal for a Phase I Cultural Resource Survey for the Proposed Project in Plum Creek Campground Improvements Project, Walnut Grove, Redwood County, MN, Section 35 Township 109N Range 39W. The proposed project involves construction of buildings within the Plum Creek County Park. Work will be completed within the defined Area of Potential Effect (APE), the area where ground disturbing activities may occur. Due to the nature of the proposed project, APE will consist of construction of two new bathrooms/changing rooms, ADA sidewalk, replacement of an existing path, and a beach enhancement that includes the construction of a series of retaining walls and a natural playground.

PROJECT UNDERSTANDING

Plum Creek County Parks has been awarded a Greater Minnesota Regional Parks and Trails Commission through the Legacy Grant Program. The proposed project was submitted to the Minnesota State Historic Preservation Office (SHPO) on August 31, 2023 for initial review. In a response letter, Sarah J. Beimers, Environmental Review Program Manager recommended that a Phase I archaeological survey be completed.

A preliminary search of the Office of the State Archaeologist (OSA) Online Portal has identified no previously recorded archaeological sites within the proposed project area. Even though there are no sites in the project area, the area has a high potential for archaeological sites due to it being near a lake and river.

REVIEW AND COMPLIANCE

The project will be reviewed by the SHPO pursuant to their responsibilities under the Minnesota Field Archaeology Act (MN Statute 138). Minnesota Statute 138: Field Archaeology and the Historic Sites Act. Section 138.665 Subdivision 2 states,

the state, state departments, agencies, and political subdivisions, including the Board of Regents of the University of Minnesota, have a responsibility to protect the physical features and historic character of properties designated in section 138.662 and 138.664 or listed on the National Register of Historic Places created by Public Law 89-665. Before carrying out any undertaking that will affect designated or listed properties, or funding or licensing an undertaking by other parties, the state department or agency shall consult with the Minnesota Historical Society pursuant to the society's established procedures to determine appropriate treatments and to seek ways to avoid and mitigate any adverse effects on designated or listed properties. If the state department or agency and the Minnesota Historical Society agree in writing on a suitable course of action, the project may proceed

Additional review of cultural resources studies may be done at the local level or at the state level by the SHPO and the Office of the State Archaeologist (OSA), or in the case of tribal involvement, a Tribal Historic Preservation Office (THPO). SHPO, THPO, and OSA require that surveys be conducted by a qualified professional who meets the Secretary of the Interior Professional Qualifications Standards as outlined in 36 CFR § 800.2(a)(1), and also outlines standards and guidelines for conducting work in the state.

TEAM EXPERIENCE AND QUALIFICATIONS

Blondo Consulting has assembled a qualified team to ensure project success. Team members exceed the standards, requirements, and guidelines of local, state, and federal requirements. All principal investigators are qualified for Minnesota State Licensure. Established in 2009, Blondo Consulting, LLC endeavors to balance the consideration of past resources with the accommodation of future goals. Our company has completed nearly 1,400 projects in 15 states across the country.

Steven Blondo, MA, owner of Blondo Consulting, holds a Master's degree in Anthropology (Cultural Heritage Studies) from the University of Minnesota. Steven meets Secretary of the Interior's Qualifications Standards and has been assisting clients with compliance related Cultural Resources work for nearly 20 years. Steven has established outstanding relationships with State SHPOs, OSAs, and many tribal offices by completing small to large and complex projects and coordinating client compliance repeatedly. Steven has conducted numerous archaeological investigations related to prehistoric and historic period sites and evaluated historic architectural properties for National Register of Historic Places eligibility.

Lindsey Reiners, MS, RPA holds a Master's degree in Cultural Resource Management: Archaeology from St. Cloud State University with an emphasis on prehistoric archaeology. Lindsey has eighteen years of experience as a field archaeologist and Principal Investigator throughout the Plains and Midwest. Lindsey has researched site history, located, excavated, and interpreted historic and prehistoric sites, authored a wide variety of reports, participated in client and stakeholder meetings, and coordinated and managed all aspects of project completion. Lindsey meets the Secretary of the Interior's Qualifications Standards and is also a Registered Professional Archaeologist.

SCOPE OF WORK

The following Scope of Work involves a number of tasks required for completion of the survey. The survey will include background research, site context development, field studies, artifact processing and analysis and result in the completion of a compliance report.

Task 1. Background Research

Task 1 will commence with background research into the site parcel and one-mile radius to assess what has been previously identified or recorded. Background research will include an assessment of archaeological sites, architectural structures, previous cultural resource surveys, and related primary source material. Research will be completed using a variety of sources. These include (but are not limited to) the online OSA Portal and SHPO records. The completed research will result in the development of a site specific historic context outlining what is currently known about the area and what may be expected to be identified. At this time, research from SHPO is taking three weeks to receive.

Task 2. Phase I Archaeological Survey

Under this task, Blondo Consulting will complete a field survey of the proposed project. Prior to fieldwork, Blondo Consulting will prepare a research design and secure the necessary license which takes one to two weeks to receive. Fieldwork will be conducted in accordance with SHPO requirements. Where ground visibility is good (greater than 25 percent) pedestrian survey may be conducted. Ground visibility of less than 25 percent on average would necessitate the use of shovel testing to examine subsurface soils and identification of archaeological sites within the project area. It is anticipated that field conditions will allow for pedestrian survey supplemented with shovel testing. Shovel testing is recommended for areas within previously recorded and reported archaeological sites and within areas where ground disturbance is likely to occur. The results of this survey will assist in project planning: identifying areas which have or may have the potential to contain previously recorded and unrecorded archaeological and historic sites. For purposes of the current proposed project, the entire APE will be surveyed. The APE is understood to include the entirety of the proposed improvements within the park (approximately 6 acres) No archaeological testing will occur within the current roadways, parking lots, building and structure locations.

Shovel testing consists of excavation of an approximately 30 to 40-centimeter (one foot) diameter hole through the ground and into subsoil (typically no more than one meter (three feet)). All soils are screened through ¼-inch wire mesh to identify cultural materials. Shovel test holes are photographed, and a written description of soils and findings are completed. Standard protocols follow an interval between shovel testing of fifteen meters (approximately 50 feet). When cultural material is identified, a shovel test is considered “positive” and additional testing is completed. From a “positive” shovel test, a series of radial shovel tests are excavated, in the four cardinal directions at a five-meter (approximately fifteen-foot) distance. Within previously recorded archaeological sites, confirmation of site boundaries may be necessary. Evaluation of these sites (and any new sites) will not be included in this scope of work but may be required as a next step in the process. The cost estimate below assumes no more than 20 shovel tests on a 15-meter grid and an additional radial shovel tests to define site boundaries if needed.

Task 3. Artifact Analysis and Cataloging

Included in Task 3 is analysis of the artifact assemblage and cataloging of individual artifacts prior to long term storage. Curation will be at the Minnesota Historical Society. It is assumed that total artifacts will not exceed 100. Curation costs vary based on curation facility and are not included in the cost estimate. If there are no artifacts found during the survey this task is not needed.

Task 4. Mapping

Included in Task 4, Blondo Consulting will map areas of cultural and historic resources concerns, fieldwork results in order to complete maps to accompany site forms and for the final report. Deliverables under this task will include GIS shapefiles as requested.

Task 5. Site Forms and Completion of Project Report

Under this task, Blondo Consulting will provide the following deliverables: mapping of areas of cultural and historic resources concerns, site forms if sites are found and the completion of a compliance report. This report which will be issued at the conclusion of the survey and will include a discussion of historical context, research and field results, as well as potential next steps for the project. If required, management recommendations for compliance, clearance, or additional work (for example - assessment of project effects), may also be included. This report will meet SHPO standards for Section 106 compliance, a standard for all archaeological work (local, state, or federal) completed in the state.

After review of draft report, clients edits and comments will be addressed before finalizing report. Once the final report is completed, the client submits the report to appropriate agencies (SHPO). Agencies have a 30-day comment period in which to review the submitted materials. At that time, a letter will be issued to the client.

Task 6. Administration/Meetings

Under this task, Blondo Consulting will attend project meetings as needed. These meetings may be onsite, or via conference call or virtual. Project Management is also included under this task.

Additional tasks required will follow completion of Cultural Resources Assessment and be detailed as appropriate in a separate Scope of Work and Cost Estimate which would act as an extension of the original contract.

PROJECT SCHEDULE

After Notice to Proceed (NTP), Blondo Consulting will initiate background research prior to field studies. Fieldwork will be completed Spring of 2024. Review and comments from state agencies will be completed by May 2024.

Date	Description
On or before December 15, 2023	Project Award and Notice to Proceed
January 2024	Task 1. Research completed
January, 2024	Task 2. License submitted
March to May, 2024	Task 2. Fieldwork when conditions allow

Table 1. Project Schedule and Timeframe	
May, 2024	Task 5. Draft Report submitted to client
May, 2024	Task 5. Draft Report comments received from client
May, 2024	Task 5. Final Report submitted to client
End of May, 2024	Task 5. Final Report submitted to SHPO by client
June, 2024	End of 30 day comment period – expect SHPO comment

PROJECT ASSUMPTIONS

The cost estimate below is based on the following assumptions:

- Fieldwork will occur upon the arrival of favorable field conditions;
- APE will be staked or otherwise clearly marked in the field;
- Blondo Consulting will have access to the project area, public and private property;
- No evaluation of buildings, standing structures/structural ruins, or identified archaeological sites will be completed under this proposal;
- Artifacts recovered will not exceed 100 and will not include oversized artifacts or artifacts that require special handling;
- Artifact curation costs are estimated at the Minnesota Historical Society (MNHS) rates;
- No Test Units will be excavated;
- No deep testing will occur;
- Two weeks for mobilization following authorization to proceed;
- Expenses are based on needing to provide lodging, per diem and milage for a two-person crew at the 2023 IRS rate; and
- No human remains will be encountered.

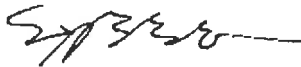
COST ESTIMATE

Blondo Consulting hourly rates range from \$85/hour for project archaeologist to \$110/hour for principal investigator, and \$145/hour for project director. Project expenses are based on federal per diem and mileage rates. The following cost estimates are based on what is currently known about the project area and past best practices for completion of similar projects.

Table 2. Cost Estimate – Plum Creek Project		
Task	Description	Cost Estimate
Labor		
Task 1.	<i>Research</i>	\$1,120.00
Task 2.	<i>Reconnaissance Survey Fieldwork</i>	\$1,560.00
Task 3.	<i>Artifact Analysis and Cataloging</i>	\$1,120.00
Task 4.	<i>Mapping</i>	\$1,240.00
Task 5.	<i>Site Forms & Completion of Project Report</i>	\$3,160.00
Task 6.	<i>Administration/Meetings</i>	\$950.00
Total Estimated Labor		\$9,150.00
Expenses		
	Mobilization	\$500.00
	Mileage	\$419.20
	Per Diem	\$118.00
	Curation	\$475.00
Total Estimated Expenses		\$1,512.20
Total Cost Estimate		\$10,662.20

A signed and returned copy of this proposal will serve as our authorization to proceed. Work will begin after receiving project plans, proposed project descriptions, and additional materials as needed. Work will be completed under a contract between Renville County and Blondo Consulting. Fees estimated in this proposal are based on our assumptions that you will authorize this work by December 15, 2023. Please let me know if you have any questions or comments regarding this proposal.

Sincerely,



Steven J. Blondo MA
Blondo Consulting, LLC

Approved by TKDA as per Master Contract:

(signed)

(name)

(title)



REQUEST FOR BOARD ACTION

Requested Board Date:	12/12/23	Originating Department:	Environmental
Preferred 2nd Date:	1/2/23		
Discussion Item:		Presenter:	Jeanette P.
Phase I Archeological Survey Contract		estimated time needed:	5 minutes
Board Action:		<input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Approve proposed Agreement for Professional Services with Kogel Archaeological Consulting Services to provide a Phase I archaeological survey, in connection with the Plum Creek Park improvement grant, for an amount not to exceed \$5,900.00.

Background Information:

[Empty box for background information]

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

[Empty box for administrators comments]

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****

**REDWOOD COUNTY
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is made and entered into this _____ day of _____, 2023 (the “Effective Date”) by and between the County of Redwood, a political subdivision of the State of Minnesota (the “County”), 250 S Jefferson Street, Redwood, Minnesota 56283, and Kogel Archaeological Consulting Services (the “Consultant”), 2101 S. Lincoln Avenue, Sioux Falls, South Dakota 57105.

WHEREAS, the County is in need of Phase I Archaeological Survey (the “Project”); and

WHEREAS, the Consultant meets the needs of the County and is willing to provide the services provided for in this Agreement; and

WHEREAS, the County wishes to purchase the services from the Consultant pursuant to the terms of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and understandings contained herein, the County and Consultant enter into the following Agreement:

AGREEMENT

1. **TERM.**

Notwithstanding the date of the signatures of the parties to this Agreement, the term of this Agreement shall commence on the Effective Date and, unless earlier terminated pursuant to this Agreement, shall terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the County. The Consultant shall not commence work on the Project until the County’s Authorized Representative issues a written notice to proceed.

2. **DUTIES OF THE CONSULTANT.**

2.1 **Nature of Duties.** The Consultant shall provide the various professional and consulting services for the the Project as set forth in the Consultant’s Scope of Services attached hereto as **Exhibit A** and incorporated into this Agreement by reference. The Consultant shall confer with the County’s Authorized Representative as often as is necessary in connection with the services to be performed under this Agreement.

2.2 **Personnel.** All work the Consultant is to perform shall be performed by competent and qualified personnel. Troy Kogel will have primary responsibility for performing the work under this Agreement on behalf of the Consultant and will serve as the Consultant’s primary contact with the County. The Consultant shall not change the person primarily responsible for performing the work under this Agreement without the prior written approval of the County’s Authorized Representative.

2.3 Project Timing. The Consultant shall not start work on the Project until the Consultant has received from the County's Authorized Representative written notice to proceed. All work and services required by this Agreement shall be completed in accordance with the schedule attached hereto as **Exhibit B**. The Consultant acknowledges that the time within which services must be rendered is of primary importance to the County and is of the essence to this Agreement. All services and information to be performed or furnished under this Agreement shall be performed or furnished as promptly as possible.

2.4 Final Documents. The Consultant shall provide all documentation of the work to be performed under this Agreement. The documents shall be furnished in a format acceptable to the County. Upon completion of the work, the Consultant shall also deliver to the County copies of all correspondence, drawings, reports and all other documents either generated by or received by the Consultant in the performance of the work and services required by this Agreement.

2.5 Standard of Care and Liability for Work. In performing the work under this Agreement, the Consultant will use that degree of care, knowledge and skill ordinarily exercised by other reputable professionals in the field under like circumstances within the State of Minnesota.

3. ITEMS PROVIDED BY THE COUNTY.

After authorizing the Consultant to begin work, the County will furnish any data or materials in its possession relating to the Project that may be of use to the Consultant in performing the work. The Consultant shall make an analysis of all data and information furnished by the County. If any data or information is found to be incorrect or incomplete by the Consultant, this fact shall be brought to the attention of the County's Authorized Representative before the Consultant proceeds with any affected portion of the Project. All data or materials provided to the Consultant will remain the property of the County and must promptly be returned to the County upon expiration or termination of this Agreement.

4. PAYMENT TO CONSULTANT.

4.1 Rates and Contract Maximum. For services satisfactorily completed in accordance with this Agreement, the County shall pay the Consultant in accordance with the project amounts specified in **Exhibit C**. Notwithstanding any provision to the contrary, the total compensation payable to the Consultant for services and expenses under this Agreement shall not exceed \$ 5,900.00 (the "Contract Maximum"). In the event the County requests services that would require payment in excess of the Contract Maximum, the Consultant shall not proceed until such time as the County has approved such modification or addition by written amendment to this Agreement.

4.2 Payment of Costs. Reimbursable expenses are included in the project amounts specified in **Exhibit C**. No additional charges for expenses or reimbursements will be

allowed without the prior written authorization of the County's Authorized Representative.

4.3 Billing by Consultant. The amounts to be paid under this Agreement shall be paid only if work has been satisfactorily performed as determined by the County's Authorized Representative and consistent with the amounts set forth in **Exhibit C**. The Consultant shall submit an invoice monthly in a form acceptable to the County's Authorized Representatives.

4.4 Payment by County. Within thirty-five (35) days of the approval of the invoice by the County, the County shall mail payment of the approved amount to the Consultant for all services satisfactorily performed or make reasonable arrangements for payment acceptable to the Consultant. No claim for expenses or services not specifically provided for herein shall be honored by the County. Amounts disputed need not be paid until the dispute is resolved. Final payment due to the Consultant will be made by the County when all work and services have been satisfactorily performed and all documents have been delivered to the County in accordance with this Agreement. All payments shall be issued to:

Kogel Archaeological Consulting Services
2101 S. Lincoln Avenue
Sioux Falls, South Dakota 57105

5. AUTHORIZED REPRESENTATIVE.

Nick Brozek shall serve as the Authorized Representative of the County and as the liaison with the Consultant. The County shall have the right to change its Authorized Representative from time to time and shall inform the Consultant of any such change. The Authorized Representative shall have the express authority to make all contacts with the Consultant on behalf of the County and to instruct the Consultant to perform the various services described in this Agreement. The Consultant shall submit reports, invoices and other materials prepared pursuant to this Agreement to the County's Authorized Representative, by mailing or delivering them to:

Redwood County Environmental Office
PO Box 130
Redwood Falls, MN 56283

6. RELATIONSHIP BETWEEN THE PARTIES.

6.1 Independent Contractor. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint ventures, or an association, nor shall the Consultant, be considered an employee, agent or representative of the County. The Consultant is to be and shall remain an independent contractor with respect to all services performed under this Agreement. Consultant shall utilize the Redwood County Attorney's Office personnel to perform all services under this Agreement.

6.2 No Agency. Consultant shall have the authority to act on behalf of the County only to the extent expressly provided for in this Agreement, unless otherwise modified by the parties in writing.

7. INSURANCE AND INDEMNIFICATION.

7.1 Insurance. Consultant shall comply with the insurance requirements set forth in **Exhibit D**, attached to this Agreement and incorporated herein by reference.

7.2 Indemnification by Consultant. Consultant agrees to indemnify and hold harmless the County and its officers, officials, agents, volunteers and employees from any liability, claims, losses, damages, costs, judgments, or expenses, including reasonable attorneys' and other professional fees, resulting directly or indirectly from any negligent, tortious or illegal act or omission, including without limitation, professional errors or omissions by the Consultant arising from the performance of its services pursuant to this Agreement, and against all loss by reason of the failure of the Consultant to fully to perform all obligations under this Agreement. For clarification and not by way of limitation, this obligation to indemnify and hold harmless shall apply to all materials prepared or furnished pursuant to this Agreement, including, without limitation, and the unlawful disclosure or use of protected data or other noncompliance with the Records and Information provisions set forth in Section 8. The terms and provisions of this Section 7 shall survive the expiration, suspension or termination of this Agreement.

7.3 Indemnification by County. County agrees to indemnify and hold harmless the Consultant from any liability, claims, losses, damages, costs, judgments, or expenses, including reasonable attorneys' and other professional fees, resulting directly or indirectly from any negligent, tortious or illegal act or omission by the County (including its officers, employees, agents and subcontractors) arising from the terms of this Agreement, and against all loss by reason of the failure of the County, its agents, employees or subcontractors fully to perform all obligations under this Agreement. For clarification and not by way of limitation, this obligation to indemnify and hold harmless shall apply to all materials prepared or furnished pursuant to this Agreement, including, without limitation, the unlawful disclosure or use of protected data or other noncompliance with the Records and Information provisions set forth in Section 8. The terms and provisions of this Section 7 shall survive the expiration, suspension or termination of this Agreement.

8. RECORDS AND INFORMATION.

8.1 Ownership of Documents, Intellectual Property Rights and Confidentiality. All documents, reports, recommendations, and other work prepared or furnished by Consultant pursuant to this Agreement are work products of the County and shall be the property of the County. Consultant represents and certifies that the works and documents created and paid for under this Agreement do not and will not infringe upon any intellectual property rights of other persons or entities. Consultant shall furnish the County with all products upon completion of the work, and at any other time as requested

by the County. Consultant may retain copies of all such work products and related documents, but Consultant may not use the work products and related documents for any purpose not related to the Project without the County's consent. No reports, documents, or other information that are generated under this Agreement shall be released by Consultant except as required to be released by the Minnesota Data Practices Act or with the approval of the Authorized Representative.

8.2 Data Practices. The Consultant must comply with the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) as it applies to all data provided to the Consultant by the County under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Consultant pursuant to this Agreement. If the Consultant receives a request to release data pursuant to this Section 8.2, the Consultant shall notify the County immediately and consult with the County as to how the Consultant should respond to the request. The Consultant's response shall comply with applicable law.

8.3 Private and Confidential Data. The Consultant shall comply with the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes Ch. 13) and all other applicable state and federal laws, rules and regulations relating to data privacy or confidentiality, which may include the Health Insurance Portability and Accountability Act (HIPAA and/or the Health Information Technology for Economic and Clinical Health Act (HITECH). Consultant further acknowledges that the classification of data as trade secret data will be determined based on applicable law, and labeling data as trade secret data will not necessarily make it so.

8.4 County Network Connection. Consultant acknowledges that this Agreement does not authorize Consultant to make any connection to the County's network through the use of any hardware or through a Virtual Private Network (VPN). In the event a VPN or other network connection becomes necessary or convenient during the term of this Agreement, Consultant shall not make any such connection without first obtaining the express written consent of the County's Information Technology Director and executing and delivering to the County copy of the County's then-current Information Technology Usage Agreement.

9. AUDIT.

Consultant shall maintain complete and accurate records with respect to costs incurred and services performed under this Agreement for a period of at least six (6) years after the termination of this Agreement. Pursuant to Minn. Stat. § 16C.05, Subd. 5, Consultant shall allow the County or other persons or agencies authorized by the County, including the Legislative or State Auditor, access to the records of Consultant at reasonable hours, including all books, records, documents, and accounting procedures and practices of Consultant relevant to the subject matter of the Agreement, for purposes of audit.

10. NOTICE.

Any notices required or permitted to be given under this Agreement: (i) shall be in writing signed by or on behalf of the party making the same; (ii) shall be deemed given or delivered (a) if delivered personally, when received, (b) if sent from within the United States by registered or certified mail, postage prepaid, return receipt requested, on the third business day after mailing, or (c) if sent by messenger or reputable overnight courier service, on the next business day after mailing; and (iii) shall be addressed to each party at its address set forth in this Agreement, or at such other address as the parties shall designate in writing by personal delivery, certified mail, or overnight courier service.

11. DISPUTES.

The County's Authorized Representative will be the initial interpreter of the requirements of this Agreement and will determine the acceptability of the work to be provided hereunder. All claims, disputes and other matters relating to the acceptability of the work must be referred to the County's Authorized Representative in writing with a request that a formal decision be made within a reasonable period of time. Written notice of each claim, dispute or other matter must be delivered to the County's Authorized Representative within 30 days of the occurrence of the event giving rise to the claim, dispute or other matter. All data supporting the claim, dispute or other matter must be submitted to the County's Authorized Representative within 45 days of the event, unless the County's Authorized Representative allows for additional time based on the availability of complete and accurate data. The Consultant shall continue to perform while the claim or dispute is pending. The issuance of a decision by the County's Authorized Representative shall be a condition precedent to the Consultant's exercise of the rights and remedies the Consultant may have under this Agreement or at law with respect to the claim, dispute or other matter.

12. TERMINATION AND SUSPENSION.

12.1 County Termination and Suspension With Cause. This Agreement may be suspended or terminated by the County if the Consultant violates any of the terms or conditions of this Agreement as determined by the County. In the event the County exercises its right to suspend or terminate this Agreement, the County shall submit written notice to the Consultant specifying the extent of the suspension or termination and the reasons therefore, and the date upon which suspension or termination becomes effective.

12.2 County Termination and Suspension Without Cause. The County may terminate this Agreement without cause by giving at least 30 days written notice to the Consultant. Upon receipt of a notice of such termination, the Consultant shall take all action necessary to discontinue work or further commit County funds.

12.3 Consultant Termination With Cause. This Agreement may be terminated by the Consultant if the County violates any of the terms or conditions of this Agreement as determined by the Consultant. In the event the Consultant exercises its right to terminate this Agreement, the Consultant shall submit written notice to the

County specifying the reasons therefore, and the date upon which termination becomes effective.

12.4 Consultant Termination Without Cause. The Consultant may terminate this Agreement without cause by giving at least 30 days written notice to the County. Upon County's receipt of a notice of such termination, the Consultant shall cease all work on the Project and provide all documents pertaining to the Project to the County as soon as is reasonably feasible, but not longer than five (5) business dates from the County's receipt of the notice of termination.

12.5 Payment upon Termination and Suspension With or Without Cause. The Consultant shall be entitled to payment for all work satisfactorily performed up to the day the termination or suspension takes effect, as determined by the County.

13. SURVIVAL.

The provisions of this Agreement which, by their terms, impose obligations that are continuing in nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: Sections 2.5 (Standard of Care and Liability for Work); 7 (Insurance and Indemnification); 8 (Records and Information); 9 (Audit); 14.3 (Governing Law; Jurisdiction; Venue).

14. GENERAL PROVISIONS.

14.1 Entire Agreement; Amendments; Conflicts. This Agreement (including the exhibits attached hereto) constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, documents and proposals, oral or written, between the parties with respect thereto. Any amendment or modification to this Agreement shall not be valid unless such amendment or modification (i) is in writing and signed by authorized representatives of both parties and (ii) references this Agreement. The terms and conditions of the exhibits are integral parts of this Agreement and are fully incorporated herein by this reference.

14.2 Compliance with Applicable Law. The Consultant agrees to comply with applicable federal, state and local laws or ordinances, and applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Consultant's performance of the provisions of this Agreement. It shall be the obligation of the Consultant to maintain, pay for and obtain all licenses required by any governmental agency for the provision of those services contemplated herein.

14.3 Governing Law; Jurisdiction; Venue. This Agreement shall be governed by the laws of the State of Minnesota, without regard to its conflict of laws rules. For the purpose of resolving conflicts related to or arising out of this Agreement, the parties expressly agree that venue shall be exclusively in the State of Minnesota, County of

Redwood. The parties hereby expressly consent to the exclusive personal jurisdiction of the federal and state courts located in the State of Minnesota, regardless of the citizenship or residency of either party at the time of the commencement of any legal proceeding.

14.4 Debarment. Consultant certifies that it is not prohibited from doing business with either the federal government or the State of Minnesota as a result of any debarment or suspension proceedings. Consultant's certification is a material representation upon which the County's approval of this Agreement is based. Consultant shall provide immediate written notice to the County's authorized representative if at any time Consultant learns that this certification is erroneous or becomes erroneous due to changed circumstances.

14.5 Conflict of Interest. The Consultant affirms that, to the best of the Consultant's knowledge, the Consultant's involvement in this Agreement does not result in a conflict of interest with any party or entity, which may be affected by the terms of this Agreement. The Consultant agrees that, should any conflict or potential conflict of interest become known to the Consultant, it will immediately notify the County of the conflict or potential conflict, specifying the part of this Agreement giving rise to the conflict or potential conflict, and will advise the County whether the Consultant will or will not resign from the other engagement or representation.

14.6 Assignment and Delegation. Neither party shall assign its rights or delegate its duties under this Agreement without receiving the prior written consent of the other party.

14.7 Successors in Interest. The provisions of this Agreement shall be binding upon and inure to the benefit of the parties and their permitted successors and assigns.

14.8 Severability. In the event that any portion of this Agreement shall be held to be invalid, such invalidity shall not affect the validity of the remainder of this Agreement.

14.9 Execution. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and to constitute one and the same instrument. Electronic copies of this Agreement, including without limitation, those transmitted by facsimile or scanned to an image file, shall be considered originals.

[Signature page follows.]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the Effective Date set forth above.

REDWOOD COUNTY

**KOGEL ARCHAEOLOGICAL
CONSULTING SERVICES**

By: _____

By: _____

Print Name

Print Name

Title

Title

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____
Redwood County Attorney

Date: _____

EXHIBIT A

SCOPE OF SERVICES

The Consultant agrees to provide Consultation Services for the County during the term of this Agreement. The Consultant shall use sound and independent professional judgment in performing these duties. Said “Consultation Services” include the following:

See attached Phase I Archaeological Survey Proposal for The Plum Creek County Park Improvement Project Area Near Walnut Grove, Redwood County, Minnesota

EXHIBIT B

PROJECT SCHEDULE

The Consultant will provide the County with the services in **Exhibit A** beginning upon the date of the Agreement and shall end on April 28, 2024.

EXHIBIT C

COMPENSATION

The County shall pay Consultant for the performance of the services in **Exhibit A** pursuant to the terms and conditions of section 4. PAYMENT TO CONSULTANT of the Agreement. Any additional expenses, will require pre-approval by the County's Authorized Representative prior to incurring the expense.

EXHIBIT D

INSURANCE REQUIREMENTS

Consultant shall procure and maintain for the duration of the Agreement, insurance coverage for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Consultant.

1. Minimum Scope of Insurance: Coverage shall be at least as broad as follows:
 - a. General Liability coverage (occurrence form CG 00 01 or a substitute form providing equivalent coverage), and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, advertising, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). County **must be named as additional insured**. An excess or umbrella liability policy may be used in conjunction with primary coverages to meet the minimum limit requirements. County must also be named as additional insured on the excess or umbrella policy.
 - b. Automobile Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or substitute for providing equivalent liability coverage. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). County **must be named as additional insured**. An excess or umbrella liability policy may be used in conjunction with primary coverages to meet the minimum limit requirements. County must also be named as additional insured on the excess or umbrella policy.
 - c. Workers' Compensation as required by the State of Minnesota, and Employer's Liability insurance. If the Consultant's employment is an excluded employment under Minn. Stat. § 176.041 and Consultant elects not to purchase workers' compensation coverage, Consultant shall provide County with a written waiver of workers' compensation coverage in a form acceptable to County. Consultant agrees that under no circumstances shall County be responsible for workers' compensation for injuries suffered in connection with this Agreement.
2. Minimum Limits of Insurance: Consultant shall maintain **NO LESS THAN** the following limits of insurance:
 - a. General Liability Insurance, and if necessary, Umbrella Liability:
 - \$1,500,000 per occurrence
 - \$3,000,000 annual aggregate
 - \$3,000,000 products and completed operations aggregate
 - b. Business Automobile Liability and if necessary, Umbrella Liability:

- \$1,500,000 per occurrence
 - \$3,000,000 aggregate
- c. **Worker's Compensation:**
- as required by the State of Minnesota
- d. **Employer's liability coverage with minimum limits of:**
- Bodily injury by accident: \$500,000 each employee
 - Bodily injury by accident: \$1,500,000 each incident
 - Bodily injury by disease: \$500,000 each employee
 - Bodily injury by disease: \$1,500,000 policy limit
- f. **Professional/Technical Liability or Errors and Omissions:**
- \$2,000,000 per occurrence – Errors & Omissions
 - \$2,000,000 per occurrence – Bond (conduct by employee constituting malfeasance, willful neglect of duty or bad faith)
 - \$4,000,000 annual aggregate
3. **Deductibles and Self-Insurance:**
- a. Any deductibles will be the sole responsibility of Consultant and may not exceed \$50,000 without the written consent of County. Any request for a higher deductible must first be approved by County after Consultant provides County with financial documentation sufficient for County to determine whether Consultant has the financial resources to cover the requested deductible.
4. **Additional Insurance Conditions:**
- a. Consultant's insurance shall apply as primary insurance with respect to any other insurance or self-insurance program maintained by County. County's insurance or self-insurance program shall be excess of Consultant's insurance and shall not contribute to it.
- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to County or its officers, officials, employees or volunteers.
- c. Consultant must obtain insurance policies from insurance companies having an "AM BEST" rating of A:VII or better and authorized to do business in the State of Minnesota.

5. Verification of Coverage:

Consultant shall provide County with certificates of insurance and original endorsements showing that Consultant has each type of insurance coverage and limits required under this Agreement. A Certificate of Insurance for each policy must be on file with County within 10 days of execution of this Agreement and prior to commencement of any work under this Agreement. Each certificate must include a 10-day notice of cancellation, nonrenewal, or material change to all named and additional insureds. If insurance expires during the term of this Agreement a new Certificate of Insurance must be provided to County at least 10 days prior to the expiration date. The new insurance must meet all the same terms as outlined in this Exhibit D. The County reserves the right to rescind any contract not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against Consultant. All subcontractors shall provide evidence of similar coverage.



REQUEST FOR BOARD ACTION

Requested Board Date:	12/12/23	Originating Dept.:	Sheriff's Office
Preferred 2nd Date:			
Discussion Item:	Presenter: Jason Jacobson		
Out of state travel - Andrew Schroeder	estimated time needed:	5 minutes	
Board Action: <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

If Action, Board Motion Requested:

Approve out of state travel request for Deputy Andrew Schroeder February 25th-28th, 2024.

Background Information:

The Minnesota Traffic Law Enforcement Training Program is hosting the 2024-1 Drug Evaluation and Classification (DEC) Training School, also known as DRE School. This training provides the trainees with skills to determine if people under the influence of controlled substances, including while driving impaired. The training involves 3 sections of instruction and field testing. The first two sections are held locally, but the certification training will take place in Philadelphia, PA the week of February 24th. There are no costs for lodging or travel as the program is grant funded through the Minnesota Office of Traffic Safety and National Highway Traffic Safety Administration. Deputy Schroeder applied for the training and was selected after a review of his credentials. The only cost incurred by the county would be meal expenses.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****



Minnesota State Patrol

Chief's Memo

Date: October 6, 2023

23-049

To: Troopers

From: Colonel Matthew C. Langer
Chief

Subject: 2024-1 DRUG EVALUATION AND CLASSIFICATION (DRE) SCHOOL

Expiration Date: 01/31/2024

The Minnesota Traffic Law Enforcement Training Program is proud to announce the 2024-1 Drug Evaluation and Classification (DEC) Training School, also known as DRE School. This training will be offered on January 8-12 and January 16-19, 2024 at the Maple Grove Government Center (12800 Arbor Lakes Parkway N, Maple Grove, MN 55369) under the direction of the Minnesota DRE Coordinator.

The purpose of this course is to prepare POST licensed law enforcement professionals to:

- Distinguish whether an individual is under the influence of a drug(s) other than alcohol
- Distinguish whether an individual is under the combined influence of alcohol and other drugs
- Distinguish whether an individual is suffering from an injury or illness that produces signs similar to alcohol/drug impairment
- Identify the broad category or categories of drugs inducing the signs of impairment
- Successfully obtain bodily fluid samples from DWI arrestees pursuant to Minnesota Statutes
- Document the observations

Students must successfully attend and complete all sections of the training curriculum to be certified and credentialed as a DRE. Annual recertification requirements (listed below) must be met to maintain certification. DRE candidates must have successfully completed Standardized Field Sobriety Testing (SFST) and Drugs Enforcement (ARIDE) training prior to beginning DRE training.

Course Outline

Classroom Training

DEC training is a comprehensive, 72-hour course utilizing lecture, practical, and hands-on activities to prepare student-officers to perform the duties of a certified DRE. The course includes five quizzes, three inclusive tests, and an SFST proficiency check.

Certification Training

Students will be required to perform 12 instructor-witnessed evaluations, receive lab confirmation of three drug categories and must have the recommendation of two DRE instructors to be certified. Certification training is scheduled for the week of February 25, 2024. Details on the out-of-state certification trip will be disseminated during the classroom training.

Training culminates in a comprehensive and detailed Certification Knowledge Exam that encompasses all facets of both classroom and certification training.

Timeline

Classroom training will take place January 8-12 and January 16-19, 2024. Students must attend all nine days of training. Certification training will take place out-of-state, will require four days of travel and is scheduled for the week of February 25, 2024.

Objectives

- Identify the seven categories of drugs and recognize their effects
- Describe and properly administer the psychophysical and physiological assessments used in the DEC procedures
- Properly interpret the results of the examination
- Document the results of the Drug Influence Evaluation and prepare a detailed and technical narrative drug influence report
- Discuss appropriate procedures for testifying in typical drug evaluation and classification cases
- Create and maintain current resume that will be submitted to the DRE Coordinator annually
- Annually complete relevant classroom training (8 hours) and perform two instructor-witnessed evaluations

Cost

This training program is funded by the Minnesota Office of Traffic Safety (OTS) with grant funds from the National Highway Traffic Safety Administration (NHTSA). There is no cost to the agency or officer for this training. Housing will be provided for the classroom portion as needed. Housing and travel will be provided for the out-of-state certification portion of the training. Due to the expenses incurred by the DECEP grant and the time commitment to achieve and maintain certification, the Minnesota DEC Program requires a minimum 3-year commitment for sustaining DRE certification.

Troopers interested in this training should send an application and memo of interest to Sgt. Tyler Milless at tyler.milless@state.mn.us with a copy to their district/section commander by Friday, November 10. Sgt. Milless will collaborate with the district/section command prior to final selections for the class. Selections will be made and applicants notified by Friday, November 17.

Attachment (application)

MINNESOTA STATE PATROL
INVESTIGATIVE SERVICES SECTION (ISS)



DATE: November 16, 2023
TO: Deputy Andrew Schroeder
FROM: Sergeant Tyler Milless
SUBJECT: 2024-1 DRE School

Deputy Schroeder,

Congratulations! This letter is to inform you that you have been accepted into the 2024-1 DRE School. The school will be held on January 8-12 and 16-19, 2024. The class is from 0800-1700 each day and will be held at the Maple Grove Government Center (12800 Arbor Lakes Parkway N, Maple Grove, MN 55369).

You have proven your ability to actively enforce Minnesota's DWI laws and I look forward to you joining in the forces as a Drug Recognition Evaluator. This class is challenging, and will provide you with great knowledge and tools to use while enforcing drug impaired driving.

As the memorandum stated, after the DRE school portion, you will be required to attend one of the Certification Trip. The certification trips are scheduled for February 25-28, 2024 and February 27 – March 1, 2024 in Philadelphia, PA. You will be required to attend **one** of the trips. If you have a conflict for one of the trip dates, please let me know no later than December 31, 2023 so I can schedule you for the dates that work best for you. As a reminder, all costs will be covered by the program, except for your wage and any per diem your agency provides.

Thank you for your dedication to the DRE program and I look forward to seeing you in September!

A handwritten signature in black ink, appearing to read "Tyler Milless".

Sergeant Tyler Milless
Minnesota State Patrol
Tyler.Milless@state.mn.us

If you will need lodging for the DRE school, please let me know by December 8, 2023

Investigative Services Section, 2055 North Lilac Drive, Golden Valley, MN 55422
Office 763-279-4005 ~ Cell 651-925-7601 ~ email: tyler.milless@state.mn.us ~

OUT-OF-STATE TRAVEL REQUEST

EMPLOYEE(S): Andrew Schroeder

EVENT: DRE School

LOCATION: Philadelphia, PA DATES: 02 / 25 / 2024 - 02 / 28 / 2024

EXPENSE ESTIMATE:

Registration: 0 Lodging: 0

Meals: \$175 Per Diems: _____

Transportation: 0 (Include: Airfare, rental car, taxi cab, fuel, etc. for all employees)

Other: _____ Other: _____

Explanations, if necessary: Funding for the travel is covered through OTS and NHTSA grants.

TOTAL EXPENSES: \$175 DEPARTMENT: Sheriff

I acknowledge the information and estimated expenses are to the best of my knowledge and in accordance with Redwood County Policies.

EMPLOYEE: 

DATE: 11/29/2023

SUPERVISOR: 

DATE: 11/29/23

Total travel expenses under \$500: require approval by the County Administrator.
Total travel expenses over \$500: require approval by the County Board.

APPROVED BY: _____ DATE: / /



REQUEST FOR BOARD ACTION

Requested Board Date: 12/12/2023	Originating Dept.: Sheriff's Office
Preferred 2nd Date: 20	
Discussion Item:	Presenter: Jason Jacobson
Approve BLRR Drug Task Force JPA	estimated time needed: 5 minutes
Board Action: <input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only

If Action, Board Motion Requested:

Approve the revised Brown Lyon Redwood Renville Drug Task Force joint powers agreement.

Background Information:

The JPA is being updated with minor changes. The most significant change is to allow the fiscal agent to pay debts and deposit money as the board has opted to meet every other month. There is a cap on allowable expenses without the board chair approval. JPA has been approved by the Drug Task Force attorney.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****

BROWN-LYON-REDWOOD-RENVILLE DRUG TASK FORCE JOINT POWERS AGREEMENT

This Agreement is entered into between the counties of Brown, Lyon, Redwood, and Renville by and through their respective County Board and Sheriff, the cities of New Ulm, Redwood Falls, and Marshall, by and through their respective City Council and Police Chief, and the Lower Sioux Police Department by and through its Tribal Council and Police Chief (hereinafter collectively referred to as the "Parties").

WHEREAS, the Parties are each respectively charged with the enforcement of the laws of the State of Minnesota in their respective jurisdictions; and

WHEREAS, the Parties desire to promote the effective enforcement of such laws, particularly as they relate to laws concerning controlled substances; and

WHEREAS, the nature of illegal controlled substance activity is such that coordinated, multi-jurisdictional efforts are needed for effective enforcement; and

WHEREAS, the purpose of this Agreement is to create a cooperative law enforcement effort that involves at least one dedicated full-time licensed peace officer who is responsible for all controlled substance investigations and for the development of a system of sharing intelligence information among participating agencies; and

WHEREAS, multi-jurisdictional drug task forces must have a governing board comprised of representatives from each participating agency that meets regularly and an interagency agreement addressing staffing, supervision, program income and equipment; and

WHEREAS, all drug task forces must have a viable infrastructure to prepare grant proposals, maintain statistics on operations, account for grant expenditures, track program income, and manage confidential funds in accordance with statewide policy.

NOW, THEREFORE, pursuant to Minnesota Statute § 471.59, the Joint Exercise of Powers, the Parties agree as follows:

1. **TERM**

The term of this Agreement shall commence on July 1, 2016, and shall continue in full force and effect until terminated by the Parties pursuant to Section 4 of this Agreement.

2. **GOVERNING BOARD**

2.1. The powers, duties, and purpose of the Brown-Lyon-Redwood-Renville Drug Task Force shall be carried out through a governing board. Members of this board shall be known as "Directors." The Board shall consist of the Sheriff or Chief of Police of each participating governmental unit, or his/her designee. Each board member shall have one vote. The Directors of the participating governmental units shall appoint a prosecuting attorney from one of their jurisdictions to also serve as its legal counsel. The prosecuting attorney is a member of the Board but shall not have a vote on any matter before the Board. The prosecuting attorney shall provide legal advice and guidance to the Board as requested.

2.2. The Board shall elect a Chairperson to serve for one year. The Chairperson will preside at meetings. The Board shall also elect a Vice-Chair who shall assume the powers and duties of the Chairperson during a period of absence or incapacity and shall perform such additional duties and functions as the Board may direct. The Chair and Vice-Chair shall be elected at the first meeting of the year.

2.3. A majority of Directors of the Board are required to constitute a quorum. A simple majority vote of the Directors present at a meeting with a valid quorum is required for the Board to take action.

2.4. Other entities may become a Party to this agreement upon approval of two-thirds (2/3) of the then existing Board. Upon such approval, the number of members on the Board shall be increased by one for each new Party. The new Party's Sheriff or Chief of Police, or his/her designee shall serve as a Director on the Board and shall have one vote.

2.5. The time and place of regular and special meetings shall be established by the Board. Special meetings may be called by the Chairperson or upon the request of at least two Directors on the Board. Notice of meetings shall be mailed or otherwise delivered as approved by the Board to each Director at least three days before regular meetings of the Board. Notices shall include an agenda containing those items to be considered at the meeting.

3. BOARD OF DIRECTORS' POWERS AND DUTIES

The Board of Directors shall possess all the powers and duties to:

3.1. Contribute financially to the establishment and the continued operation of the task force through the commitment of time and resources, as approved by each party's respective County Board, City Council, or Tribal Council.

3.2. Direct the ongoing management and operation of the task force including the establishment of funds and accounts necessary for the task force to comply with state and/or federal guidelines. The Board shall select a Fiscal Agent to be responsible for the accounting and financial obligations of the drug task force operations to provide for the proper receipts and disbursement of funds, and to perform all other duties normally assigned to the Treasurer of a deliberative body.

3.3. Adopt internal written policies and cooperative procedures for the operation of the task force, in order to implement this Agreement to the maximum extent possible.

3.4. Jointly plan and provide information, access to training opportunities and technical assistance for the staff members of the individual Parties to facilitate the purpose of the task force, when feasible.

3.5. Elect general legal counsel to provide legal assistance and recommendations relative to the general operations, duties, and functions of the task force members and its Board. That legal counsel shall receive notice for and attend Board of Director meetings, as available.

3.6. Comply with the Minnesota Government Data Practices Act and other applicable rules and procedures that relate to the use, security, dissemination, retention and destruction of records, and maintain confidentiality of information that is not otherwise exempt as provided by law.

3.7. Apply for the use of any state or federal funds or new federal reimbursements to task force programs resulting from federal revenue enhancement to expand expenditures for task force goals.

3.8. Provide an annual report on the progress of the task force to all Parties. This report shall include, but not be limited to, finance, governance, and information management updates.

3.9. Contribute to the collection of data required to complete the task force's evaluation plan and the state annual progress report.

3.10. Adopt by-laws as necessary to conduct Board business.

3.11. Set the financial contribution required from all Parties on an annual basis, as approved by each Party's respective County Board, City Council, or Tribal Council.

3.12. Procure and maintain property, casualty, and professional liability insurance as required by law or as deemed appropriate and prudent by the Parties.

3.13. Elect a person to assist in keeping a record of all proceedings of the Board of Directors and to perform all other duties normally assigned to the Secretary of a deliberative body.

3.14. The Board of Directors may constitute and convene such committees as it deems necessary and appropriate. The Board shall determine respective membership, duration, structure, if any, designation and the election of officers and operating procedures of any committee. The Chairperson, with the approval of the Board, shall appoint the members and the Chairperson of each committee.

3.15. The Board of Directors shall have the authority to utilize funds received under this Agreement for any of the purposes outlined herein.

4. **TERMINATION**

Any Party shall have the right to withdraw from this Agreement or a Party may be terminated from this Agreement as set forth below.

4.1. The Party withdrawing shall pass a resolution declaring its intent to withdraw effective on December 31st of the calendar year of withdrawal from this Agreement. The withdrawing Party shall send a copy of such resolution to the Chairperson of the Board of Directors no later than September 30th of the calendar year of withdrawal from this agreement.

4.2. Upon receipt of the resolution to a withdrawal, the Chairperson of the Board of Directors shall send a copy of said resolution to each Party within five (5) working days.

4.3. When a Party exercises its option to withdraw under the terms of this Agreement, no fiscal liability shall accrue for the subsequent year.

4.4. The withdrawing Party shall not be entitled to a refund of monies contributed to the task force prior to the effective date of the withdrawal. The Fiscal Host will provide a fiscal accounting to the withdrawing party of funds within sixty (60) days of the effective date of the withdrawal.

4.5. Failure to comply with the terms of this Agreement by any individual Party may result in termination of membership to this Agreement. A Party's termination shall be by a majority vote of the full Board of Directors following consideration of the nature and extent of the violation(s). A terminated Party shall not be entitled to a refund of any contributed monies or property given to the drug task force unless approved by a majority vote of the full Board of Directors.

4.6. Notwithstanding any Party's decision to withdraw from this Agreement, or in the case of a Party's termination of membership to this Agreement, this Agreement and the remaining Board of Directors created herein shall continue in force until and unless all remaining Parties mutually agree to terminate the Agreement by joint resolution, or when membership on the Board of Directors is reduced to less than two Parties.

4.7. In the case of the Parties' mutual agreement to terminate this Agreement, the Board of Directors shall continue to exist for the limited purpose of discharging the Board of Directors' debts and liabilities, settling its affairs, and disposing of its property.

4.8. In the event that the Fiscal Host exercises its option to withdraw under the terms of this Agreement, the Board of Directors shall solicit a Party to volunteer as the new Fiscal Host. The new Fiscal Host shall become effective upon the effective date of the prior Fiscal Host's withdrawal. If no new Fiscal Host volunteers, this Agreement shall be terminated, notwithstanding any provision of this Agreement to the contrary.

5. **DISPOSAL OF SURPLUS FUNDS AND PROPERTY UPON TERMINATION**

All property, real and personal, held by the drug task force at the time of termination shall be distributed by resolution of the Board of Directors as allowed by law and in a manner to best accommodate its task force efforts.

6. **INDEBTEDNESS**

The Fiscal Agent shall sign all warrants or other evidence of indebtedness at any time issued by the Brown-Lyon-Redwood-Renville Drug Task Force no larger than \$15,000 per claim. If a claim against the Task Force is higher than \$15,000 it will require prior approval by the Task Force Advisory Board or written approval by the Board Chair.

7. **REVENUE**

All revenues of the task force, and the earnings those revenues generate, shall remain property of the task force. The Fiscal Agent shall deposit all monies received on behalf of the Task Force in the bank or depository designated by the fiscal agent. All monies shall be deposited in the name of the Brown-Lyon-Redwood-Renville Drug Task Force.

8. **CONTRIBUTIONS**

Each Party to this Agreement that is a police department or sheriff's department shall contribute cash, personnel, and in-kind resources to the task force. Each Party shall assign such licensed peace officers

and unlicensed personnel as that party deems appropriate to assist and participate in the Brown-Lyon-Redwood-Renville Drug Task Force. Each Party shall designate and advise all other Parties of the name or names of such person or persons who shall have authority to assign personnel to operate the provisions of this Agreement.

9. MEMBER RESPONSIBILITIES

9.1. Calls for Assistance. Whenever an officer of a Party believes that assistance is needed from one or more of the other Parties in the enforcement of controlled substance laws, the Party desiring assistance shall make an oral or written request for assistance to another Party or Parties. Upon receipt of a request for assistance, the responding Party or Parties may assign and direct such personnel as that Party deems fit to provide assistance in the nature and to the extent it deems fit. A Party which is requested to provide assistance shall make a good faith effort to provide the assistance requested, but no guarantee is made that the requested assistance will be provided, and each Party expressly agrees that failure to provide requested assistance will not result in any liability claim by the requesting Party against the other Party. Whenever a Party provides mutual assistance to another Party under this Agreement, those Parties shall remain an employee and agent of the agency providing assistance. The Party providing the assistance shall remain under the ultimate direction and control of the agency by which they are employed, and all acts and coverages shall be the same as if they were acting in the course and scope of the employment of that Party.

9.2. Officer Authority. Licensed peace officers and licensed part-time peace officers who act under the terms of this agreement shall be granted peace officer authority to the full extent authorized by Minnesota Statutes, including, but not limited to Minn. Stat §§ 629.34 and 629.40. To the extent necessary, the Parties agree that each may grant peace officer authority to licensed peace officers and licensed part-time peace officers already employed in that capacity by another Party. In such cases, the officer so appointed shall for all purposes other than peace officer authority, remain an employee of the initial appointing party for Purposes of this Agreement herein.

9.3 Coordinating Authority. The Task Force Commander shall be responsible for the day-to-day operations of the task force including supervision of staff, intelligence sharing, management of confidential funds and coordination with other agencies. The Task Force Commander shall make sure that task force policies and procedures are followed.

9.4 Fiscal Agency. The City of New Ulm shall be responsible for fiscal management of the task force grant and other resources such as cash contributions, program income (forfeiture proceeds, restitution and fines) and oversight of confidential funds. The Fiscal Agent shall present the Drug Task Force Advisory Board with a report monthly or as otherwise directed by the Task Force Advisory Board, setting forth in detail all monies received and paid out on behalf of the Drug Task Force since the last report. At the end of each fiscal year a similar report shall be presented to the Drug Task Force Advisory Board showing all receipts and disbursements of the Drug Task Force for the fiscal year ending. The Fiscal Agent shall complete an audit of all financial resources of the Brown-Lyon-Redwood-Renville Drug Task Force at least annually and shall make such reports available to all Parties. All said reports shall be in such form as may be prescribed by the Task Force Advisory Board. Buy funds shall be reconciled at least quarterly and reports shall be distributed to the representative of each Party at the Advisory Board meeting. Any Party to this Agreement may request and obtain access to any and all financial records pertaining to the fiscal management of the Task Force. The Board of Directors may, in its discretion and at any time, request an independent audit of the Brown-Lyon-Redwood-Renville Drug Task Force's finances.

9.5 Restitution and Forfeitures. Any assets or property subject to legal forfeiture as a result of enforcement or obtained under any criminal restitution received under this Agreement shall be used and/or distributed to the Parties as follows:

- a. With the approval of the Board of Directors, the assets or proceeds may be reinvested in the task force in accordance with applicable federal and state law.
- b. The property may, if practicable, be split equally among the Parties to this joint powers agreement and the State of Minnesota in accordance with federal and state law.
- c. In cases subject to federal forfeiture proceedings, distribution of forfeited assets shall be in equal shares among the parties to these joint powers agreement with the federal government receiving either an equal share or its share as governed by federal statutes or regulations.
- d. All seized, held and/or forfeitable property shall be documented and safeguarded in accordance with the procedures set forth in the Brown-Lyon-Redwood-Renville Drug Task Force Policies and Procedures Manual, and applicable state and federal law.

The Parties agree that in any cases in which the Brown-Lyon-Redwood-Renville Drug Task Force cooperates with another jurisdiction (e.g., another task force or a local, state or federal agency) that the supervising investigators on the scene of any arrest will negotiate a split based upon the amount of effort expended in the investigation and document said agreement.

9.6 Policy Manual. The Parties agree to abide by the Brown-Lyon-Redwood-Renville Drug Task Force Policies and Procedures Manual.

10. INSURANCE AND INDEMNIFICATION

10.1. Parties to this Agreement shall maintain workers compensation insurance, automobile insurance including general liability insurance for bodily injury, personal injury insurance, and property damage insurance for their officials and employees in the performance of duties arising from this Agreement and provide certification and evidence of such coverage to the other Parties within ten (10) days of signing this Agreement.

10.2. Each Party to this Agreement agrees to defend the action of its own officers and agrees to hold harmless, indemnify, and defend the other parties, its commissioners, officers, employees, and agents against any and all claims, losses, damages or lawsuits for damages, including payment of reasonable attorney's fees, arising from, allegedly arising from or related to the acts of its own officers in the performance of duties contemplated by this Agreement.

10.3. The Parties do not waive the limits of liability and immunity as governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable laws.

10.4. Each Party shall be responsible and liable for its own personnel, equipment, and supplies and shall have sole title and interest in the equipment and supplies it utilizes as part of this Agreement unless some alternative arrangement is provided for in writing.

11. MODIFICATION

Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid once they have been reduced to writing and signed by the authorized representatives from each of the Parties.

12. SEVERABILITY

The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to any party.

13. FEDERAL / STATE FUNDING

In the event that the Brown-Lyon-Redwood-Renville Drug Task Force becomes ineligible for State, Federal or local financial participation, the parties agree to review the Agreement within thirty (30) days of the determination of the ineligibility. Notwithstanding any provision of this Agreement to the contrary, any party may withdraw from this Agreement after the thirty-day review of the Agreement following determination of ineligibility under this paragraph upon thirty (30) days written notice.

14. COUNTERPARTS

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which constitute one and the same instrument. Counterparts shall be delivered to the Brown-Lyon-Renville Drug Task Force Legal Counsel who will make each a part of this Agreement by attaching each hereto.

15. MERGER

This Agreement is the final expression of the agreement of the Parties and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understandings or agreements.

IN WITNESS WHEREOF:

Brown County

Chair, Brown County Board of Commissioners

Dated: _____

Attested to:

Brown County Administrator

Lyon County

Chair, Lyon County Board of Commissioners

Dated: _____

Attested to:

Lyon County Administrator

Redwood County

Chair, Redwood County Board of Commissioners

Dated: _____

Attested to:

Redwood County Administrator

Renville County

Chair, Renville County Board of Commissioners

Dated: _____

Attested to:

Renville County Administrator

City of Marshall

Mayor, Marshall City Council

Dated: _____

Attested to:

Marshall City Administrator/Clerk

City of New Ulm

Mayor, New Ulm City Council
Dated: _____

Attested to:

New Ulm City Administrator

City of Redwood Falls

Mayor, Redwood Falls City Council
Dated: _____

Attested to:

Redwood Falls City Administrator

Lower Sioux Indian Community

Chair, Lower Sioux Tribal Council

Dated: _____

Attested to:

Lower Sioux Tribal Council Clerk



REQUEST FOR BOARD ACTION

Requested Board Date:	12/12/23	Originating Dept.:	Sheriff's Office
Preferred 2 nd Date:			
Discussion Item:		Presenter:	Jason Jacobson
2024 Law Enforcement contract with Wabasso		estimated time needed:	5 minutes
Board Action:		<input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Approve 2024 contract with the City of Wabasso for law enforcement services.

Background Information:

The contract is being renewed with no changes other than dates. Contract dates are 01/01/24 through 12/31/24.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****

**CONTRACT BETWEEN THE CITY OF WABASSO AND REDWOOD COUNTY TO
PROVIDE LAW ENFORCEMENT SERVICES**

THIS CONTRACT BETWEEN THE CITY OF WABASSO AND REDWOOD COUNTY TO PROVIDE LAW ENFORCEMENT SERVICES (the "Agreement") is made and entered into this 12th day of December, 2023, by and between Redwood County (the "County"), the City of Wabasso (the "City"), and the Redwood County Sheriff's Office (the "Sheriff").

WITNESSETH:

WHEREAS, the City desires that the Sheriff provide law enforcement services within its City boundaries; and

WHEREAS, the County and the Sheriff agree to render such services upon the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized by the provisions of Minn. Stat. §471.59 and §436.05.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is agreed between the parties as follows:

Section 1. PERFORMANCE OF LAW ENFORCEMENT PROTECTION.

- a. The County agrees, through the office of the Sheriff of the County, to provide police protection within the corporate limits of the City to the extent and in the manner hereinafter set forth.
- b. The Sheriff shall provide 15 hours of police protection per week to the City on a schedule to be reasonably acceptable to both parties.
- c. Except otherwise specifically provided herein, the service to be provided by the County shall encompass those duties and functions which are the type normally coming within the jurisdiction of and customarily rendered by the Sheriff under the applicable statutes of the State of Minnesota.
- d. It is agreed that the City shall receive police protection to be provided by such personnel as may be assigned by the Sheriff using such vehicles as the Sheriff, in his discretion, shall deem necessary. The police protection contemplated hereby shall include patrolling and answering police calls within the City. The manner in which such service is rendered, the standards of performance, discipline of officers and all matters incident to the performance of such service or the control of personnel employed to render such service shall be and remain in the County through the Sheriff's Office.

- e. The services contemplated hereby are scheduled police services which will, in fact, be provided to the City for the number of contracted hours reasonably anticipated and required. It shall include situations in which, in the opinion of the Sheriff, a police emergency occurs which requires a different use of the officer and/or the patrol vehicle, performance of special details relating to the law enforcement service, the enforcement of State statutes and City ordinances, performance of traffic law enforcement, City license inspection, enforcement of the Juvenile Code of the State as said code relates to the City and its ordinances, and other duties and functions customarily performed by a municipal police force.
- f. In addition to the patrol hours that are anticipated under this Agreement, the parties acknowledge that the following hours shall be included in the contracted time: court appearances by Deputies for matters arising in the City; extended shifts which may be required as the result of a Deputy being involved in business prior to the end of his shift which requires him to spend time beyond the end of this shift; emergency calls; investigations; and official events which are held in the City that would require additional law enforcement protection.
- g. The Sheriff will be responsible for proper statutory required licensing of all the Deputies.
- h. It is agreed that all personnel employed to render the services contemplated hereby shall be employees of the County, and that the County shall therefore be responsible for providing worker's compensation insurance and all other benefits to which such personnel shall become entitled by reasons of their contract with the County entered into through its collective bargaining units.
- i. The County agrees that all insurance required adequately covers vehicles, personnel and equipment used by the County in the provision of the services. These costs are included in the total costs of this Agreement.
- j. It is agreed that the County shall provide all necessary labor, supervision, equipment, communication facilities, dispatching and necessary supplies to maintain and provide the police service to be rendered hereunder and these costs are included in the total costs of contract to the City. The City is not obligated to, or responsible for, or liable for compensation or indemnity to any County official, agent or employee for injury or sickness arising out of his employment, and the County agrees to hold harmless the City against such claim.
- k. It is hereby agreed the City and all of its officers, agents and employees shall cooperate and assist the County and the Sheriff to facilitate the provision of the services contemplated here.

Section 2. TERM OF CONTRACT.

- a. The term of this contract shall be January 1, 2024 to December 31, 2024.

- b. Either Party to this Contract may terminate the same upon three months' written notice to the other Party.

Section 3. COSTS AND PAYMENTS.

- a. For performing the services contemplated hereby, the County agrees to contract for 15 hours coverage during each week. As contemplated by the parties a week shall begin 12:01 a.m. on each Monday and end on 11:59 p.m. on each Sunday.
- b. For the services contemplated herein, the City agrees to pay the County \$47.00 per hour. This equals the monthly sum of \$3055.00. This amount shall be paid monthly upon receipt of an invoice from County.
- c. This may not be adjusted by the Sheriff, County Board, City Administrator, and City Council without an amendment to this Agreement signed by all parties. This amount shall be paid monthly to the County and the City shall receive credit for its share of any benefit to which it may become entitled pursuant to Minnesota Statutes § 69.011 (as amended).

Section 4. SUPERVISION. The Sheriff will establish the work schedule to perform the law enforcement services to the City. The City or its designee will give input in regard to scheduled police services for their City. The County shall have the exclusive control and supervision of the personnel provided by the County to render police protection to the City.

Section 5. INDEMNIFICATION.

- a. The City does not assume any liability for the direct payment of any salaries, wages or other compensation to personnel employed by the County to perform the services contemplated hereby, nor does it assume any other liability other than that provided for in this Agreement. Deputy Sheriffs and officers, agents and employees of the Sheriff's are deemed to be officers, agents and employees of the County.
- b. The City, its officers, agents and employees, shall not be deemed to assume any liability for any intentional or negligent acts of the County or any officer, agent or employee of the county, and the County shall indemnify and hold the City and its officers, agents and employees harmless from any intentional or negligent act of the County or any officer, agent or employee of the County, and the County agrees to defend the City, and its officers, agents and employees from any claim for damages resulting from any act or circumstances involving the County, its officers, agents or employees or equipment. A copy of an adequate liability insurance policy shall be provided to the City by the County upon the City's request.
- c. The County, its officers and employees and the Sheriff shall not be deemed to assume liability for any intentional or negligent acts of the City. The City agrees that it will hold the County and Sheriff harmless from and shall defend its officers, agents and employees against any claim for damages resulting from such acts.

- d. Neither party intends, by this Agreement nor any provision hereof, to waive, stack, limit or otherwise abrogate the terms and limitations of Minnesota Statutes §466 as they relate to tort liability limitations of political subdivisions. These provisions shall survive the expiration and/or termination of this Agreement.

Section 6. ARBITRATION PANEL. In the event a dispute arises between the parties concerning the services to be rendered hereunder, the level thereof or the manner in which such service is provided, an arbitration panel shall be established and the findings of this panel shall be final and conclusive between the County and the City. This shall be a three person panel, with one number selected by the City, and one selected by the County, and the third selected by the two previously selected members. The provisions of the Minnesota Arbitration Act, Minn. Stat. §572 et seq., shall apply.

Section 7. NONDISCRIMINATION; PENALTY. No discrimination because of race, color, national origin, ancestry, sex or religion shall be made in the employment of persons to perform services by the County under this contract. The County agrees to meet all requirements of Federal and State Statutes pertaining to nondiscrimination employment.

Section 8. COMPLETENESS OF AGREEMENT. The provisions embodied in this Agreement contain all covenants, agreements, obligations, and stipulations agreed to by the parties and on execution hereof, any and all previous and existing agreements and/or contracts entered into between the parties are hereby declared by mutual consent to be null and void. Further, there are no other understandings, representations or agreements, written or oral, not incorporated herein. This Agreement may not be enlarged, modified or altered except in writing, signed by the parties and endorsed here on. Upon notice given by any party, later negotiations may be undertaken for the purpose of revising, adding to or striking any provision(s) of this Agreement which appears unworkable or insufficient to perfect, maintain, and ensure the purpose of this Agreement. Any change of the original provisions of this Agreement, after agreement between the County and City, shall be written and attached to this Agreement. This later revision, addition or deletion shall only apply to the provision revised, added or deleted and the remainder of this Agreement shall remain in full force and effect.

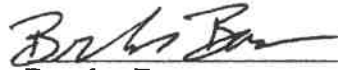
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IN WITNESS WHEREOF, the City has caused this agreement to be executed by its City Administrator and its Mayor by the authority of its governing body adopted by Resolution on the (date) 11/13/2023, and the County has caused this Agreement to be executed by its Board Chair and attested by its Administrator pursuant to the authority of the Board of County Commissioners by Resolution duly adopted on the 12th day of December 2023.

CITY OF WABASSO



Carol Atkins
Mayor



Brandon Baune
City Administrator

REDWOOD COUNTY

James Salfer
Chair, Board of Commissioners

Vicki Knobloch
County Administrator

SHERIFF



Jason Jacobson
Redwood County Sheriff

REDWOOD COUNTY JAIL POPULATION NOVEMBER 2023

DATE	SENTENCED		UN-SENTENCED			TOTAL	SENTENCED		UN-SENTENCED			TOTAL	TOTAL	GRAND TOTAL	ADP
	IN COUNTY		IN COUNTY				OUT COUNTY		OUT COUNTY						
	MALE	FEMALE	MALE	FEMALE	TOTAL		MALE	FEMALE	MALE	FEMALE	TOTAL				
1	4	2	9	1	16	2	0	12	3	17	33	33	33.0		
2	4	2	9	1	16	2	0	12	3	17	33	66	33.0		
3	4	3	10	1	18	1	0	12	3	16	34	100	33.3		
4	3	3	8	1	15	2	0	12	3	17	32	132	33.0		
5	3	3	10	1	17	2	0	14	3	19	36	168	33.6		
6	4	3	12	1	20	1	0	13	3	17	37	205	34.2		
7	2	3	16	0	21	0	1	11	4	16	37	242	34.6		
8	2	3	16	0	21	0	1	12	4	17	38	280	35.0		
9	2	3	16	0	21	0	1	12	4	17	38	318	35.3		
10	2	3	16	0	21	0	1	12	4	17	38	356	35.6		
11	2	3	16	0	21	0	1	12	4	17	38	394	35.8		
12	2	3	16	0	21	0	1	12	4	17	38	432	36.0		
13	2	3	12	0	17	0	1	11	5	17	34	466	35.8		
14	2	3	10	0	15	1	1	10	4	16	31	497	35.5		
15	2	3	9	0	14	1	1	11	4	17	31	528	35.2		
16	2	2	9	1	14	0	1	11	5	17	31	559	34.9		
17	2	2	9	1	14	0	1	11	5	17	31	590	34.7		
18	3	2	10	1	16	0	2	9	4	15	31	621	34.5		
19	3	2	11	2	18	0	2	11	4	17	35	656	34.5		
20	3	2	11	2	18	0	2	11	4	17	35	691	34.6		
21	3	2	11	1	17	0	1	10	4	15	32	723	34.4		
22	2	2	9	1	14	0	1	10	4	15	29	752	34.2		
23	2	1	10	1	14	0	1	9	4	14	28	780	33.9		
24	2	1	11	2	16	0	1	9	4	14	30	810	33.8		
25	2	1	10	2	15	0	1	9	4	14	29	839	33.6		
26	2	1	12	2	17	1	1	8	5	15	32	871	33.5		
27	2	1	12	2	17	1	1	8	5	15	32	903	33.4		
28	3	1	12	1	17	1	2	6	4	13	30	933	33.3		
29	2	1	10	1	14	0	2	8	4	14	28	961	33.1		
30	2	1	9	1	13	0	2	7	4	13	26	987	32.9		
TOTALS	75	65	341	27	508	15	30	315	119	479	987				
Ave.	2.5	2.2	11.4	0.9	16.9	0.5	1.0	10.5	4.0	16.0	32.9				



REQUEST FOR BOARD ACTION

Requested Board Date: 12/12/23	Originating Dept.: Maintenance
Preferred 2 nd Date:	
Discussion Item:	Presenter: Loren Gewerth
Fire Inspection Agreement	estimated time needed: 10 min
Board Action: <input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only

If Action, Board Motion Requested:

Approve 5 Year Fire Inspection Service Agreement with Summit Fire Protection for Annual cost of 8340.00

Background Information:

We received two quotes with the other being Brothers Fire and Security for \$6599 annual plus 3.5% annual increase. We have experienced good inspection services from Summit for 15 years. They have installed systems during construction in our Gov ctr, Justice ctr, LEC and clean agent protection in GSB building. They are very familiar with our buildings. They have provided good troubleshooting services including reliable contacts after hours. This should allow for seamless transfer without possible interruptions from switching companies and wireless dialers when contract begins on 1/1/24.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****

INSPECTION SERVICE AGREEMENT

St. Cloud
 418 Great Oak Dr.
 Waite Park, MN 56387
 (320) 257-6390



Corporate Office
 575 Minnehaha Avenue W.
 St. Paul, MN 55103
 (651) 251-1880

Date: **9/28/2023**

Summit Fire Protection Co. ("Summit Fire Protection") is presenting an **Inspection Service Agreement** ("Agreement"), in accordance with the State Fire code including the Items indicated below.

CLIENT	
Name:	Redwood County
Address:	PO Box 130 Redwood Falls, MN 56283
Contact:	Loren
Phone:	507-430-1765 Cell:
E-mail:	loren_g@CO.REDWOOD.MN.US
A/R Email:	loren_g@CO.REDWOOD.MN.US

INSPECTION LOCATION	
Name:	Redwood County (multiple locations)
Address:	PO Box 130 Redwood Falls, MN 56283
Contact:	Loren
Phone:	507-430-1765 Cell:
Contact:	
Phone:	Cell:

INSPECTIONS & TESTING

DESCRIPTION	QTY	FREQUENCY	MONTH	VALUE
Sprinkler Wet Pipe System(s)				\$ 1,000.00
Fire Alarm System(s)				\$ 2,850.00
Fire Extinguisher(s)				\$ 1,090.00
Clean Agent System(s)				\$ 1,000.00
Monitoring				\$ 2,400.00

EXCLUSIONS:
Tax, Truck charges, Extinguisher & Ansul 6/12 year test, miscellaneous parts. Additional charges may apply if panel code(s) are not available or not reprogrammed to the factory default.
Inspection Compliance Engine Fees (if applicable)

SUMMARY:
See Exhibit A for breakdown of locations & services

Initial Term:	5 Years
From: 1/1/2024	Thru: 12/30/2028
Presented By:	

Quantities noted on this agreement may vary based on actual inspection. Additional unit pricing would apply.

Total Annual Investment:	\$ 8,340.00
---------------------------------	--------------------

Adam Sandhurst ASandhurst@SummitFire.com Fire Life Safety Sales Representative 418 Great Oak Dr. Waite Park, MN 56387 Summit Fire Protection Co. Cell Phone: (320) 296-1994 Direct Phone: (320) 227-1281 Fax: (320) 257-6392
Signature: <i>Adam Sandhurst</i>
Date: 9/28/2023

ACCEPTANCE: This Agreement is limited to INSPECTION SERVICE ONLY performed in accordance with the State Fire code as indicated by items checked above. Any additional maintenance, repairs or alterations will be made only upon receipt of such orders by an authorized person, at Summit Fire Protection's prevailing rates. Payment is due 30 days from date of billing or payment at time of service. Service is contingent on completion of credit application or credit card information being submitted to Accounts Receivable Department.

GENERAL CONDITIONS: The General Conditions attached to this Agreement are incorporated herein and made a part of this Agreement. Upon acceptance of this Agreement by Client, the General Conditions will automatically be part of this Agreement between Summit Fire Protection and Client.

The above prices, specifications and conditions, and the attached General Conditions, are hereby accepted. Summit Fire Protection is authorized to perform the work as specified. Client acknowledges that he/she has read and understands this Agreement.

JJ or RE _____

See General Conditions on Page 2

Contract Acceptance:

Client:
Signature: _____ Date: _____

REDWOOD COUNTY

EXHIBIT A

County Fire Inspection needs (5 yr)		2024	2025	2026	2027	2028
Law Enforcement Center						
303 E Third St						
Sprinkler System	1 WET (NOV)	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Fire Alarm	1 (DEC)	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
Fire Extinguishers	28 (AUG)	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00
<i>(may be additional for Sheriff cars, emg mgnt)</i>						
Redwood County Government Center						
403 S Mill St						
(server phone service for monitoring)						
Sprinkler System	1 WET (NOV)	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Fire Alarms	1 (DEC)	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
Monitoring	1 (PHONE)	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00	\$ 420.00
Fire Extinguishers	7 (DEC)	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00
Redwood County Justice Center						
250 S Jefferson St						
(Cell dialer for monitoring)						
Sprinkler System	1 WET (NOV)	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Fire Alarms	1 (DEC)	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
Monitoring	1 (CELL)	\$ 660.00	\$ 660.00	\$ 660.00	\$ 660.00	\$ 660.00
Fire Extinguishers	9 (DEC)	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00
Government Services Building						
302 E Third St						
(Cell Dialer for monitoring - Starlink) \$890 (2023)						
Fire Alarms	1 (JUNE)	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
Bi-Annual Clean Agent System Inspection	1 (JUNE / DEC)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Monitoring	1 (CELL)	\$ 660.00	\$ 660.00	\$ 660.00	\$ 660.00	\$ 660.00
Fire Extinguishers	6 (DEC)	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
Redwood County Highway Dept						
1820 E Bridge St						
(Cell dialer for monitoring - Starlink)						
Sprinkler System	1 WET (NOV)	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Fire Alarms	1 (DEC)	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Monitoring	1 (CELL)	\$ 660.00	\$ 660.00	\$ 660.00	\$ 660.00	\$ 660.00
Fire Extinguishers	50 (NOV)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Redwood County Public Health						
266 E Bridge St						
Fire Extinguishers	9 (DEC)	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00
TOTAL		\$ 8,340.00	\$ 8,340.00	\$ 8,340.00	\$ 8,340.00	\$ 8,340.00

SUMMIT FIRE PROTECTION CO. INSPECTION SERVICE AGREEMENT GENERAL CONDITIONS

These General Conditions are attached to and made a part of the Inspection Service Agreement to which they are attached (collectively, the "Agreement") as if fully set forth on the front page of the Agreement. As used in these General Conditions, "Summit Fire Protection," "Client," and other words and terms used in these General Conditions shall have the same meanings as those terms have in the Agreement.

1. **Payment.** Client agrees to pay all fees (the "Fees") for the testing and inspection services (the "Services") included in the Agreement. If Client fails to pay the Fees within thirty (30) days after the date the same is due and payable, Client shall automatically be assessed and shall pay a late charge equivalent to three percent (3%) of the amount of such late payment, together with interest on such late payment at the lower of the maximum rate allowed by applicable law or the rate of eighteen percent (18%) per annum.

2. **Term/Renewal Period.** The initial term of the Agreement shall be a 1, 2, 3, 4, or 5 year term as indicated on the first page of the Agreement. The term of the Agreement shall continue to automatically renew for a like term unless either Client or Summit Fire Protection notifies the other party in writing at least sixty (60) days prior to the then expiring term that it does not want the term of the Agreement to renew. On the first annual anniversary date of this Agreement, and on each subsequent annual anniversary date thereafter during the term of the Agreement and any renewal hereof, the Fees as indicated on the first page of the Agreement shall automatically be increased by five percent (5%) per year.

3. **Changes.** Any changes to the Services to be provided by Summit Fire Protection during the term of the Agreement are to be documented by a written change order or amendment signed by Summit Fire Protection and Client, which may include, among other terms, a change in the Fees.

4. **Taxes.** Any taxes or other governmental charges related to the Agreement shall be paid by Client to Summit Fire Protection and shall be in addition to the Fees.

5. **Unavoidable Delays.** To the extent any time period for performance by Summit Fire Protection applies, Summit Fire Protection shall not be responsible for any delays due to federal, state or municipal actions or regulations, strikes or other labor shortages, equipment or other materials delays or shortages, acts or omissions of Client, or any other events or causes beyond the control of Summit Fire Protection.

6. **Access.** Client shall allow Summit Fire Protection to have reasonable access to the job location to allow the performance of the Services on the dates and at the times requested by Summit Fire Protection personnel.

7. **Limitation of Liability and Remedies.** The Services provided under this Agreement are not an insurance policy or a substitute for an insurance policy. The amount paid by Client for the Services is not sufficient for Summit Fire Protection to assume liability for loss or damage except as expressly set forth in this Agreement. In the event of any breach, default or negligence by Summit Fire Protection under this Agreement, Client agrees that the maximum liability of Summit Fire Protection shall not exceed \$500,000 or an amount equal to the Fees, whichever is greater, and Client expressly waives any right to make any claim in excess of that amount. Further, Client waives any right to any claims for punitive, exemplary, incidental or consequential damages. Client shall provide Summit Fire Protection with reasonable notice of any claim and a reasonable opportunity to cure any alleged breach or default. Client shall indemnify, defend and hold Summit Fire Protection harmless from and against claims, actions, costs and expenses, including reasonable legal fees and costs, arising out of any injury, death or damage occurring on or about the job site unless caused by the negligence or willful misconduct of Summit Fire Protection.

8. **Client's Failure to Pay.** If Client fails to pay any amount due to Summit Fire Protection as and when required, Summit Fire Protection shall have the right, but not the obligation, to immediately discontinue performing any Services and Summit Fire Protection may pursue any and all other rights and remedies, including the right to place a lien against the job site. In addition, Client shall be obligated to reimburse Summit Fire Protection for all reasonable legal fees and costs incurred by Summit Fire Protection in the enforcement of this Agreement.

9. **Binding Arbitration Agreement.** Except as otherwise set forth in Section 9 above, in the event of any dispute between Client and Summit Fire Protection, whether during the performance of the Services contemplated under this Agreement or after, Client and Summit Fire Protection agree to negotiate in good faith towards the resolution of the dispute. If Client and Summit Fire Protection are unable to resolve the dispute within twenty (20) days after the date the dispute arises, then Client and Summit Fire Protection agree to resolve the dispute through binding arbitration. All disputes arising out of or relating to this Agreement including, without limitation, claims relating to the formation, performance or interpretation of this Agreement, and claims of negligence, breach of contract and breach of warranty, which are not resolved either through direct negotiation as provided above, shall be resolved by binding arbitration under the Construction Industry Arbitration Rules of the American Arbitration Association to its effect. This arbitration agreement will be governed by the Federal Arbitration Act and the Minnesota Uniform Arbitration Act. Arbitration will be commenced by written demand for arbitration filed with the American Arbitration Association and the notice of filing, together with a copy of the written demand for arbitration, be provided to the other party in accordance with the notice provisions of this Agreement. However, no arbitration or legal action will be commenced following expiration of the application statute of limitations or repose. Judgment on the arbitration award will be confirmed in any court with jurisdiction. Client and Summit Fire Protection agree that any subcontractor, material supplier, or sub-subcontractor may be made a party to the arbitration proceeding. Venue for the arbitration will be in Ramsey County, Minnesota. Summit Fire Protection expressly reserves all mechanics lien rights under Chapter 514 of the Minnesota Statutes and may take such other legal action as is needed to perfect such rights. The provisions contained in this paragraph will survive the completion of the Services and termination of this Agreement.

10. **Miscellaneous.** The headings used herein are for convenience only and are not to be used in interpreting this Agreement. This Agreement shall be construed, enforced and interpreted under the laws of the State of Minnesota. Except as otherwise provided herein, jurisdiction and venue for the interpretation and enforcement of this Agreement shall be solely in the courts of the State of Minnesota located in Ramsey County, Minnesota. Each party waives the right to a jury trial. This Agreement may not be modified, amended or changed orally, but only by an agreement in writing signed by the parties hereto. Neither party shall be deemed to have waived any rights under this Agreement unless such waiver is given in writing and signed by such party. If any provision of this Agreement is invalid or unenforceable, such provision shall be deemed to be modified to be within the limits of enforceability or validity, if feasible; however, if the offending provision cannot be so modified, it shall be stricken and all other provisions of this Agreement in all other respects shall remain valid and enforceable. This Agreement is not assignable by either party. This Agreement is the entire agreement between the parties regarding the subject matter of this Agreement any prior or simultaneous oral or written agreement regarding the subject matter hereof is superseded by this Agreement.

11. **Monitoring Subscriber Responsibilities.** Client agrees with respect to its fire alarm & security system ("System") monitored by Summit Fire Protection:

- To furnish Summit Fire Protection in writing and on a continuing basis a list of the names and telephone numbers of all person authorized to enter Client's premises during closed periods and/or to represent Client in his/her absence.
- To notify Summit Fire Protection any alterations, remodeling, fixture or structural changes, and to bear the cost of any changes in the System that are required as a result and which are authorized by Client.
- To not tamper with, disturb, injure, misuse, abuse, remove, or otherwise interfere with the System, or permit the same to be done by any third party, and to indemnify and pay to Summit Fire Protection the cost of repair or replacement of any loss or damages to the System, including, but not limited to, loss by fire, earthquake, riot, vandalism, flood, or other damage or destruction.
- To repair, maintain, service and/or assure the operation of any other property, system, or any device of Client or of others to which the System may be attached or connected, and to redecorate any portion of Client's premises affected by the removal of all or part of the System.
- To provide uninterrupted 110 volt AC power to location(s) through Client's meter and at Client's expense.
- To the extent that the system is under Client's control:

- To carefully and properly set the System immediately prior to the closing of the premises and carefully test the System, understanding particularly that the sensitivity and area of coverage of space protection devices may change, that Summit Fire Protection is unable to detect such changes and accordingly that "walk tests" in the area or areas of such coverage are necessary to insure that adequate sensitivity is maintained.
- To turn off or remove all things which are the source of air turbulence or air movement which may interfere with the effectiveness of the System, and particularly space protection components of the System, during closed periods when the System is on.
- To refrain from causing false alarms through the carelessness of Client or malicious or accidental use of the System and to reimburse Summit Fire Protection for any false alarm fine, penalty, or fee assessed against Summit Fire Protection by any government or municipal agency as a result of such false alarms and, in addition, reimburse Summit Fire Protection for its costs and expenses in responding to such false alarms.

12. In the event that Summit Fire Protection receives authorized or false signals to its monitoring station from Client's premises, Summit Fire Protection may give notice to Client of these signals. If the unauthorized or false signals are not corrected promptly after such notice, Client agrees that Summit Fire Protection shall have the right to enter the premises where the System is located for the purpose of removing or disconnecting the System. In the event that the Client fails to provide Summit Fire Protection access to the premises for this purpose, Client shall be liable for all costs and expenses, including attorney's fees, incurred by Summit Fire Protection in its attempt to prevent unauthorized or false signals.

13. **Monitoring Limitations of Liability.** Summit Fire Protection does not represent or warrant that the System will prevent any loss by or through burglary, hold-up, fire or otherwise, or that the System will in all cases provide the protection for which it is installed or intended. Client acknowledges that Summit Fire Protection is not an insurer, that Client assumes all risk for loss or damage to Client's premises and to its contents, that Summit Fire Protection has not made any representations or warranties, and the Client has not relied on any representation or warranties, expressed or implied, accept assets forth herein and Client acknowledge that he/she has read and understands this Agreement.

QUOTE



Brothers Fire & Security

3051 3rd street south, Waite Park,
MN 56387
763-441-2290

QUOTE #	WGANQ2207
DATE	Oct 30, 2023

To Loren
Redwood County Government Service B
302 east 3rd street
Billing PO BOX 130
Redwood Falls, MN 56283

Phone

Prepared By:
Waylon Yeo
Service Manager
waylon@brothersfire.com

P.O. Number	Payment Terms	Valid Through

QTY	DESCRIPTION
	Yearly Increase 3.5%
	All BLDGS Monitoring Annually \$ 1800
	All BLDGS Sprinkler Inspections \$ 1200
	All BLDGS Alarm Inspections \$ 1850
	All Extinguishers BLDGS Inspections \$ 769
	GSB Clean Agent Bi-Annually \$ 490 Each time
0	
0	
0	
	Total For All Inspections and Monitoring Cost \$6599

Notes

EXCLUSIONS:
-Bonds, Waiver of Subrogation, 110 VAC work, Paint and Patch work, Conduit and Boxes
This price is good for 30 days from date listed above.
Please contact me if I can be of further assistance

This price is good for 30 days from the date listed above.
To accept this quotation, sign here and return: _____

Thank You For Your Business!

Brothers Fire & Security
3051 3rd Street South

Waite Park, MN 56387



**Proposal:
Redwood County Government Service
BLDGS Inspection Total Costs -
Monday, October 30, 2023**

Prepared for:

Loren
of
Redwood County Government Service BLDG

Prepared by:

Waylon Yeo
on
10/30/2023



REQUEST FOR BOARD ACTION

Requested Board Date:	12/12/2023	Originating Dept.:	Highway
Preferred 2nd Date:	NEXT AVAILABLE		
Discussion Item:		Presenter:	Anthony Sellner, County Engineer
Approve Bills		estimated time needed:	5 mins
Board Action: <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

If Action, Board Motion Requested:

Approve RCHD bills

Background Information:

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****

IFX
12/5/23 10:08AM
3 ROAD AND BRIDGE

*** Redwood County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	2940 ARAMARK 03-330-000-0000-6502		142.49	Uniforms	890140199	SHOP MATERIALS & SUPPLIES	N
	2940 ARAMARK		142.49	1 Transactions			
2	3402 ASSN OF MN COUNTIES 03-301-000-0000-6332		175.00	2023 District 8 Fall Meeting		STAFF DEVELOPMENT	N
	3402 ASSN OF MN COUNTIES		175.00	1 Transactions			
3	76720 AUTO VALUE OF REDWOOD FALLS 03-330-000-0000-6503		47.99	Back up Alarm	31247072	EQUIPMENT REPAIR PARTS & SUPP	N
4	03-330-000-0000-6502		52.98	Shop Supplies	31247212	SHOP MATERIALS & SUPPLIES	N
	76720 AUTO VALUE OF REDWOOD FALLS		100.97	2 Transactions			
5	6020 BECKLUND/RYAN 03-320-000-0000-6507		200.00	Boot Reimbursement		MISCELLANEOUS EXPENSES	N
	6020 BECKLUND/RYAN		200.00	1 Transactions			
6	7540 BOETTGER/GREG 03-310-000-0000-6507		188.00	Boot Reimbursement		MISCELLANEOUS EXPENSES	N
	7540 BOETTGER/GREG		188.00	1 Transactions			
7	7570 BOLTON & MENK INC 03-320-000-0000-6291		5,243.50	Consult Engineer Fees	0323898	PROFESSIONAL & TECHNICAL SER	N
8	03-320-000-0000-6291		5,628.50	Consult Engineer Fees	0323899	PROFESSIONAL & TECHNICAL SER	N
	7570 BOLTON & MENK INC		10,872.00	2 Transactions			
9	10413 CENTRACARE HEALTH SYSTEM 03-301-000-0000-6507		36.00	Hearing Recheck	2500003699	MISCELLANEOUS EXPENSES	N
	10413 CENTRACARE HEALTH SYSTEM		36.00	1 Transactions			
10	11941 CHRISTENSEN/BOB 03-330-000-0000-6305		50.00	Lawn Mowing Oct & Nov	841749	BLDG - REPAIRS & MAINTENANCE	Y
	11941 CHRISTENSEN/BOB		50.00	1 Transactions			
11	13242 COUNTRY ENTERPRISES INC 03-310-000-0000-6501		382.50	Truck Door Decals	82673	ROAD MAINTENANCE SUPPLIES & M	N
	13242 COUNTRY ENTERPRISES INC		382.50	1 Transactions			
12	16110 DELLWO/LUCAS 03-310-000-0000-6507		149.96	Boot Reimbursement		MISCELLANEOUS EXPENSES	N

IFX
12/5/23 10:08AM
3 ROAD AND BRIDGE

*** Redwood County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
16110	DELLWO/LUCAS		149.96	1 Transactions		
13	18802 DUININCK INC 03-310-000-0000-6501		13,188.28	Gravel		ROAD MAINTENANCE SUPPLIES & M N
14	03-310-000-0000-6501		13,188.19	Gravel	558204	ROAD MAINTENANCE SUPPLIES & M N
	18802 DUININCK INC		26,376.47	2 Transactions		
15	20730 ECOWATER SYSTEMS OF REDWOOD FALL 03-301-000-0000-6401		99.00	Office Supplies		OFFICE SUPPLIES N
	20730 ECOWATER SYSTEMS OF REDWOOD FALL		99.00	1 Transactions		
17	21500 ELECTRIC MOTOR COMPANY 03-330-000-0000-6502		1,275.00	Shop Supplies		SHOP MATERIALS & SUPPLIES N
16	03-330-000-0000-6503		7.32	Terminals		EQUIPMENT REPAIR PARTS & SUPP N
18	03-330-000-0000-6503		27.94	30lb LP Fill	138934	EQUIPMENT REPAIR PARTS & SUPP N
	21500 ELECTRIC MOTOR COMPANY		1,310.26	3 Transactions		
19	24589 FARMWARD COOPERATIVE 03-330-000-0000-6502		292.50	DEF Fluid	11035464	SHOP MATERIALS & SUPPLIES N
20	03-330-000-0000-6504		260.10	Overpayment	11040370	FUEL N
	24589 FARMWARD COOPERATIVE		32.40	2 Transactions		
21	24594 FASTENAL COMPANY 03-330-000-0000-6503		13.32	Nuts & Bolts	100494	EQUIPMENT REPAIR PARTS & SUPP N
	24594 FASTENAL COMPANY		13.32	1 Transactions		
22	24700 FIALA/ERNEST G 03-320-000-0000-6291		900.00	Bridge Asbestos Inspection	2307	PROFESSIONAL & TECHNICAL SER' Y
	24700 FIALA/ERNEST G		900.00	1 Transactions		
23	29730 GOBLIRSCH/ADAM 03-330-000-0000-6305		250.00	Mowing		BLDG - REPAIRS & MAINTENANCE N
	29730 GOBLIRSCH/ADAM		250.00	1 Transactions		
24	81090 GORDY SERBUS & SONS GRAVEL LLC 03-310-000-0000-6501		144.90	Gravel		ROAD MAINTENANCE SUPPLIES & M N
25	03-310-000-0000-6501		920.25	Gravel	12641	ROAD MAINTENANCE SUPPLIES & M N
	81090 GORDY SERBUS & SONS GRAVEL LLC		1,065.15	2 Transactions		
	31525 GUETTER/MATTHEW					

IFX
12/5/23 10:08AM

*** Redwood County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

3 ROAD AND BRIDGE

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
26	31525 GUETTER/MATTHEW			159.95 159.95	Boot Reimbursement 1 Transactions		MISCELLANEOUS EXPENSES	N
27	37640 INNOVATIVE SOLUTIONS LLC			81.42 81.42	Office Supplies 1 Transactions	IN4392021	OFFICE SUPPLIES	N
28	43065 JOHANNECK CONCRETE			325.00 325.00	Concrete Blocks 1 Transactions	37175	BLDG - REPAIRS & MAINTENANCE	N
29	43095 JOHN DEERE FINANCIAL			251.73	Seal Kit	4056064	EQUIPMENT REPAIR PARTS & SUPP	N
30	43095 JOHN DEERE FINANCIAL			2,756.37 3,008.10	Steering Cylinder 2 Transactions	4067397	EQUIPMENT REPAIR PARTS & SUPP	N
31	45745 KECK TREE SERVICE			11,650.00 11,650.00	Tree Removal in Right of Way 1 Transactions		ROAD MAINTENANCE SUPPLIES & M	Y
33	53100 LOCATORS & SUPPLIES INC			459.00 459.00	Marking Paint 1 Transactions		ROAD MAINTENANCE SUPPLIES & M	N
32	53227 LOFFLER COMPANIES INC			69.62 69.62	Copier Contract 1 Transactions	4516803	OFFICE EQUIPMENT REPAIR & MAINT	N
34	55610 M-R SIGN CO INC			192.19 192.19	Speed Signs 1 Transactions	222407	ROAD MAINTENANCE SUPPLIES & M	N
36	55697 MATHESON TRI-GAS INC			275.98 275.98	HP CYL - 5 Year Lease Renewal 1 Transactions	28656591	SHOP MATERIALS & SUPPLIES	N
35	56925 MIDWEST LIFT WORKS LLC			6,608.05 6,608.05	Beam/Snow Plow Adapter 1 Transactions	3288	SHOP MATERIALS & SUPPLIES	Y

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3 ROAD AND BRIDGE

*** Redwood County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
56913	MIDWEST SUPPLY OF TRACY INC					
37	03-330-000-0000-6502		44.98	Oil Filter Wrench, Hammer		SHOP MATERIALS & SUPPLIES N
38	03-330-000-0000-6503		3.79	Pin for Blade	74013	EQUIPMENT REPAIR PARTS & SUPP N
56913	MIDWEST SUPPLY OF TRACY INC		48.77	2 Transactions		
57397	MN DEPT OF TRANSPORTATION					
39	03-320-000-0000-6291		1,191.32	Material Testing & Inspection		PROFESSIONAL & TECHNICAL SER' N
40	03-320-000-0000-6291		104.75	Structural Metals Ins-Non DOT	P00017935	PROFESSIONAL & TECHNICAL SER' N
57397	MN DEPT OF TRANSPORTATION		1,296.07	2 Transactions		
63540	NORTH CENTRAL INTERNATIONAL INC					
41	03-330-000-0000-6306		236.00	Labor to Install Sensor		MAINTENANCE - EQUIPMENT N
42	03-330-000-0000-6503		140.23	Speed Sensor	130354	EQUIPMENT REPAIR PARTS & SUPP N
43	03-330-000-0000-6503		149.94	Fan Motor	577491	EQUIPMENT REPAIR PARTS & SUPP N
63540	NORTH CENTRAL INTERNATIONAL INC		526.17	3 Transactions		
63622	NORTHERN SAFETY TECHNOLOGY INC					
44	03-330-000-0000-6503		268.28	LED Flasher	56656	EQUIPMENT REPAIR PARTS & SUPP N
63622	NORTHERN SAFETY TECHNOLOGY INC		268.28	1 Transactions		
70975	PETTY/DAVID					
45	03-310-000-0000-6507		200.00	Boot Reimbursement		MISCELLANEOUS EXPENSES N
70975	PETTY/DAVID		200.00	1 Transactions		
71300	PITNEY BOWES GLOBAL					
46	03-301-000-0000-6210		164.79	Lease Invoice	3106360482	POSTAGE N
71300	PITNEY BOWES GLOBAL		164.79	1 Transactions		
71900	PLUNKETT'S PEST CONTROL INC					
47	03-330-000-0000-6305		1,184.71	Annual Pest Control Program -	8285133	BLDG - REPAIRS & MAINTENANCE N
71900	PLUNKETT'S PEST CONTROL INC		1,184.71	1 Transactions		
76038	RED ROCK QUARRY INC					
48	03-310-000-0000-6501		63,065.53	Seal Coat Chips		ROAD MAINTENANCE SUPPLIES & M N
76038	RED ROCK QUARRY INC		63,065.53	1 Transactions		
76150	REDWOOD BUILDING CENTER INC					
49	03-330-000-0000-6305		2,272.57	Exterior Single Prehung Door		BLDG - REPAIRS & MAINTENANCE N
76150	REDWOOD BUILDING CENTER INC		2,272.57	1 Transactions		

*** Redwood County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
50	76169 REDWOOD COUNTY AUD-TREAS		61,787.72	Ditch Maintenance Levies	124	MISCELLANEOUS EXPENSES	N
	76169 REDWOOD COUNTY AUD-TREAS		61,787.72	1 Transactions			
	76758 REDWOOD TIRE SERVICE INC						
51	03-330-000-0000-6306		560.00	Dismount & Mount	9132	MAINTENANCE - EQUIPMENT	N
52	03-330-000-0000-6503		40.00	Stems	9132	EQUIPMENT REPAIR PARTS & SUPP	N
53	03-310-000-0000-6501		8.00	Tire Disposal	9146	ROAD MAINTENANCE SUPPLIES & M	N
54	03-330-000-0000-6306		170.00	Dismount & Mount	9372	MAINTENANCE - EQUIPMENT	N
55	03-330-000-0000-6503		10.00	Stems	9372	EQUIPMENT REPAIR PARTS & SUPP	N
56	03-330-000-0000-6306		590.00	Dismount & Mount	9692	MAINTENANCE - EQUIPMENT	N
57	03-330-000-0000-6503		40.00	Stems	9692	EQUIPMENT REPAIR PARTS & SUPP	N
58	03-330-000-0000-6503		3,840.00	Tires	9692/9276	EQUIPMENT REPAIR PARTS & SUPP	N
	76758 REDWOOD TIRE SERVICE INC		5,258.00	8 Transactions			
	78815 RSS GROUP INTERNATIONAL INC						
59	03-310-000-0000-6507		96.83	Safety Glasses	77462	MISCELLANEOUS EXPENSES	N
60	03-330-000-0000-6502		150.36	Angle Grinder	77529	SHOP MATERIALS & SUPPLIES	N
61	03-330-000-0000-6502		110.86	Sockets	77602	SHOP MATERIALS & SUPPLIES	N
	78815 RSS GROUP INTERNATIONAL INC		358.05	3 Transactions			
	79500 RUNNINGS FARM & FLEET						
62	03-330-000-0000-6502		33.97	Shop Supplies		SHOP MATERIALS & SUPPLIES	N
63	03-330-000-0000-6502		525.63	Shop Tools - Wabasso		SHOP MATERIALS & SUPPLIES	N
64	03-310-000-0000-6501		31.96	Gloves & Bleach	4221917	ROAD MAINTENANCE SUPPLIES & M	N
65	03-320-000-0000-6505		59.88	Pails	4227630	ENG. & CONST.MATERIALS & SUPPI	N
66	03-310-000-0000-6501		79.98	Boots	4233552	ROAD MAINTENANCE SUPPLIES & M	N
	79500 RUNNINGS FARM & FLEET		731.42	5 Transactions			
	80075 SAFETY-KLEEN SYSTEMS INC						
68	03-330-000-0000-6502		125.44	Parts Washer	R003034313	SHOP MATERIALS & SUPPLIES	N
	80075 SAFETY-KLEEN SYSTEMS INC		125.44	1 Transactions			
	82465 SMI & HYDRAULICS INC						
69	03-330-000-0000-6306		237.50	Rebuild Loader Cylinders		MAINTENANCE - EQUIPMENT	N
70	03-330-000-0000-6503		319.28	Rebuild Loader Cylinders	62280	EQUIPMENT REPAIR PARTS & SUPP	N
	82465 SMI & HYDRAULICS INC		556.78	2 Transactions			
	83002 SOLAR TRAFFIC SYSTEMS INC						
67	03-310-000-0000-6501		208.00	Batteries	23-8439	ROAD MAINTENANCE SUPPLIES & M	N

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3 ROAD AND BRIDGE

*** Redwood County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
83002	SOLAR TRAFFIC SYSTEMS INC		208.00	1 Transactions		
71	83965 SUMMIT FIRE PROTECTION 03-330-000-0000-6305		1,430.00	Fire Extinguishers Annual Insp		BLDG - REPAIRS & MAINTENANCE N
	83965 SUMMIT FIRE PROTECTION		1,430.00	1 Transactions		
75	88135 TOTAL GLASS OF REDWOOD FALLS INC 03-330-000-0000-6306		136.00	Replace Windshield		MAINTENANCE - EQUIPMENT N
76	03-330-000-0000-6503		695.95	Windshield & Kit	22389	EQUIPMENT REPAIR PARTS & SUPP N
	88135 TOTAL GLASS OF REDWOOD FALLS INC		831.95	2 Transactions		
72	88743 TRUCK CENTER COMPANIES 03-330-000-0000-6503		449.60	Purge Valve Kit, Dryer		EQUIPMENT REPAIR PARTS & SUPP Y
73	03-330-000-0000-6503		10.44	Oil Filter, Air Filter, Core C		EQUIPMENT REPAIR PARTS & SUPP Y
74	03-330-000-0000-6503		68.51	Serpentine Belt		EQUIPMENT REPAIR PARTS & SUPP Y
	88743 TRUCK CENTER COMPANIES		528.55	3 Transactions		
77	89002 TURBES AG SALES & SERVICE LLC 03-330-000-0000-6503		12.00	O Ring		EQUIPMENT REPAIR PARTS & SUPP Y
78	03-330-000-0000-6306		100.00	Tire Repair	26373	MAINTENANCE - EQUIPMENT Y
	89002 TURBES AG SALES & SERVICE LLC		112.00	2 Transactions		
79	90428 UNIQUE PAVING MATERIALS 03-310-000-0000-6501		4,050.80	UPM Cold Mix	77063	ROAD MAINTENANCE SUPPLIES & M N
	90428 UNIQUE PAVING MATERIALS		4,050.80	1 Transactions		
80	90480 UNITED FARMERS COOPERATIVE 03-330-000-0000-6503		712.18	Cylinder	98642	EQUIPMENT REPAIR PARTS & SUPP N
	90480 UNITED FARMERS COOPERATIVE		712.18	1 Transactions		
81	92281 WALMART COMMUNITY 03-301-000-0000-6401		23.55	Office Supplies		OFFICE SUPPLIES N
	92281 WALMART COMMUNITY		23.55	1 Transactions		
82	93110 WIDSETH SMITH NOLTING & ASSOCIATES I 03-320-000-0000-6291		200.19	Consult Engineering Fees	226642	PROFESSIONAL & TECHNICAL SER N
	93110 WIDSETH SMITH NOLTING & ASSOCIATES I		200.19	1 Transactions		
83	99200 Z DOORMEN LLC 03-330-000-0000-6305		655.00	Replaced Clip, Sealed Show Roo	4060	BLDG - REPAIRS & MAINTENANCE Y

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 3 ROAD AND BRIDGE

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



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
84	03-330-000-0000-6305			238.00	Replaced Internal Drive Chain	4072	BLDG - REPAIRS & MAINTENANCE	Y
	99200 Z DOORMEN LLC			893.00	2 Transactions			
	99290 ZIEGLER INC							
85	03-330-000-0000-6308			30.00	Hose Build Labor		MAINTENANCE - EQUIPMENT	N
86	03-330-000-0000-6503			2,508.80	Cutting Edges		EQUIPMENT REPAIR PARTS & SUPP	N
87	03-330-000-0000-6503			627.19	Cutting Edges	1234142	EQUIPMENT REPAIR PARTS & SUPP	N
88	03-330-000-0000-6503			787.20	Batteries	1234428	EQUIPMENT REPAIR PARTS & SUPP	N
89	03-330-000-0000-6503			75.03	Hose, Couplings	1238371	EQUIPMENT REPAIR PARTS & SUPP	N
90	03-330-000-0000-6503			785.65	Joystick, HVAC Knob	1257859	EQUIPMENT REPAIR PARTS & SUPP	N
	99290 ZIEGLER INC			4,813.87	6 Transactions			
3 Fund Total:				216,821.22	ROAD AND BRIDGE	54 Vendors	90 Transactions	
Final Total:				216,821.22	54 Vendors	90 Transactions		

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



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	216,821.22	ROAD AND BRIDGE
All Funds	216,821.22	Total

Approved by,

.....
.....
.....



REQUEST FOR BOARD ACTION

Requested Board Date:	12/12/2023	Originating Dept.:	Highway
Preferred 2nd Date:	NEXT AVAILABLE		
Discussion Item:		Presenter:	Anthony Sellner, County Engineer
Approve Final Pay Request for contract 22-10; SAP 064-613-017		estimated time needed:	5 mins
Board Action:			
<input checked="" type="checkbox"/> Yes, action required		<input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Approve the final pay request in the amount of \$8,603.47 on contract 22-10 (SAP 064-613-017; CSAH 13 concrete pipe replacements to Midwest Contracting, LLC.

Background Information:

This project consisted of the replacement of nine reinforced concrete pipe crossings along CSAH 13 between the south county line and CSAH 2

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

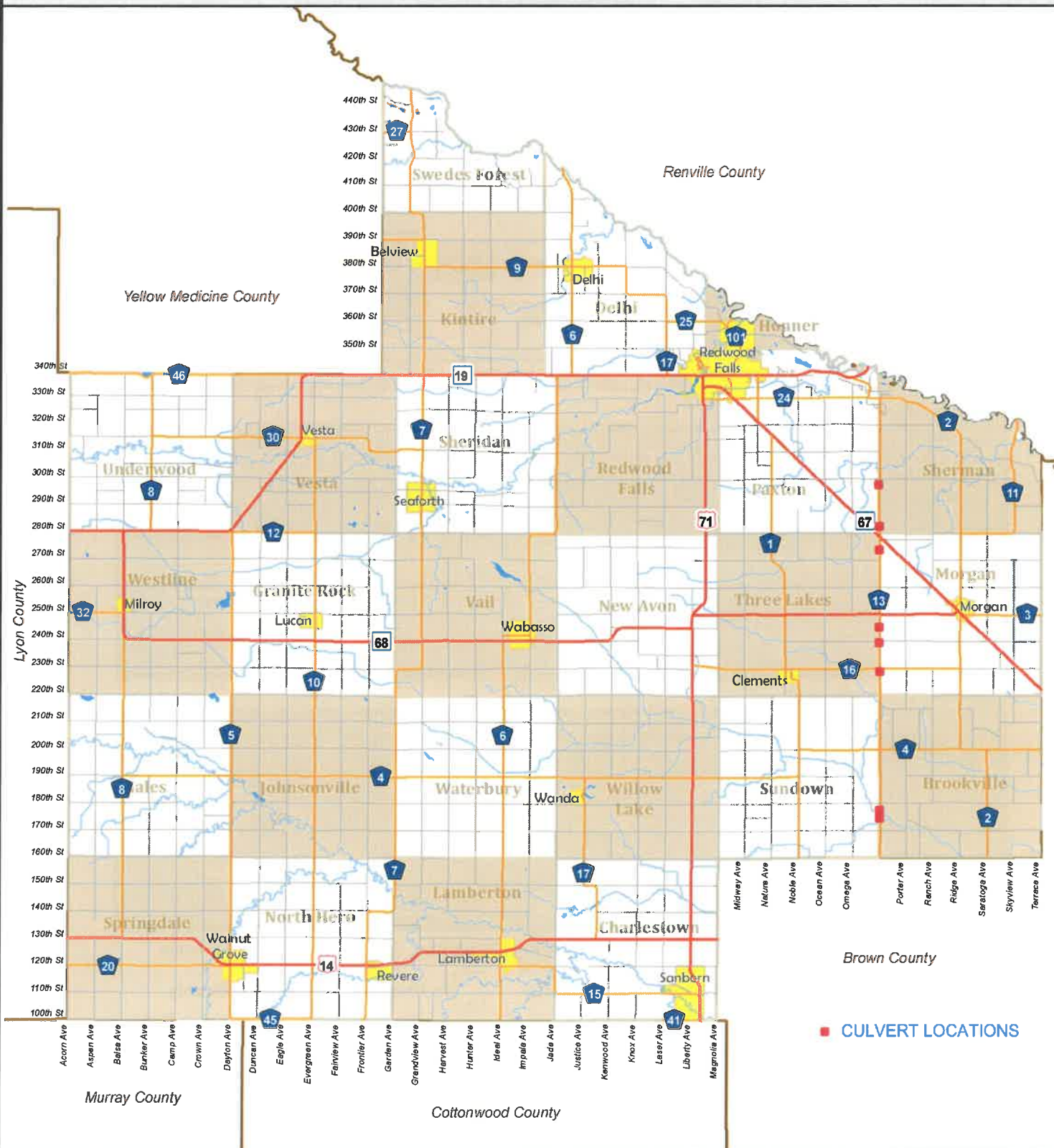
Administrators Comments:

[Empty box for Administrator Comments]

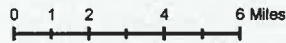
Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****

Redwood County, MN



■ CULVERT LOCATIONS



Roads

- Federal and State
- County State Aid
- All other County and Township

Boundaries

- Cities
- Townships
- Counties

Water

- Lakes
- Rivers

Created by Redwood County GIS Specialist 1/24/2017 using data created by Redwood County. This map is for informational purposes only. Redwood County is not responsible for any inaccuracies herein contained. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.

Contract Number: 22-10
 Final Pay Request Number: 3

Project Number	Project Description
SAP 064-613-017	CSAH 13 Concrete Pipe Replacements

Contractor: Midwest Contracting, LLC 2948 271st Avenue Marshall, Mn 56258	Vendor Number: Up To Date: 11/20/2023
--	--

Contract Amount		Funds Encumbered	
Original Contract	\$136,378.20	Original	\$136,378.20
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$136,378.20	Total	\$136,378.20

Work Certified To Date	
Base Bid Items	\$159,909.35
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$159,909.35

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 064-613-017	\$640.00	\$159,909.35	(\$7,963.47)	\$151,305.88	\$8,603.47	\$159,909.35

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$640.00	\$159,909.35	\$0.00	\$151,305.88	\$8,603.47	\$159,909.35
Percent: Retained: \$0.00%			Percent Complete: 117.25%		
Amount Paid this Final Pay Request: \$8,603.47					

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By
Anthony Sellner
 County/City/Project Engineer
 11/20/2023
 Date

Approved By Midwest Contracting, LLC
Kyle Boe
 Contractor
 11/21/2023
 Date

Final Pay Request No. : 3
Contract No.: 22-10

Certificate of Final Contract Acceptance
Final Voucher Number: 3

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 11/29/2023 Signature [Signature] County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$159,909.35 and agrees to the amount of \$8,603.47 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Midwest Contracting, LLC By [Signature]
Dennis Anderson State of, Minnesota

And _____ And _____
On This 21st Day November, 2023, Before me appeared Dennis Anderson To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as
a _____ free to act and deed

(Corporate Acknowledgment)

_____ And _____, to me personally known, who, being each by me duly sworn

each did say that they are respectively the _____ and _____ of the

_____ Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

_____ and said _____ and _____
acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in Lyon County

Seal Expires Jan. 31, 2027 Signature [Signature]



I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Contract No: 22-10
Final Pay Request No. 3

**Redwood County
Certificate of Final Acceptance
Board Acknowledgment**

Contract Number: 22-10
Contractor: Midwest Contracting, LLC
Date Certified: 11/20/2023
Payment Number: 3

Whereas; Contract No. 22-10 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Redwood County and authorize final payment as specified herein.

State of

I, _____, agency_name within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20__

At _____

Signed By _____

Redwood County

(SEAL)

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2022-11-16	\$111,062.43	\$5,553.12	\$105,509.31
2	2022-11-30	\$48,206.92	\$2,410.35	\$45,796.57
3	2023-11-20	\$640.00	(\$7,963.47)	\$8,603.47

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
064-613-017 Participating		\$159,909.35	\$0.00	\$151,305.88	\$8,603.47	\$159,909.35

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
01 CSAH Funds	Regular (CSAH) (SAAS Act. # 70)	\$8,603.47	\$136,378.20	\$136,378.20	\$159,909.35

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 064-613-017	1	2021.501	MOBILIZATION	LS	\$14,500.00	1	0	\$0.00	1	\$14,500.00
SAP 064-613-017	2	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$8.00	720	80	\$640.00	800	\$6,400.00
SAP 064-613-017	3	2104.503	REMOVE PIPE CULVERTS	L F	\$20.00	661	0	\$0.00	731	\$14,620.00
SAP 064-613-017	4	2123.610	SKID LOADER	HOUR	\$120.00	10	0	\$0.00	0	\$0.00
SAP 064-613-017	5	2123.610	TRACTOR MOUNTED BACKHOE	HOUR	\$225.00	10	0	\$0.00	8	\$1,800.00
SAP 064-613-017	6	2211.509	AGGREGATE BASE CLASS 5	TON	\$22.00	1370	0	\$0.00	1385.26	\$30,475.72
SAP 064-613-017	7	2451.609	GRANULAR BACKFILL	TON	\$15.00	720	0	\$0.00	1182.08	\$17,731.20
SAP 064-613-017	8	2501.502	18" RC PIPE APRON	EACH	\$475.00	19	0	\$0.00	21	\$9,975.00
SAP 064-613-017	9	2501.503	18" RC PIPE CULVERT	L F	\$65.00	562	0	\$0.00	628	\$40,820.00
SAP 064-613-017	10	2563.601	TRAFFIC CONTROL	LS	\$5,500.00	1	0	\$0.00	1	\$5,500.00
SAP 064-613-017	11	2573.502	CULVERT END CONTROLS	EACH	\$65.00	19	0	\$0.00	12	\$780.00
SAP 064-613-017	12	2574.508	FERTILIZER TYPE 1	LB	\$0.30	54	0	\$0.00	200	\$60.00
SAP 064-613-017	13	2575.504	RAPID STABILIZATION METHOD 4	S Y	\$2.37	2600	0	\$0.00	7171.49	\$16,996.43

Contract Item Status											
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date	
SAP 064-613-017	14	2575.505	SEEDING	ACRE	\$100.00	0.27	0	\$0.00	1.61	\$161.00	
SAP 064-613-017	15	2575.508	SEED MIXTURE 25-142	LB	\$1.00	13	0	\$0.00	90	\$90.00	
Base Bid Totals:								\$640.00		\$159,909.35	

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
SAP 064-613-017	064-613-017 Participating	\$640.00	\$159,909.35

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:									\$0.00		\$0.00

Contract Change Totals			
Number	Description	Effective Date	Amount

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Total	\$159,909.35
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REQUEST FOR BOARD ACTION

Requested Board Date:	12/12/2023	Originating Dept.:	Highway
Preferred 2nd Date:	NEXT AVAILABLE		
Discussion Item:		Presenter:	Anthony Sellner, County Engineer
Approve Final Pay Request for contract 23-2; SAP 064-599-125, SAP 064-599-130, & SAP 064-599-134		estimated time needed:	5 mins
Board Action: <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

If Action, Board Motion Requested:

Approve the final pay request in the amount of \$49,266.93 on contract 23-2 (SAP 064-599-125, SAP 064-599-130, & SAP 064-599-134); Township bridge replacements, approach grading, and aggregate surfacing to John Riley Construction, Inc.

Background Information:

This project consisted of box culvert replacements, approach grading, and aggregate surfacing along township roads in 3 locations within Redwood County.

Supporting Documents: Attached None

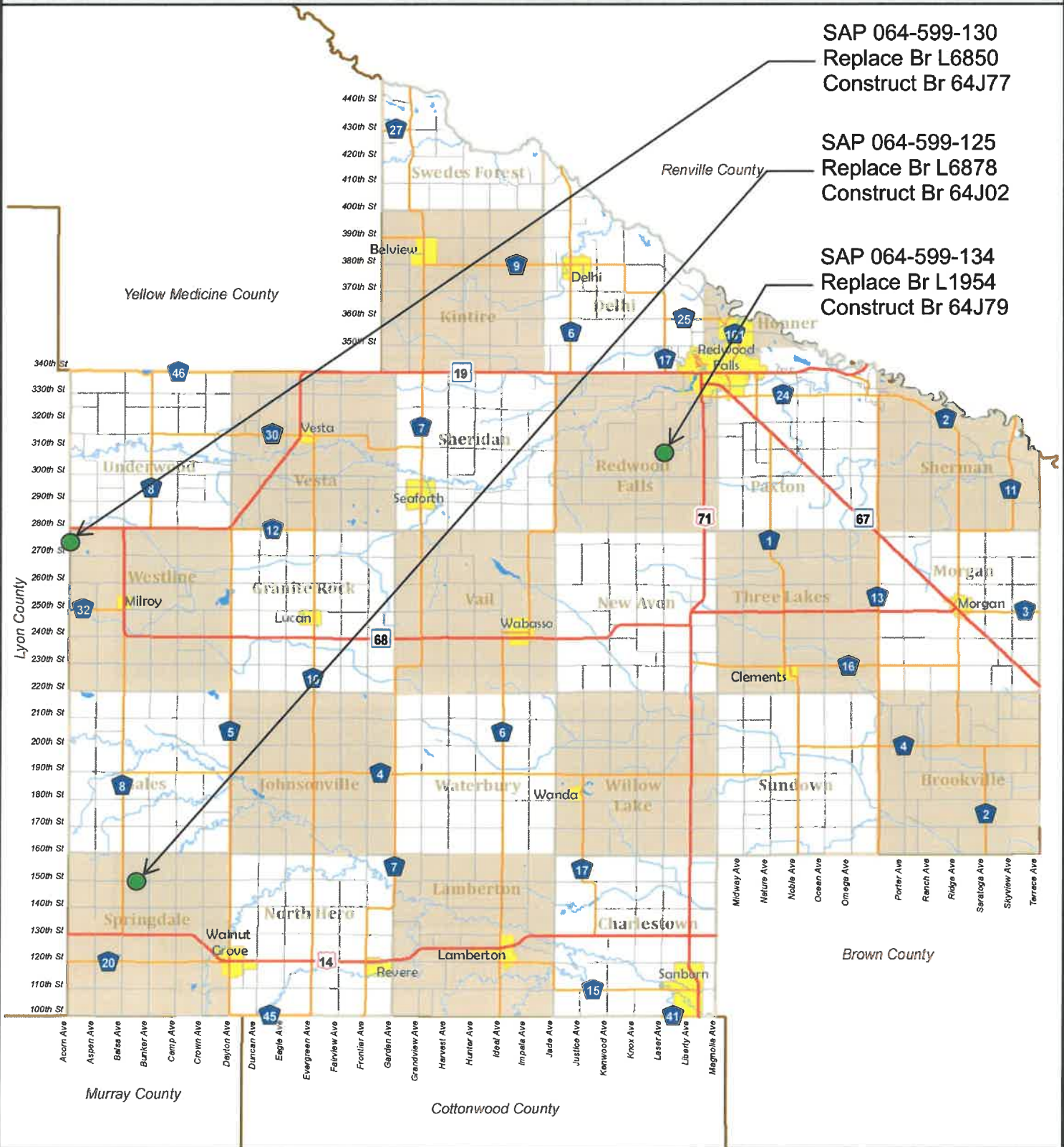
County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****

Redwood County, MN



SAP 064-599-130
 Replace Br L6850
 Construct Br 64J77

SAP 064-599-125
 Replace Br L6878
 Construct Br 64J02

SAP 064-599-134
 Replace Br L1954
 Construct Br 64J79

Lyon County

Murray County

Cottonwood County

Brown County



0 1 2 4 6 Miles

Roads

- Federal and State
- County State Aid
- All other County and Township

Boundaries

- Cities
- Townships
- Counties

Water

- Lakes
- Rivers

Created by Redwood County GIS Specialist 1/24/2017 using data created by Redwood County. This map is for informational purposes only. Redwood County is not responsible for any inaccuracies herein contained. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.

Contract Number: 23-2
Final Pay Request Number: 2

Project Number	Project Description
SAP 064-599-125	Springdale Twp. Bridge Replacement
SAP 064-599-130	Westline Twp. Bridge Replacement
SAP 064-599-134	Redwood Falls Twp. Bridge Replacement

Contractor: John Riley Construction, Inc. 46369 208th St. Morris, MN 56267	Vendor Number: Up To Date: 11/21/2023
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Contract Amount		Funds Encumbered	
Original Contract	\$1,083,763.07	Original	\$1,083,763.07
Contract Changes	\$135,666.65	Additional	N/A
Revised Contract	\$1,219,429.72	Total	\$1,083,763.07

Work Certified To Date	
Base Bid Items	\$926,734.45
Contract Changes	\$52,915.58
Material On Hand	\$0.00
Total	\$979,650.03

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 064-599-125	\$234.00	\$335,162.37	(\$16,746.43)	\$318,181.94	\$16,980.43	\$335,162.37
SAP 064-599-130	\$22.65	\$278,428.41	(\$13,920.28)	\$264,485.48	\$13,942.93	\$278,428.41
SAP 064-599-134	\$42.75	\$366,059.25	(\$18,300.82)	\$347,715.68	\$18,343.57	\$366,059.25

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$299.40	\$979,650.03	\$0.00	\$930,383.10	\$49,266.93	\$979,650.03
Percent: Retained: \$0.00%			Percent Complete: 80.34%		
Amount Paid this Final Pay Request: \$49,266.93					

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By
Anthony Selbner
 County/City/Project Engineer
11/21/2023
 Date

Approved By John Riley Construction, Inc.
Sarah Koning
 Contractor
11/22/2023
 Date

Project No. : SAP 064-599-125
Final Pay Request No. : 2
Contract No.: 23-2

**Certificate of Final Contract Acceptance
Final Voucher Number: 2**

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 2023-12-06 Signature *Anthony Seeh* County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$979,650.03 and agrees to the amount of \$49,266.93 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: John Riley Construction, Inc. By *Rachel Ward*

And *Maghan O'Neill* And _____ State of ,

On This 22 Day November, 2023, Before me appeared *Rachel Ward* To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

Rachel Ward And *Maghan O'Neill*, to me personally known, who, being each by me duly sworn

each did say that they are respectively the *Vice President* and *Treasurer/Secretary* of the

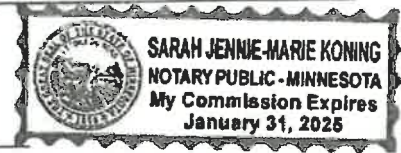
John Riley Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Vice President and said *Treasurer/Secretary* and _____

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in *Stevens* County

Seal Expires *Jan 31, 2025* Signature *[Signature]*



I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Redwood County

Contract No: 23-2
Final Pay Request No. 2

**Redwood County
Certificate of Final Acceptance
Board Acknowledgment**

Contract Number: 23-2
Contractor: John Riley Construction, Inc.
Date Certified: 11/21/2023
Payment Number: 2

Whereas; Contract No. 23-2 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Redwood County and authorize final payment as specified herein.

State of

I, _____, agency_name within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20__

At _____,

Signed By _____

Redwood County

(SEAL)

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2023-07-06	\$979,350.63	\$48,967.53	\$930,383.10
2	2023-11-21	\$299.40	(\$48,967.53)	\$49,266.93

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
064-599-125 Non-Participating		\$44,075.57	\$0.00	\$21,644.71	\$22,430.86	\$44,075.57
064-599-125 Participating		\$291,086.80	\$0.00	\$296,537.23	(\$5,450.43)	\$291,086.80
064-599-130 Non-Participating		\$21,470.09	\$0.00	\$17,337.59	\$4,132.50	\$21,470.09
064-599-130 Participating		\$256,958.32	\$0.00	\$247,147.89	\$9,810.43	\$256,958.32
064-599-134 Non-Participating		\$29,718.60	\$0.00	\$20,751.42	\$8,967.18	\$29,718.60
064-599-134 Participating		\$336,340.65	\$0.00	\$326,964.26	\$9,376.39	\$336,340.65

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
01 - Regular Town Bridge	Town Bridge (SAAS Act. # 76)	\$36,903.29	\$972,157.07	\$836,490.42	\$732,377.38
02 - Special Town Bridge	Special Town Bridge (SAAS Acct. #75)	\$10,863.63	\$217,272.65	\$217,272.65	\$217,272.65
03 - Local Township	Local / Township	\$1,500.01	\$30,000.00	\$30,000.00	\$30,000.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 064-599-125	1	2021.501	MOBILIZATION	LS	\$7,250.00	1	0	\$0.00	1	\$7,250.00
SAP 064-599-125	2	2101.501	CLEARING AND GRUBBING	LS	\$1,500.00	1	0	\$0.00	1	\$1,500.00
SAP 064-599-125	3	2106.507	EXCAVATION - COMMON (P)	C Y	\$4.00	1183	0	\$0.00	1183	\$4,732.00
SAP 064-599-125	4	2106.507	COMMON EMBANKMENT (CV) (P)	C Y	\$0.50	1579	0	\$0.00	1579	\$789.50
SAP 064-599-125	5	2118.509	AGGREGATE SURFACING CLASS 5	TON	\$16.00	684	0	\$0.00	330.5	\$5,288.00
SAP 064-599-125	6	2123.510	3.0 CU YD SHOVEL	HOUR	\$180.00	10	0	\$0.00	0	\$0.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 064-599-125	7	2123.510	DOZER	HOUR	\$150.00	10	0	\$0.00	0	\$0.00
SAP 064-599-125	8	2412.502	10X6 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	\$20,000.00	4	0	\$0.00	4	\$80,000.00
SAP 064-599-125	9	2412.503	10X6 PRECAST CONCRETE BOX CULVERT	LF	\$1,675.00	108	0	\$0.00	108	\$180,900.00
SAP 064-599-125	10	2442.501	REMOVE EXISTING BRIDGE	LS	\$1,000.00	1	0	\$0.00	1	\$1,000.00
SAP 064-599-125	11	2451.507	STRUCTURE EXCAVATION CLASS U (P)	CY	\$4.00	942	0	\$0.00	942	\$3,768.00
SAP 064-599-125	12	2451.507	GRANULAR BACKFILL (CV) (P)	CY	\$18.00	882	-1169.87	(\$21,057.66)	0	\$0.00
SAP 064-599-125	13	2451.609	PIPE BEDDING MATERIAL	TON	\$16.00	300	0	\$0.00	220.25	\$3,524.00
SAP 064-599-125	14	2511.509	RANDOM RIPRAP CLASS III	TON	\$60.00	180	0	\$0.00	194.08	\$11,644.80
SAP 064-599-125	15	2520.507	LEAN MIX BACKFILL	CY	\$200.00	10	0	\$0.00	13	\$2,600.00
SAP 064-599-125	16	2563.601	TRAFFIC CONTROL	LS	\$1,400.00	1	0	\$0.00	1	\$1,400.00
SAP 064-599-125	17	2573.501	EROSION CONTROL SUPERVISOR	LS	\$500.00	1	0	\$0.00	0	\$0.00
SAP 064-599-125	18	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	LF	\$15.00	200	0	\$0.00	0	\$0.00
SAP 064-599-125	19	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LF	\$2.95	995	0	\$0.00	143	\$421.85
SAP 064-599-125	20	2575.501	TURF ESTABLISHMENT	LS	\$720.00	1	0	\$0.00	1	\$720.00
SAP 064-599-125	21	2575.504	RAPID STABILIZATION METHOD 4	SY	\$1.23	500	0	\$0.00	0	\$0.00
SAP 064-599-125	22	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	SY	\$1.63	3639	0	\$0.00	5112	\$8,332.56
SAP 064-599-130	1	2021.501	MOBILIZATION	LS	\$7,250.00	1	0	\$0.00	1	\$7,250.00
SAP 064-599-130	2	2104.503	REMOVE PIPE CULVERTS	LF	\$6.00	74	0	\$0.00	74	\$444.00
SAP 064-599-130	3	2118.509	AGGREGATE SURFACING CLASS 5	TON	\$18.00	353	0	\$0.00	350.53	\$6,309.54
SAP 064-599-130	4	2123.510	3.0 CU YD SHOVEL	HOUR	\$180.00	10	0	\$0.00	0	\$0.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 064-599-130	5	2123.510	DOZER	HOUR	\$150.00	10	0	\$0.00	0	\$0.00
SAP 064-599-130	6	2401.601	APPROACH GRADING	LS	\$2,000.00	1	0	\$0.00	1	\$2,000.00
SAP 064-599-130	7	2412.502	14X8 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	\$29,000.00	2	0	\$0.00	2	\$58,000.00
SAP 064-599-130	8	2412.503	14x8 PRECAST CONCRETE BOX CULVERT	LF	\$2,400.00	62	0	\$0.00	62	\$148,800.00
SAP 064-599-130	9	2442.501	REMOVE EXISTING BRIDGE	LS	\$1,500.00	1	0	\$0.00	1	\$1,500.00
SAP 064-599-130	10	2451.507	STRUCTURE EXCAVATION CLASS U (P)	C Y	\$2.00	2436	0	\$0.00	2436	\$4,872.00
SAP 064-599-130	11	2451.507	GRANULAR BACKFILL (CV) (P)	C Y	\$22.50	1550	-565.32	(\$12,719.70)	0	\$0.00
SAP 064-599-130	12	2451.507	GRANULAR BACKFILL (CV) (P)	C Y	\$22.50	300	0	\$0.00	0	\$0.00
SAP 064-599-130	13	2451.609	PIPE BEDDING MATERIAL	TON	\$19.00	258	0	\$0.00	142.23	\$2,702.37
SAP 064-599-130	14	2501.502	36" GS PIPE APRON	EACH	\$900.00	1	0	\$0.00	1	\$900.00
SAP 064-599-130	15	2501.503	36" CS PIPE CULVERT	LF	\$130.00	70	0	\$0.00	70	\$9,100.00
SAP 064-599-130	16	2511.509	RANDOM RIPRAP CLASS III	TON	\$70.00	190	0	\$0.00	201.68	\$14,117.60
SAP 064-599-130	17	2563.601	TRAFFIC CONTROL	LS	\$1,250.00	1	0	\$0.00	1	\$1,250.00
SAP 064-599-130	18	2573.501	EROSION CONTROL SUPERVISOR	LS	\$500.00	1	0	\$0.00	0	\$0.00
SAP 064-599-130	19	2573.502	CULVERT END CONTROLS	EACH	\$65.00	1	0	\$0.00	0	\$0.00
SAP 064-599-130	20	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	LF	\$15.00	200	0	\$0.00	0	\$0.00
SAP 064-599-130	21	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LF	\$2.95	490	0	\$0.00	197	\$581.15
SAP 064-599-130	22	2575.501	TURF ESTABLISHMENT	LS	\$720.00	1	0	\$0.00	1	\$720.00
SAP 064-599-130	23	2575.504	RAPID STABILIZATION METHOD 4	S Y	\$1.23	500	0	\$0.00	0	\$0.00
SAP 064-599-130	24	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	S Y	\$1.63	1024	0	\$0.00	4380	\$7,139.40

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 064-599-134	1	2021.501	MOBILIZATION	LS	\$7,250.00	1	0	\$0.00	1	\$7,250.00
SAP 064-599-134	2	2104.502	REMOVE SIGN	EACH	\$20.00	2	0	\$0.00	2	\$40.00
SAP 064-599-134	3	2118.509	AGGREGATE SURFACING CLASS 5	TON	\$17.00	346	0	\$0.00	334.16	\$5,680.72
SAP 064-599-134	4	2123.510	3.0 CU YD SHOVEL	HOUR	\$180.00	10	0	\$0.00	0	\$0.00
SAP 064-599-134	5	2123.510	DOZER	HOUR	\$150.00	10	0	\$0.00	0	\$0.00
SAP 064-599-134	6	2401.601	APPROACH GRADING	LS	\$2,000.00	1	0	\$0.00	1	\$2,000.00
SAP 064-599-134	7	2412.502	10X6 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	\$37,000.00	2	0	\$0.00	2	\$74,000.00
SAP 064-599-134	8	2412.503	10X6 PRECAST CONCRETE BOX CULVERT	LF	\$1,845.00	112	0	\$0.00	112	\$206,640.00
SAP 064-599-134	9	2442.501	REMOVE EXISTING BRIDGE	LS	\$2,000.00	1	0	\$0.00	1	\$2,000.00
SAP 064-599-134	10	2451.507	STRUCTURE EXCAVATION CLASS U (P)	C Y	\$2.00	4669	0	\$0.00	4669	\$9,338.00
SAP 064-599-134	11	2451.507	GRANULAR BACKFILL (CV) (P)	C Y	\$22.00	1946	-856.31	(\$18,838.82)	0	\$0.00
SAP 064-599-134	12	2451.507	GRANULAR BACKFILL (CV) (P)	C Y	\$22.00	1588	0	\$0.00	0	\$0.00
SAP 064-599-134	13	2451.609	PIPE BEDDING MATERIAL	TON	\$19.00	332	0	\$0.00	273.02	\$5,187.38
SAP 064-599-134	14	2502.503	RELOCATE PIPE DRAIN	LF	\$30.00	33	0	\$0.00	33	\$990.00
SAP 064-599-134	15	2511.509	RANDOM RIPRAP CLASS III	TON	\$70.00	310	0	\$0.00	307.41	\$21,518.70
SAP 064-599-134	16	2563.601	TRAFFIC CONTROL	LS	\$1,400.00	1	0	\$0.00	1	\$1,400.00
SAP 064-599-134	17	2573.501	EROSION CONTROL SUPERVISOR	LS	\$500.00	1	0	\$0.00	0	\$0.00
SAP 064-599-134	18	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	LF	\$15.00	200	0	\$0.00	0	\$0.00
SAP 064-599-134	19	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LF	\$2.95	663	0	\$0.00	272	\$802.40
SAP 064-599-134	20	2575.501	TURF ESTABLISHMENT	LS	\$720.00	1	0	\$0.00	1	\$720.00
SAP 064-599-134	21	2575.504	RAPID STABILIZATION METHOD 4	SY	\$1.23	500	0	\$0.00	0	\$0.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 064-599-134	22	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	S Y	\$1.63	2456	0	\$0.00	5896	\$9,610.48
Base Bid Totals:								(\$52,616.18)		\$926,734.45

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
SAP 064-599-125	064-599-125 Participating	(\$21,057.66)	\$291,086.80
SAP 064-599-125	064-599-125 Non-Participating	\$0.00	\$22,783.91
SAP 064-599-130	064-599-130 Participating	(\$12,719.70)	\$247,435.97
SAP 064-599-130	064-599-130 Non-Participating	\$0.00	\$18,250.09
SAP 064-599-134	064-599-134 Participating	(\$18,838.82)	\$325,334.08
SAP 064-599-134	064-599-134 Non-Participating	\$0.00	\$21,843.60

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 064-599-125	CO1	23	2451.609 GRANULAR BACKFILL (TON)	\$13.00	1234.8	\$16,052.40	ITM	1637.82	\$21,291.66	1637.82	\$21,291.66
SAP 064-599-130	CO1	25	2451.609 GRANULAR BACKFILL (TON)	\$16.10	2170	\$34,937.00	ITM	591.45	\$9,522.35	591.45	\$9,522.35
SAP 064-599-130	CO1	26	2451.609 GRANULAR BACKFILL (TON)	\$16.10	420	\$6,762.00	ITM	200	\$3,220.00	200	\$3,220.00
SAP 064-599-134	CO1	23	2451.609 GRANULAR BACKFILL (TON)	\$15.75	2724	\$42,903.00	ITM	698.83	\$11,006.57	698.83	\$11,006.57
SAP 064-599-134	CO1	24	2451.609 GRANULAR BACKFILL (TON)	\$15.75	2223	\$35,012.25	ITM	500	\$7,875.00	500	\$7,875.00
Contract Change Totals:									\$52,915.58		\$52,915.58

Contract Change Totals			
Number	Description	Effective Date	Amount
1	Issue: The Redwood County Engineer determined that due to variations from the plans, the bid item 2451.507 Granular Backfill (CV) (P) was incorrect. The Engineer has further determined that a Ton quantity would be the most accurate unit of measurement to account for the field adjustments. Resolution: The Redwood County Engineer and the Contractor have agreed to eliminate item 2451.507 Granular Backfill (CV) (P) and replace it with 2451.609 Granular Backfill Tons. The contractor shall place the Granular Material as directed by the Engineer. Payment for this work will be done at the negotiated unit price in MnDot specification 1904.3	10/31/2023	\$16,052.40
1	Issue: The Redwood County Engineer determined that due to variations from the plans, the bid item 2451.507 Granular Backfill (CV) (P) was incorrect. The Engineer has further determined that a Ton quantity would	10/31/2023	\$41,699.00

Contract Change Totals			
Number	Description	Effective Date	Amount
	<p>be the most accurate unit of measurement to account for the field adjustments.</p> <p>Resolution: The Redwood County Engineer and the Contractor have agreed to eliminate item 2451.507 Granular Backfill (CV) (P) and replace it with 2451.609 Granular Backfill Tons. The contractor shall place the Granular Material as directed by the Engineer.</p> <p>Payment for this work will be done at the negotiated unit price in MnDot specification 1904.3</p>		
1	<p>Issue: The Redwood County Engineer determined that due to variations from the plans, the bid item 2451.507 Granular Backfill (CV) (P) was incorrect. The Engineer has further determined that a Ton quantity would be the most accurate unit of measurement to account for the field adjustments.</p> <p>Resolution: The Redwood County Engineer and the Contractor have agreed to eliminate item 2451.507 Granular Backfill (CV) (P) and replace it with 2451.609 Granular Backfill Tons. The contractor shall place the Granular Material as directed by the Engineer.</p> <p>Payment for this work will be done at the negotiated unit price in MnDot specification 1904.3</p>	10/31/2023	\$77,915.25

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Total	\$979,650.03
-----------------------	---------------------



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-874-157-920
Submitted Date and Time:	22-Nov-2023 7:54:24 AM
Legal Name:	JOHN RILEY CONSTRUCTION INC
Federal Employer ID:	41-1305179
User Who Submitted:	SARAHK
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	574181376
Minnesota ID:	5300658
Project Owner:	REDWOOD COUNTY HIGHWAY DEPT
Project Number:	064-599-125, 130, 134
Project Begin Date:	07-Jun-2023
Project End Date:	29-Jun-2023
Project Location:	REDWOOD COUNTY
Project Amount:	\$979,650.03

Subcontractor Summary

Name	ID	Affidavit Number
ALL STATE TRAFFIC	4300984	1684099072
DAVID SWENSON	4545729	1101877248

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-252-589-864
Submitted Date and Time:	18-Sep-2023 10:57:10 AM
Legal Name:	ALL STATE TRAFFIC CONTROL, INC.
Federal Employer ID:	47-5418502
User Who Submitted:	ASTCMN16
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1634099072
Minnesota ID:	4300984
Project Owner:	REDWOOD COUNTY
Project Number:	SAP 064-589-125
Project Begin Date:	05-Jun-2023
Project End Date:	06-Jul-2023
Project Location:	REDWOOD CO 150TH, ETC.
Project Amount:	\$3,762.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9899, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.



Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-681-342-560
Submitted Date and Time:	15-Sep-2023 11:10:28 AM
Legal Name:	DAVID A SWENSON CONSTRUCTION LLC
Federal Employer ID:	81-2660563
User Who Submitted:	Monswe
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	1101877248
Minnesota ID:	4545729
Project Owner:	REDWOOD COUNTY
Project Number:	SAP 064-599-125 & ETC.
Project Begin Date:	12-Jun-2023
Project End Date:	07-Jul-2023
Project Location:	REDWOOD COUNTY
Project Amount:	\$29,797.84
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.



REQUEST FOR BOARD ACTION

Requested Board Date:	12/12/2023	Originating Dept.:	Highway
Preferred 2nd Date:	NEXT AVAILABLE		
Discussion Item:		Presenter:	Anthony Sellner, PE
Resolution for a speed study on CSAH 24 (past St John School and CentraCare)		estimated time needed:	5 mins
Board Action:		<input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Pass speed study resolution on CSAH 24, between MN 67 and CSAH 1.

Background Information:

A resolution for a speed study needs to be completed for MnDOT to conduct the speed study and for the Commissioner of Transportation to adopt the new speed limits per MN Statute 169.14. The County must comply with the results and speed zone changes as applicable. See attached resolution.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****

Redwood County Board of Commissioners

403 South Mill Street
P.O Box 130
Redwood Falls, MN 56283
Phone: (507) 637-4016 Fax: (507) 637-4017
redwoodcounty-mn.us



Resolution
Requesting A MnDOT Speed Study
December 12, 2023

The following Resolution was offered by Commissioner _____ and moved for adoption at a Regular Meeting held on December 12, 2023 at the Redwood County Government Center, Redwood Falls, MN:

WHEREAS, Redwood County believes that the existing speed limit on CSAH 24 is not appropriate under existing conditions; and

WHEREAS, Minnesota Statute 169.14, Subd. 5 requires Redwood County to request that the Commissioner of Transportation (Commissioner) authorize, upon the basis of an engineering and traffic investigation (speed study) the erection of appropriate signs designating a reasonable and safe speed limit; and

WHEREAS, Redwood County acknowledges that completion of a speed study could result in a decrease or an increase of the posted speed limit on CSAH 24; and

WHEREAS, Redwood County acknowledges that the requested limits of investigation on CSAH 24 could be revised by the Commissioner, based on observations made during the conducting of the speed study; and

WHEREAS, Redwood County agrees to accept the findings of the completed speed study, and implement any required signing changes; and

NOW, THEREFORE BE IT RESOLVED that Redwood County formally requests that the Commissioner complete a speed study on CSAH 24 from the intersection at State Highway 67 to the intersection at Redwood County Road State Aid Highway 1 to determine the reasonable and safe speed limit for the roadway.

Seconded by Commissioner _____ and the same being put to a vote was duly carried.

This Resolution shall be effective immediately and without publication.

Adopted by the following vote: Ayes _ Nays _

Dated this 12th day of December, 2023

Board Chair, Redwood County

ATTEST:

Administrator, Redwood County

<i>1st District</i> RICK WAKEFIELD P.O. Box 473 Walnut Grove, MN 56180 (507) 859-2369 Rick_W@co.redwood.mn.us	<i>2nd District</i> JIM SALFER 865 Pine Street Wabasso, MN 56293 (507) 342-2431 Jim_S2@co.redwood.mn.us	<i>3rd District</i> DENNIS GROEBNER 250 Center Street Clements, MN 56224 (507) 692-2235 Dennis_G@co.redwood.mn.us	<i>4th District</i> BOB VANHEE 503 Fallwood Road Redwood Falls, MN 56283 (507) 616-1000 Bob_V@co.redwood.mn.us	<i>5th District</i> DAVE FORKRUD P.O. Box 235 Belview, MN 56214 (507) 430-1907 Dave_F@co.redwood.mn.us
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*** Redwood County ***



REVENUES & EXPENDITURES BUDGET REPORT As of 11/2023

3 FUND ROAD AND BRIDGE

Report Basis: Modified Accrual

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Percent of Year Budget</u>	<u>92% % of BDG</u>
301 DEPT					
ROAD & BRIDGE ADMINISTRATION					
----- REVENUES -----					
03-301-000-0000-5001		1,059,283.18-	2,544,686.88-	2,590,997.00-	98
03-301-000-0000-5004		598.55-	4,634.38-	0.00	0
03-301-000-0000-5007		239.51-	239.51-	0.00	0
03-301-000-0000-5015		25,611.50-	277,098.85-	367,000.00-	76
03-301-000-0000-5016		236,489.05-	945,728.68-	969,000.00-	98
03-301-000-0000-5020		0.00	7.84-	7.00-	112
03-301-000-0000-5205		0.00	3,890.10-	6,428.00-	61
03-301-000-0000-5208		34,960.22-	34,960.22-	56,520.00-	62
03-301-000-0000-5225		471,489.19-	1,134,913.97-	4,538,065.00-	25
03-301-000-0000-5230		0.00	941,108.33-	1,128,955.00-	83
03-301-000-0000-5235		0.00	642,735.00-	908,338.00-	71
03-301-000-0000-5240		0.00	2,053,537.70-	2,409,125.00-	85
03-301-000-0000-5242		0.00	154,154.33-	297,757.00-	52
03-301-000-0000-5244		0.00	6,265,156.34-	2,979,120.00-	210
03-301-000-0000-5246		0.00	460,503.94-	446,758.00-	103
03-301-000-0000-5249		274,489.70-	383,202.51-	0.00	0
03-301-000-0000-5333		202,250.35-	1,036,068.69-	5,450,215.00-	19
03-301-000-0000-5455		0.00	333,803.09-	125,000.00-	267
03-301-000-0000-5502		0.00	0.00	6,000.00-	0
03-301-000-0000-5503		150.00-	24,800.00-	19,300.00-	128
03-301-000-0000-5710		0.00	5,693.80-	0.00	0
03-301-000-0000-5810		0.00	0.00	50.00-	0
03-301-000-0000-5850		41,937.26-	123,377.10-	150,000.00-	82
03-301-000-0000-5920		3,092.25-	3,092.25-	35,000.00-	9
----- EXPENDITURES -----					
03-301-000-0000-6103		49,536.01	260,323.07	327,059.00	80
03-301-000-0000-6105		0.00	410.13	0.00	0
03-301-000-0000-6113		16.03	73.88	50.00	148
03-301-000-0000-6153		7,428.08	39,764.44	47,757.00	83
03-301-000-0000-6163		3,715.20	20,758.34	24,529.00	85
03-301-000-0000-6172		0.00	35,643.00	35,700.00	100
03-301-000-0000-6175		2,913.65	16,422.46	20,278.00	81
03-301-000-0000-6176		681.43	3,840.75	4,742.00	81
03-301-000-0000-6202		2,775.01	16,627.64	21,325.00	78

*** Redwood County ***



REVENUES & EXPENDITURES BUDGET REPORT As of 11/2023

Report Basis: Modified Accrual

3 FUND

ROAD AND BRIDGE

Account Number	Status	Quarter To Date	Year To Date	Percent of Year		
				Budget	92% % of BDG	
03-301-000-0000-6210	POSTAGE	330.00	1,878.71	2,700.00	70	
03-301-000-0000-6230	PRINTING & PUBLISHING	552.19	1,347.77	2,100.00	64	
03-301-000-0000-6235	DOR LOCAL SALES TAX COSTS	1,702.04	13,609.46	21,000.00	65	
03-301-000-0000-6241	SUBSCRIPTIONS	124.00	124.00	141.00	88	
03-301-000-0000-6242	DUES	0.00	625.00	3,600.00	17	
03-301-000-0000-6262	STATE AUDIT	2,519.50	2,519.50	1,000.00	252	
03-301-000-0000-6291	PROFESSIONAL & TECHNICAL SERVICES	12,166.21	26,618.49	14,000.00	190	
03-301-000-0000-6310	OFFICE EQUIPMENT REPAIR & MAINT.	208.10	1,159.87	2,445.00	47	
03-301-000-0000-6331	MILEAGE	0.00	0.00	500.00	0	
03-301-000-0000-6332	STAFF DEVELOPMENT	129.91	1,916.88	4,803.00	40	
03-301-000-0000-6334	LODGING & EXPENSE	38.53	2,183.43	1,500.00	146	
03-301-000-0000-6351	INSURANCE-PROPERTY & LIABILITY	0.00	83,579.32	85,021.00	98	
03-301-000-0000-6401	OFFICE SUPPLIES	2,589.88	5,309.68	5,269.00	101	
03-301-000-0000-6507	MISCELLANEOUS EXPENSES	0.00	0.00	1,058.00	0	
03-301-000-0000-6891	EXP REIMBURSEMENTS - EXTERNAL	597.65	8,259.90	8,200.00	101	
301 DEPT	Totals ROAD & BRIDGE ADMINISTRATION					
		Revenue	2,350,590.76-	17,373,393.51-	22,483,635.00-	77
		Expend.	86,828.12	526,475.92	618,377.00	85
		Net	2,263,762.64-	16,846,917.59-	21,865,258.00-	77
310 DEPT	HIGHWAY MAINTENANCE					
REVENUES						
03-310-000-0000-5249	INTERGOVERNMENTAL REIMBURSEMENTS-LC	0.00	9,844.96-	8,324.00-	118	
03-310-000-0000-5301	STATE GRANTS	0.00	126,455.54-	0.00	0	
03-310-000-0000-5401	DISASTER GRANTS	0.00	22,727.00-	0.00	0	
03-310-000-0000-5901	EXP REIMBURSEMENTS - EXTERNAL	358.82-	358.82-	0.00	0	
EXPENDITURES						
03-310-000-0000-6103	SALARIES & WAGES-REGULAR	169,916.74	897,039.59	1,030,182.00	87	
03-310-000-0000-6105	SALARIES & WAGES-PART TIME	0.00	34,940.37	11,000.00	318	
03-310-000-0000-6107	SALARIES & WAGES-OVERTIME	1,209.59	63,781.53	17,175.00	371	
03-310-000-0000-6113	MEAL EXPENSE-TAXABLE	0.00	120.05	92.00	130	
03-310-000-0000-6153	EMPLOYER CAFETERIA CONTRIBUTION	40,484.92	229,067.12	269,430.00	85	
03-310-000-0000-6163	PERA-COUNTY SHARE	11,585.06	71,785.15	78,552.00	91	
03-310-000-0000-6175	FICA-COUNTY SHARE	8,842.07	57,616.75	65,618.00	88	
03-310-000-0000-6176	MEDICARE-COUNTY SHARE	2,067.89	13,474.85	15,346.00	88	
03-310-000-0000-6202	TELEPHONE/FAX EXPENSE	60.00	330.00	360.00	92	
03-310-000-0000-6292	CONTRACT PAYMENTS	0.00	0.00	73,581.00	0	
03-310-000-0000-6341	EQUIPMENT RENTAL	8,596.14	132,194.66	89,998.00	147	
03-310-000-0000-6501	ROAD MAINTENANCE SUPPLIES & MATERIALS	157,930.98	916,425.54	961,400.00	95	

*** Redwood County ***



REVENUES & EXPENDITURES BUDGET REPORT As of 11/2023

3 FUND ROAD AND BRIDGE

Report Basis: Modified Accrual

Account Number	Status	Quarter To Date	Year To Date	Percent of Year		
				Budget	% of BDG	
03-310-000-0000-6507	MISCELLANEOUS EXPENSES	23,329.48	29,836.56	20,844.00	143	
03-310-000-0000-6508	TOWN ROAD DISTRIBUTION	0.00	642,735.00	908,338.00	71	
03-310-000-0000-6601	CAPITAL OUTLAY (\$5,000 AND OVER)	172,699.76	614,766.16	990,988.00	62	
03-310-000-0000-6705	BOND INTEREST PAYMENTS 2021A BOND	0.00	0.00	225,275.00	0	
03-310-000-0000-6910	TRANSFERS IN	0.00	524,000.00-	704,000.00-	74	
03-310-000-2718-6910	ARPA TRANSFERS IN	0.00	180,000.00-	0.00	0	
03-310-821-2718-6601	CAPITAL OUTLAY (\$5,000 AND OVER)	0.00	180,000.00	0.00	0	
310 DEPT	Totals HIGHWAY MAINTENANCE	Revenue	358.82-	159,386.32-	8,324.00-	1915
		Expend.	596,722.63	3,180,113.33	4,054,179.00	78
		Net	596,363.81	3,020,727.01	4,045,855.00	75
320 DEPT	HIGHWAY CONSTRUCTION & ENGINEERING					
----- REVENUES -----						
03-320-000-0000-5249	INTERGOVERNMENTAL REIMBURSEMENTS-LC	0.00	48,068.00-	797,043.00-	6	
03-320-000-0000-5830	MISCELLANEOUS REVENUE	0.00	5,356.00-	0.00	0	
----- EXPENDITURES -----						
03-320-000-0000-6103	SALARIES & WAGES-REGULAR	34,086.40	122,573.42	221,562.00	55	
03-320-000-0000-6105	SALARIES & WAGES-PART TIME	0.00	13,544.09	8,600.00	157	
03-320-000-0000-6107	SALARIES & WAGES-OVERTIME	0.00	27,291.26	11,000.00	248	
03-320-000-0000-6113	MEAL EXPENSE-TAXABLE	0.00	10.10	47.00	21	
03-320-000-0000-6153	EMPLOYER CAFETERIA CONTRIBUTION	9,460.00	52,030.00	63,079.00	82	
03-320-000-0000-6163	PERA-COUNTY SHARE	2,533.34	16,202.74	17,442.00	93	
03-320-000-0000-6175	FICA-COUNTY SHARE	1,874.83	13,175.49	14,952.00	88	
03-320-000-0000-6176	MEDICARE-COUNTY SHARE	438.47	3,081.38	3,497.00	88	
03-320-000-0000-6291	PROFESSIONAL & TECHNICAL SERVICES	163,863.01	493,999.76	759,070.00	65	
03-320-000-0000-6292	CONTRACT PAYMENTS	854,584.14	7,078,722.12	19,236,185.00	37	
03-320-000-0000-6295	CSAH BONDING CONTRACT PAYMENTS	0.00	2,327,888.58	2,266,952.00	103	
03-320-000-0000-6297	GO BONDING CONTRACT PAYMENTS	1,659,054.59	4,646,811.11	0.00	0	
03-320-000-0000-6366	RIGHT OF WAY - PERMANENT EASEMENTS	0.00	3,919.35	80,000.00	15	
03-320-000-0000-6367	RIGHT OF WAY-TEMP.EASE.& OTHER	0.00	0.00	10,000.00	0	
03-320-000-0000-6505	ENG. & CONST.MATERIALS & SUPPLIESS	13,279.34	44,374.86	73,021.00	61	
03-320-000-0000-6506	MINOR EQUIP. PURCHASES	0.00	1,795.50	0.00	0	
03-320-000-0000-6507	MISCELLANEOUS EXPENSES	0.00	405.00	0.00	0	
----- REVENUES -----						
03-320-000-2720-5249	INTERGOVERNMENTAL REIM	0.00	430,275.00-	0.00	0	
03-320-000-2720-5710	2021A GENERAL OBLIGATION BONDS INTEREST	0.00	10,869.11-	0.00	0	
----- EXPENDITURES -----						
03-320-000-2720-6701	ADMINISTRATIVE FEES 2021A BONDS	0.00	569.23	0.00	0	

*** Redwood County ***



REVENUES & EXPENDITURES BUDGET REPORT As of 11/2023

Report Basis: Modified Accrual

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Percent of Year % of</u>
03-320-000-2720-6702	PRINCIPAL PAYMENTS 2021A BONDS	0.00	205,000.00	0.00	0
03-320-000-2720-6705	INTEREST PAYMENTS 2021A BONDS	0.00	225,275.00	0.00	0
----- REVENUES -----					
03-320-000-2723-5940	2023A GENERAL OBLIGATION BONDS ISSUED	9,961,901.76-	10,063,401.76-	0.00	0
----- EXPENDITURES -----					
03-320-000-2723-6701	ADMINISTRATIVE FEES 2023A R&B BONDS	37,214.75	58,964.75	0.00	0
320 DEPT	Totals HIGHWAY CONSTRUCTION & ENGINEERING	9,961,901.76-	10,557,969.87-	797,043.00-	1325
		Revenue Expend. Net		22,765,407.00	67
			4,777,663.87	21,968,364.00	22
330 DEPT	EQUIPMENT MAINTENANCE & SHOP				
----- REVENUES -----					
03-330-000-0000-5980	INSURANCE RECOVERIES	0.00	7,372.79-	0.00	0
----- EXPENDITURES -----					
03-330-000-0000-6103	SALARIES & WAGES-REGULAR	43,612.76	135,518.96	129,896.00	104
03-330-000-0000-6107	SALARIES & WAGES-OVERTIME	0.00	5,292.03	2,900.00	182
03-330-000-0000-6113	MEAL EXPENSE-TAXABLE	0.00	41.25	0.00	0
03-330-000-0000-6153	EMPLOYER CAFETERIA CONTRIBUTION	3,498.72	19,242.96	23,878.00	81
03-330-000-0000-6163	PERA-COUNTY SHARE	1,386.33	8,715.17	9,960.00	88
03-330-000-0000-6175	FICA-COUNTY SHARE	1,119.89	6,969.05	8,233.00	85
03-330-000-0000-6176	MEDICARE-COUNTY SHARE	261.91	1,631.99	1,926.00	85
03-330-000-0000-6251	UTILITIES	7,881.22	63,953.28	71,097.00	90
03-330-000-0000-6305	BLDG - REPAIRS & MAINTENANCE	9,099.89	25,996.61	99,065.00	26
03-330-000-0000-6306	MAINTENANCE - EQUIPMENT	4,904.64	30,934.54	63,015.00	49
03-330-000-0000-6332	STAFF DEVELOPMENT	42.67	262.67	0.00	0
03-330-000-0000-6502	SHOP MATERIALS & SUPPLIES	12,570.38	45,254.19	52,500.00	86
03-330-000-0000-6503	EQUIPMENT REPAIR PARTS & SUPPLIES	40,758.02	236,431.21	231,000.00	102
03-330-000-0000-6504	FUEL	41,525.20	395,085.62	534,350.00	74
03-330-000-0000-6507	MISCELLANEOUS EXPENSES	0.00	0.00	228.00	0
03-330-000-0000-6601	CAPITAL OUTLAY (\$5,000 AND OVER)	0.00	0.00	60,000.00	0
330 DEPT	Totals EQUIPMENT MAINTENANCE & SHOP	0.00	7,372.79-	0.00	0
		Revenue Expend. Net		1,288,048.00	76
			967,956.74	1,288,048.00	75
340 DEPT	ROAD & BRIDGE OTHER COSTS				
----- EXPENDITURES -----					
03-340-000-0000-6507	MISCELLANEOUS EXPENSES	2,348.59	21,405.63	0.00	0

IFX
12/5/23 10:10AM

*** Redwood County ***



REVENUES & EXPENDITURES BUDGET REPORT As of 11/2023

3 FUND ROAD AND BRIDGE

Report Basis: Modified Accrual

Account Number	Status	Quarter To Date	Year To Date	Percent of Year	
				Budget	% of BDG
340 DEPT	Totals ROAD & BRIDGE OTHER COSTS	Revenue			
		Expend.	2,348.59	21,405.63	0.00
		Net	2,348.59	21,405.63	0.00
3 FUND	Totals ROAD AND BRIDGE	Revenue	12,312,851.34-	28,098,122.49-	23,289,002.00-
		Expend.	3,628,949.84	20,038,958.15	28,726,011.00
		Net	8,683,901.50-	8,059,164.34-	5,437,009.00
FINAL TOTALS	115 Accounts	Revenue	12,312,851.34-	28,098,122.49-	23,289,002.00-
		Expend.	3,628,949.84	20,038,958.15	28,726,011.00
		Net	8,683,901.50-	8,059,164.34-	5,437,009.00

Anthony Seel 12/6/2023
Anthony Seelner, Co. Engr. Date



SUMMIT CARBON
SOLUTIONS

Emergency Preparedness



SUMMIT CARBON
SOLUTIONS

Public Awareness

Summit Public Awareness Program will enhance ongoing SCS safety practices and contribute to a reduced likelihood and potential impact of a pipeline release. Assisting the public to remain informed helps reduce emergencies caused by third-party damage. Key stakeholder groups for public awareness are:

- Residents and high consequence areas along the route
- Local and state emergency response and planning agencies
- Local public officials
- Local one-call system

What you need to know about CO₂:

CO₂ is heavier than air and can gather in enclosed or low-lying areas if there's inadequate ventilation. It can reduce oxygen levels in environments where its concentration surpasses typical atmospheric standards.



You may see:

- White vapor cloud
- An area of frozen ground in the summer
- Bubbling in pools of water



You may hear:

- A sound of depressuring

How safe are pipelines

- Pipelines are the safest mode of transportation (safer than truck or rail)
- The incident rate for oil & gas pipelines is .001% and CO₂ pipelines are even safer

Leak Detection and Prevention Measures

For optimized leak detection and control, Summit will utilize technology and processes to create a real-time transient model (RTTM) in alignment with API RP 1130/1175.



The Real-Time Transient Model (RTTM) simulates the behavior of a pipeline using computational algorithms. The model, which is driven by the field instrumentation, monitors discrepancy between the measured and calculated values potentially caused by a leak.

System Oversight

24/7 Control Room

- Real-time, in-person monitoring of the entire Summit system
- Enabled remote operation when necessary, incorporating surge protection and automatic valve shutdown in the event of significant pressure fluctuations.



This is a stock image of a pipeline control room. Construction on the Summit control room will occur during the construction phase.

Onsite Technology

Computerized Pipeline Monitoring System

- Industry leading technology installed on more than 1,500 pipeline systems worldwide
- Monitors pressure across the entire system with instrumentation located at capture facilities, valve sites, pump stations, and sequestration sites.
- Ability to detect the smallest leak even during changes in operation
- Provides real-time information to the Control Room

Metering

- High-quality metering used at all capture and sequestration sites
- Monitors system balance to identify potential differences
- Managed by skilled Summit technicians ready to act when necessary

Emergency Preparedness



We've designed an Emergency Response Plan (ERP) that covers multiple factors and scenarios over the entire project route.

PLANNING & PERMITTING

Planning

Summit's planning efforts are underway, including meeting with PHMSA's technical staff and conducting initial discussions with local Emergency Managers (EMs). Summit will broaden the communication to include first responders and continue to engage throughout the lifecycle of the Project.

PERMITS RECEIVED

Preparedness Training

Once state permits have been issued and a firm construction schedule is developed, Summit will again meet with EMs to discuss the quantity of air monitoring equipment to purchase, evaluate other requested equipment needs, and initiate preparedness training scheduling with first responders.

Topics for Training:

1. Review chemical SDS
2. Pipeline specifications
3. Pipeline operation
4. Dispersion modeling
5. HCA reviews
6. Responding procedures
7. Developing of Initial Response Tactical (IRT) to determine safe responses

PRIOR TO OPERATIONS

Preparedness Tabletop Exercise

Summit pipeline operations personnel will conduct training exercises for first responders to ensure the appropriate level of awareness and alignment of responsibilities in the event of a release.

A schedule will be developed for the first responders and Summit pipeline operations to complete tabletop exercises before the pipeline is placed into operation.

OPERATIONS

Ongoing Efforts

Once in operation, emergency responders will be trained annually through tabletop exercises, per the Pipeline and Hazardous Materials Safety Administration (PHMSA) 49 CFR Part 195.403.

If new emergency personnel are brought on or the department deems additional training necessary, Summit will be there to lead.

Managing Safety

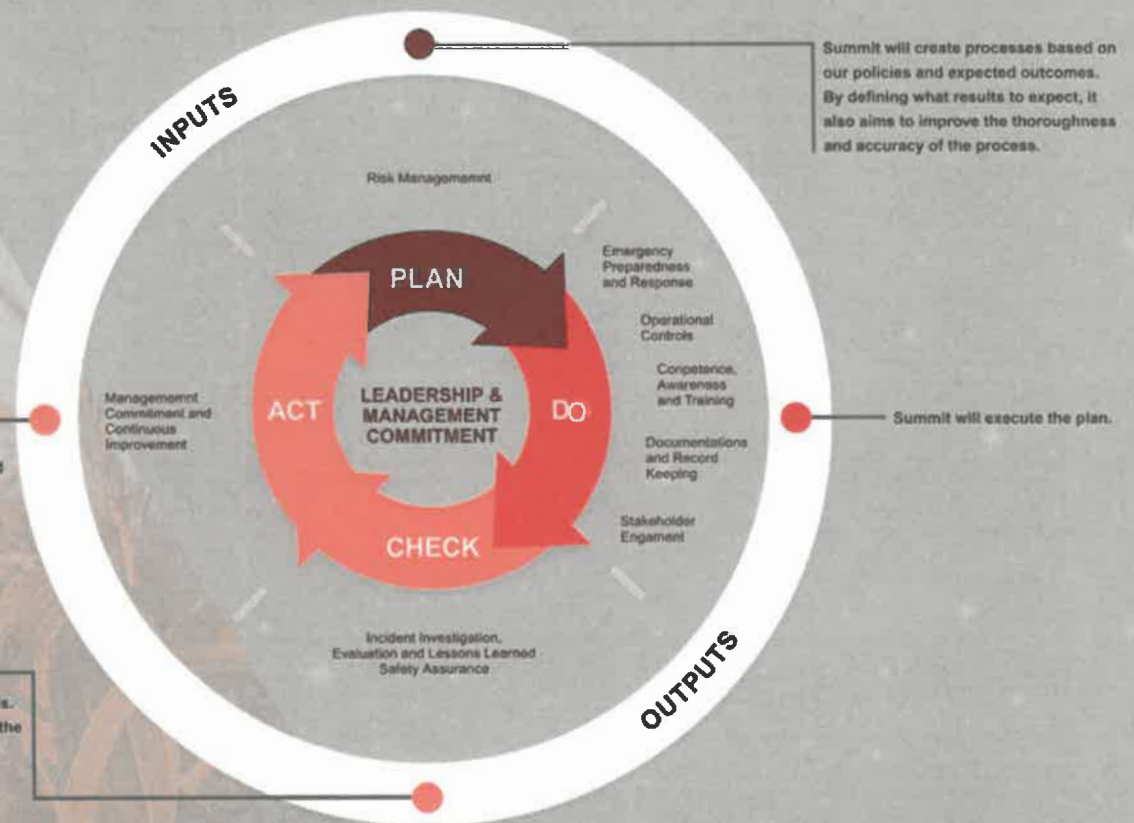


SUMMIT CARBON
SOLUTIONS

The "Pipeline Safety Management Systems" (API 1173) is a guideline that offers a comprehensive approach to pipeline safety. It combines different activities like risk management, effective decision making, performance monitoring, fostering a safety culture, audits, and enhancing communication. The system surpasses existing safety programs by encouraging ongoing improvement through a "Plan-Do-Check-Act" cycle.

Summit will continuously improve our operations. This includes fixing discrepancies between real and expected results, identifying why these differences occurred, and deciding where to make changes to enhance the process or product.

Summit will check the results against the set goals. It's about identifying any differences by seeing if the implementation strayed from the plan.





REQUEST FOR BOARD ACTION

Requested Board Date: December 12, 2023	Originating Dept.: Admin
Preferred 2nd Date:	
Discussion Item:	Presenter: Vicki K
2024 Tobacco License Application-Farmers Co-op of Renville WABASSO C-STORE	estimated time needed: 5 min
Board Action: <input type="checkbox"/> Yes, action required <input checked="" type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

After review of Minn. Stat. 461.12, the County has determined the proper authority to issue the requested tobacco license is the City of Wabasso. As such, the county will take no further action on this application.

Background Information:

This 2024 Tobacco License Application was tabled from the November 21, 2023 board meeting to the December 12, 2023 meeting.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****



REQUEST FOR BOARD ACTION

Requested Board Date:	December 12, 2023	Originating Dept.:	Admin
Preferred 2nd Date:			
Discussion Item:	Presenter: Vicki K		
2024 Tobacco License Application-Farmers Co-op of Renville LAMBERTON C-STORE	estimated time needed:	5 min	
Board Action: <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

If Action, Board Motion Requested:

TABLED ITEM FROM NOVEMBER 21, 2023

1. Approve and issue the license
2. Deny the license (this does not preclude the applicant from applying again)
3. Delay action for such reasonable period of time as necessary to complete any investigation of the application or the applicant as the Board deems necessary

Background Information:

(3) If the Board chooses to delay action, an investigation may include a requirement of the Manager of Farmers Co-op, Renville to attend a future Board meeting and explain what has happened and what are they going to do about it? Ask them to explain how they are going to train employees so the company will be in compliance.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****

CHAPTER 112: TOBACCO

Section

General Provisions

- 112.01 Purpose
- 112.02 Definitions and interpretations
- 112.03 Prohibited sales
- 112.04 Smoking prohibited in tobacco retail establishments
- 112.05 Vending machines
- 112.06 Self-service sales
- 112.07 Responsibility
- 112.08 Compliance checks and inspections
- 112.09 Illegal acts

Licensing Procedures

- 112.20 License required
- 112.21 Application
- 112.22 Action
- 112.23 Term
- 112.24 Revocation or suspension
- 112.25 Transfers
- 112.26 Moveable place of business
- 112.27 Display of license
- 112.28 License renewal
- 112.29 Election to self-regulate
- 112.30 Fee schedule
- 112.31 Basis for license denial

Administration and Enforcement

- 112.45 Notice
- 112.46 Due process hearings
- 112.47 Hearing Officer
- 112.48 Decision
- 112.49 Appeals
- 112.50 Exceptions and affirmative defenses

- 112.99 Penalty

GENERAL PROVISIONS

§ 112.01 PURPOSE.

Because the county recognizes that many persons under the age of 18 years purchase or otherwise obtain, possess and use tobacco, tobacco products and tobacco-related devices, and the sales, possession and use are violations of both state and federal laws; and because smoking has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of government; this chapter mandated by M.S. § 461.12, as it may be amended from time to time, shall be intended to regulate the access, sale, possession and use of tobacco, tobacco products and tobacco-related devices for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, tobacco products and tobacco-related devices, and to further the official public policy of the state in regard to preventing young people from starting to smoke as stated in M.S. § 144.391, as it may be amended from time to time.

(Ord. passed 12-30-2008)

§ 112.02 DEFINITIONS AND INTERPRETATIONS.

The singular shall include the plural and the plural shall include the singular. The masculine shall include the feminine and neuter, and vice-versa. The term “shall” means mandatory and the term “may” means permissive. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

APPLICANT. A person, as defined herein, who seeks to hold a new or renewed license to sell or to offer to sell any tobacco, tobacco product or tobacco-related device.

APPLICATION. A document which an applicant shall complete and submit to the County Auditor-Treasurer in seeking to hold a new or renewed license.

COMPLIANCE CHECKS. The system that the county or a political subdivision of the county uses to investigate and ensure that those authorized to sell tobacco, tobacco products or tobacco-related devices are following and complying with the requirements of this chapter. **COMPLIANCE CHECKS** shall involve the use of minors as authorized by this chapter. **COMPLIANCE CHECKS** shall also mean the use of minors who attempt to purchase tobacco, tobacco products or tobacco-related devices for educational, research and training purposes as authorized by state and federal laws. **COMPLIANCE CHECKS** may also be conducted by other units of government for the purpose of enforcing appropriate federal, state or local laws and regulations relating to tobacco, tobacco products or tobacco-related devices.

INDIVIDUALLY PACKAGED.

(1) The practice of selling any tobacco or tobacco product wrapped individually for sale. **INDIVIDUALLY WRAPPED TOBACCO AND TOBACCO PRODUCTS** shall include, but not be limited to, single cigarette packs, single bags or cans of loose tobacco in any form, and single cans or other packaging of snuff or chewing tobacco.

(2) Cartons or other packaging containing more than a single pack or other container as described in this section shall not be considered **INDIVIDUALLY PACKAGED**.

LICENSE. A document evidencing a grant of permission by the county to an applicant lawfully to sell or to offer to sell any tobacco, tobacco product or tobacco-related device.

LICENSEE. A person, as defined herein, who holds or held a license to sell or to offer to sell any tobacco, tobacco product or tobacco-related device.

LOOSIES. The common term used to refer to a single or individually packaged cigarette.

MINOR. Any natural person who has not yet reached the age of 18 years.

MOVEABLE PLACE OF BUSINESS. Any form of business operated out of a truck, van, automobile or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

OFFENSE. The commission of an act, or the omission of a required act, in contravention of a provision of this chapter.

PERMISSION. A privilege which the county may grant, deny, suspend or revoke pursuant to this chapter. **PERMISSION** shall not mean or create a contract or entitlement.

PERSON. A natural person, city, township, firm, corporation, unincorporated association, partnership, proprietorship or other entity.

POLITICAL SUBDIVISION OF REDWOOD COUNTY. A body politic commonly defined as a township or city within the territorial jurisdiction of the county.

POSSESSION. The care, custody, dominion and control over any tobacco, tobacco product or tobacco-related device. **POSSESSION** shall not mean the intermediate and temporary exchange of any tobacco, tobacco product or tobacco-related device by a licensee's employee to a customer during the course of a sale at a licensed retail establishment.

RETAIL ESTABLISHMENT. Any place of business where tobacco, tobacco products or tobacco-related devices are available for sale to the general public. **RETAIL ESTABLISHMENTS** shall include,

but not be limited to, grocery stores, convenience stores, liquor stores, gas stations, golf courses, bowling alleys, taverns and restaurants.

SALE. Any transfer of goods for money, trade, barter or other consideration.

SELF-SERVICE MERCHANDISING. Open displays of tobacco, tobacco products or tobacco-related devices in any manner where any person shall have access to the tobacco, tobacco products or tobacco-related devices, without the assistance or intervention of the licensee or the licensee's employee. The assistance or intervention shall entail the actual physical exchange of the tobacco, tobacco products or tobacco-related device between the customer and the licensee or employee. **SELF-SERVICE MERCHANDISING** shall not include vending machines.

SMOKING. Inhaling or exhaling smoke from any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product, or inhaling or exhaling aerosol or vapor from any electronic delivery device. **SMOKING** also includes being in possession of a lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation.

TOBACCO or TOBACCO PRODUCTS. Any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including but not limited to cigarettes; cigars; cheroots; stogies; perique; granulated, plug, cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. **TOBACCO** excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

TOBACCO-RELATED DEVICES. Any pipe, rolling papers, or other device intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. **TOBACCO RELATED DEVICES** include components of tobacco related devices which may be marketed or sold separately.

VENDING MACHINES. Any mechanical, electrical or electronic, or other type of device which dispenses tobacco, tobacco products or tobacco-related devices upon the insertion of money, tokens or other forms of payment directly into the machine by the person seeking to purchase the tobacco, tobacco products or tobacco-related device.

VIOLATION. The commission of an act, or the omission of a required act, in contravention of a provision of this chapter.
(Ord. passed 12-30-2008)

§ 112.03 PROHIBITED SALES.

It shall be a violation of this chapter for any person to sell or offer to sell any tobacco, tobacco product or tobacco-related device:

- (A) To a person under the age of 18 years;
- (B) By means of any type of vending machine as defined in § 112.02 of this chapter;
- (C) By means of self-service merchandising methods whereby the customer does not need to make a verbal or written request to an employee of the licensed premises in order to receive the tobacco, tobacco product or tobacco-related device and whereby there is not a physical exchange of the tobacco, tobacco product or tobacco-related device between the licensee or the licensee's employee, and the customer;
- (D) By means of loosies, as defined in § 112.02 of this chapter;

(E) Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana or other deleterious, hallucinogenic, toxic or controlled substances, except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process;

(F) Without having first obtained a valid license to sell tobacco, tobacco products or tobacco-related products in accordance with this chapter; and

(G) From a moveable place of business as defined in § 112.02 of this chapter.
(Ord. passed 12-30-2008) Penalty, see § 112.99

§ 112.04 SMOKING PROHIBITED IN TOBACCO RETAIL ESTABLISHMENTS.

Smoking shall not be permitted and no person shall smoke indoors at any location with a tobacco retailer license. Smoking for the purposes of sampling tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products shall be prohibited.

§ 112.05 VENDING MACHINES.

It shall be unlawful for any person or licensee to sell or allow the sale of tobacco, tobacco products or tobacco-related devices by means of a vending machine, as defined in § 112.02 of this chapter, unless minors are at all times prohibited from entering the licensed retail establishment. A person or licensee who directly or tacitly permits the operation of a vending machine, even if the vending machine is maintained by a third-party vendor, in his or her retail establishment where entry to minors is not at all times prohibited, allows the sale of tobacco, tobacco products or tobacco-related devices in violation of this section.

(Ord. passed 12-30-2008) Penalty, see § 112.99

§ 112.06 SELF-SERVICE SALES.

(A) (1) It shall be unlawful for a licensee under this chapter to allow the sale of tobacco, tobacco

products or tobacco-related devices by any means whereby the customer may have access to the items without having to request them from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco products or tobacco-related device between the licensee or his or her clerk and the customer.

(2) All tobacco, tobacco products or tobacco-related devices shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public. Any retailer selling tobacco, tobacco products or tobacco-related devices at the time this chapter is adopted shall comply with this section by 1-31-1998.

(B) Exemption: this section and § 112.03 of this chapter shall not apply to retail stores which derive at least 90% of their revenue from tobacco and tobacco-related products and which cannot be entered at any time by persons younger than 18 years of age.
(Ord. passed 12-30-2008) Penalty, see § 112.99

§ 112.07 RESPONSIBILITY.

All licensees under this chapter shall be responsible for the actions of their employees in regard to the sale of tobacco, tobacco products or tobacco-related devices on the licensed premises, and the sale of such an item by an employee shall be considered a sale by the license holder. Nothing in this section shall be construed as prohibiting the county or a political subdivision of the county from also subjecting the clerk to whatever penalties are appropriate under this chapter, state or federal law, or other applicable law or ordinance.

(Ord. passed 12-30-2008)

§ 112.08 COMPLIANCE CHECKS AND INSPECTIONS.

All licensed premises shall be open to inspection by the designated law enforcement agent of the county during regular business hours.

(A) *Procedure.* From time to time, but at least once per year, the county shall conduct compliance checks of each licensed retail establishment. This shall be accomplished by engaging, with written consent of their parents or legal guardians, minors who are the age of 16 years or 17 years, to enter the licensed retail establishments to attempt to purchase tobacco, tobacco products or tobacco-related devices. Minors used for the purpose of compliance checks shall be supervised by the designated law enforcement agent of the county. Minors used for compliance checks shall not be guilty of the unlawful purchase or attempted purchase, nor the unlawful possession of tobacco, tobacco products or tobacco-related devices when the items are obtained or attempted to be obtained as a part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age. All minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee truthfully, and shall produce any identification, if any exists, for which he or she is asked.

(B) *Enforcement by political subdivisions of the county.* Political subdivisions of the county that elect to self-regulate as provided in § 112.29 of this chapter may contract with the County Sheriff's office to conduct compliance checks.

(C) *Non-exclusion.* Nothing in this section shall prohibit compliance checks authorized by state or federal laws for educational, research or training purposes, or required for the enforcement of a particular state or federal law.
(Ord. passed 12-30-2008)

§ 112.09 ILLEGAL ACTS.

Unless otherwise provided, the following acts shall be a violation of this chapter.

(A) *Illegal sales.* It shall be a violation of this chapter for any person to sell or otherwise provide any tobacco, tobacco products or tobacco-related device to any minor.

(B) *Illegal possession.* It shall be a violation of this chapter for any minor to have in his or her possession any tobacco, tobacco products or tobacco-related device. This division (B) shall not apply to minors lawfully involved in a compliance check.

(C) *Illegal use.* It shall be a violation of this chapter for any minor to smoke, chew, sniff or otherwise use any tobacco, tobacco products or tobacco-related device.

(D) *Illegal procurement.* It shall be a violation of this chapter for any minor to purchase or attempt to purchase or otherwise obtain any tobacco, tobacco products or tobacco-related device, and it shall be a violation of this chapter for any person to purchase or otherwise obtain the items on behalf of a minor. It shall further be a violation of this chapter for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any tobacco, tobacco products or tobacco-related device. This division (D) shall not apply to minors lawfully involved in a compliance check.

(E) *Use of false identification.* It shall be a violation of this chapter for any minor to attempt to disguise his or her true age by the use of a false form of identification for the purpose of purchasing or obtaining by any other means any tobacco, tobacco products or tobacco-related devices, whether the identification is that of another person or one which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

(F) *Failure to post and display license.* It shall be a violation of this chapter for a licensee to fail to post and display a license as required by § 112.27 of this chapter.

(G) *Liquid packaging.* It shall be a violation of this chapter for a licensee to allow the sale of any liquid, whether or not such liquid contains nicotine, intended for human consumption and use in an electronic delivery device, in packaging that is not child-resistant. Upon request, a licensee shall provide

a copy of the certificate for compliance or full laboratory testing report for the packaging used.
(Ord. passed 12-30-2008) Penalty, see § 112.99

LICENSING PROCEDURES

§ 112.20 LICENSE REQUIRED.

No person shall sell or offer to sell any tobacco, tobacco product or tobacco-related device without first having obtained a license to do so from the county or the appropriate political subdivision of the county, if the entity elects to self-regulate as provided in § 112.07 of this chapter.
(Ord. passed 12-30-2008) Penalty, see § 112.99

§ 112.21 APPLICATION.

(A) An application for a license to sell tobacco, tobacco products or tobacco-related devices shall be made on a form provided by the county. Applications shall be made available to the general public at the office of the County Auditor-Treasurer.

(B) The application shall contain the full name of the applicant, the date of birth of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought and an affirmation by the applicant that he or she shall abide by this chapter. The applicant shall declare whether or not he or she has been convicted or administratively penalized within the previous five years for a violation of a federal, state or local law, ordinance provision or other regulation relating to tobacco. The applicant shall also declare whether or not there exists any pending criminal or administrative proceeding, at the time the application is submitted, regarding his or her alleged violation of a federal, state or local law, ordinance provision or other regulation relating to tobacco.

(C) Upon receipt of a completed application, the County Auditor-Treasurer shall forward the

application to the County Board of Commissioners for action at its next regularly scheduled meeting. If the County Auditor-Treasurer shall determine that an application is incomplete, he or she shall return the application to the applicant with notice of the information necessary to make the application complete.
(Ord. passed 12-30-2008)

§ 112.22 ACTION.

The County Board of Commissioners may either approve or deny the license, or it may delay action for such reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the County Board of Commissioners shall approve the license, the County Auditor-Treasurer shall issue the license to the applicant after payment of the license fee. If the County Board of Commissioners denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the decision in county's District Court.
(Ord. passed 12-30-2008)

§ 112.23 TERM.

All licenses issued under this chapter shall be valid one calendar year beginning January 1 and ending December 31 of the applicable year. Licenses applied for after January 1 shall be charged a prorated fee. A portion of a month shall be considered a whole month for the purpose of calculating the prorated fee; provided, however, that, in no case shall a license fee be prorated below an amount equal to one-half of the original fee. There shall be no refunds for portions of unused tobacco licenses.
(Ord. passed 12-30-2008)

§ 112.24 REVOCATION OR SUSPENSION.

Any license issued under this chapter may be revoked or suspended as provided in § 112.99 of this chapter.
(Ord. passed 12-30-2008)

§ 112.25 TRANSFERS.

All licenses issued under this chapter shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid without the prior approval of the County Board of Commissioners.
(Ord. passed 12-30-2008)

§ 112.26 MOVEABLE PLACE OF BUSINESS.

No license shall be issued to a moveable place of business. Only fixed location business shall be eligible to be licensed under this chapter.
(Ord. passed 12-30-2008)

§ 112.27 DISPLAY OF LICENSE.

All licenses shall be posted and displayed in plain view of the general public on the licensed premises.
(Ord. passed 12-30-2008)

§ 112.28 LICENSE RENEWAL.

The renewal of a license issued under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least 30 days, but no more than 60 days, before the expiration of the current license. The issuance of a license under this chapter shall be considered a privilege and not an absolute right, contract or entitlement of the applicant and shall not entitle the holder to an automatic renewal of the license.
(Ord. passed 12-30-2008)

§ 112.29 ELECTION TO SELF-REGULATE.

A political subdivision of the county may elect to self-regulate by enacting a tobacco licensing ordinance that complies with at least the minimum requirements of state laws, including without limitation the

requirements of M.S. § 461.12, as it may be amended from time to time. A political subdivision of the county that does so elect shall also enforce its ordinance through a method of compliance checks as required by state law, and may recover its anticipated costs through license fees and administrative fees. Retail establishments that obtain a license from a political subdivision of the county shall not be required to obtain an additional license from the county, unless the political subdivision of the county fails to enforce its ordinance in conformity with state laws, in which case the county may require an additional license under this chapter.
(Ord. passed 12-30-2008)

§ 112.30 FEE SCHEDULE.

(A) *Cost recovery.* M.S. § 461.12, as it may be amended from time to time, specifically authorizes the recovery of the estimated cost of enforcing this chapter. The costs which the county anticipates recovery through its fee schedule include, without limitation: the time of the Auditor-Treasurer in reviewing the application for completeness and notifying applicants of the outcomes of their applications; the time of the county's Board of Commissioners in reviewing and investigating applicants and their applications, and in deciding alleged violations at due process hearings; the time of the County Attorney's office in drafting amendments to this chapter, in advising the county's Board of Commissioners during the application process, and in litigating this chapter and/or violations during the appellate process; the time and travel expenses of the law enforcement agents who recruit minors and conduct compliance checks; and the time of the minors who participate in compliance checks.

(B) *Procedure.* No license shall be issued under this chapter until the appropriate license fee is paid in full. The fee for a license under this chapter shall be set forth in a fee schedule adopted and approved by the county's Board of Commissioners. The County Auditor-Treasurer shall be authorized to accept payment of this license fee. If an applicant elects to

pay the appropriate license fee by check or money order, the check or money order shall be made payable to "Redwood County Auditor-Treasurer". (Ord. passed 12-30-2008)

§ 112.31 BASIS FOR LICENSE DENIAL.

(A) The following shall be grounds for denying the issuance or renewal of a license under this chapter; however, except as may otherwise be provided by law, the existence of any particular ground for denial does not require the county to deny an application for the issuance of a license. If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this section.

(B) The following is a non-exclusive list of bases for denial of a license under this chapter:

(1) *Age of applicant.* The applicant is under the age of 18 years;

(2) *Prior conviction or administrative penalty.* The applicant has been convicted or administratively penalized within the past five years of any violation of a federal, state or local law, ordinance provision or other regulation relating to tobacco, tobacco products or tobacco-related devices;

(3) *Prior license revocation.* The applicant has had a license to sell tobacco, tobacco products or tobacco-related devices revoked within the preceding 12 months of the date of application;

(4) *Incomplete information.* The applicant fails to provide any information required on the application as indicated in § 112.21 of this chapter;

(5) *Misleading information/material misrepresentation.* The applicant provides false or misleading information, or misrepresents a material fact necessary to the determination of his or her application;

(6) *Prohibition.* The applicant is prohibited by federal, state or other local law, ordinance or other regulation, from holding such a license; and

(7) *Non-payment of license fee.* The applicant fails to pay the appropriate license fee. (Ord. passed 12-30-2008) Penalty, see § 112.99

ADMINISTRATION AND ENFORCEMENT

§ 112.45 NOTICE.

Upon discovery of a suspected violation, the alleged licensee shall be issued an administrative citation, that describes the alleged violation and sets forth the administrative penalty as provided herein. (Ord. passed 12-30-2008)

§ 112.46 DUE PROCESS HEARINGS.

(A) A person accused of violating this chapter may challenge the administrative citation by making a written request to the county's Board of Commissioners within ten days of receiving notice of the alleged violation.

(B) Upon receipt of this request, the county's Board of Commissioners shall schedule a due process hearing within 30 days of date of the request. The accused violator shall be informed in writing of the time and place of the due process hearing. (Ord. passed 12-30-2008)

§ 112.47 HEARING OFFICER.

(A) The county's Board of Commissioners shall appoint an individual or individuals to serve as the hearing panel to hear the facts surrounding the alleged violation.

(B) The hearing panel may admit, consider and rely upon reliable hearsay evidence. The hearing panel shall be charged with the responsibility of eliciting the facts surrounding the alleged violation.

(C) In making its determination of whether or not a violation has occurred, the hearing panel shall

consider only the facts obtained at the due process hearing.

(Ord. passed 12-30-2008)

§ 112.48 DECISION.

(A) If the hearing panel determines that a violation of this chapter did occur, that decision, along with the hearing panel's reasons for finding a violation and the administrative penalty, shall be recorded in a writing, a copy of which shall be provided to the accused violator.

(B) Likewise, if the hearing panel finds that no violation occurred or finds grounds for not imposing any penalty, the findings shall be recorded in writing and a copy shall be provided to the exonerated accused violator.

(Ord. passed 12-30-2008)

§ 112.49 APPEALS.

Appeals of any decision made by the hearing panel shall be filed in County District Court within 30 days of written notice of the hearing panel's decision.
(Ord. passed 12-30-2008)

§ 112.50 EXCEPTIONS AND AFFIRMATIVE DEFENSES.

(A) Nothing in this chapter shall prevent the provision of tobacco, tobacco products or tobacco-related devices to a minor as part of a lawfully recognized religious, spiritual or cultural ceremony. Lack of jurisdiction shall be an affirmative defense to the violation of this chapter if the alleged behavioral incident occurred exclusively within the recognized territorial boundaries of the Lower Sioux Indian Community.

(B) It shall also be an affirmative defense to the violation of this chapter for a person to have reasonably relied on proof of age as described by state law.

(Ord. passed 12-30-2008)

§ 112.99 PENALTY.

(A) Any licensee found to have violated this chapter, or whose employee shall have violated this chapter, shall be charged an administrative penalty of \$100 for a first violation of this chapter; \$200 for a second offense at the same licensed premises within a five-year period; and \$250 for a third or subsequent offense as the same location within a five-year period. In addition, a third or subsequent offense shall carry an automatic suspension of license for a period of not less than 30 days. Administrative fine monies shall be used by these departments to offset the costs of compliance checks.

(B) (1) Nothing in §§ 112.45 through 112.50 of this chapter shall prohibit the state from seeking prosecution as a misdemeanor or gross misdemeanor for any alleged violation of state statutes.

(2) Each violation, and every day in which a violation occurs or continues, shall constitute an individual offense.

(C) (1) The administrative penalties set forth in this division (C) shall be paid within 30 days of:

(a) The receipt of a citation for a violation of this chapter;

(b) The final decision under § 112.48 of this chapter; or

(c) The exhaustion of appellate review under § 112.49 of this chapter, whichever occurs last in time.

(2) Non-payment of any administrative penalty assessed within the specified 30 days shall result in a suspension of the retail tobacco license for the location at which the violation occurred. A new license shall not be issued until a renewal application is made and the license fee is paid. Payment of all administrative penalties shall be made to the County Auditor-Treasurer by either cash, check or money order. If payment is made by check or money order, the check or money order shall be made payable to "Redwood County Auditor-Treasurer".

(D) *Minors.* Minors found in unlawful possession of or who unlawfully purchase or attempt to purchase, tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products, shall be subject to an administrative fine, or may be subject to tobacco-related education classes, diversion programs, community services, or another penalty that the county believes will be appropriate and effective. The administrative fine or other penalty shall be established by the County Board chapter upon the County Board's consultation with interested parties of the courts, educators, parents and children to determine an appropriate penalty for minors in the county. This administrative fine or other penalty may also be established from time to time by chapter and may be amended from time to time.
(Ord. passed 12-30-2008)



REQUEST FOR BOARD ACTION

Requested Board Date:	December 12, 2023	Originating Dept.:	Admin
Preferred 2nd Date:			
Discussion Item:		Presenter:	Vicki K
Staples enterprises Inc. dba Expressway, Sanborn 2024 Liquor License application		estimated time needed:	5 min
Board Action: <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

If Action, Board Motion Requested:

Approve 2024 Liquor License Application for Staples Enterprises Inc. dba Expressway, Sanborn

Background Information:

Sheriff and County Attorney have signed off for Board approval

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****

2024 Liquor License Application

Redwood County, Minnesota

Staples Enterprises Inc dba Expressway, Sanborn

-Township of Charlestown

Board of Commissioner's Approval

County Auditor Approval

License #64-24-12
License Fee \$120.00

Off Sale License

License is hereby granted to

Staples Enterprises, Inc. Doing Business As **Expressway, Sanborn**

to sell at retail

3.2 Beer for Consumption OFF Premises

Located at intersection of Highway's 14 & 71 in the
Township of Charlestown, County of Redwood, State of Minnesota

Commencing JANUARY 1, 2024 AND **Terminating** DECEMBER 31, 2024 AT MIDNIGHT.

This license is granted pursuant to application and payment of fee therefore and is subject to all the provisions and conditions of the laws of the state and of the federal government pertaining to such sale, and is revocable for the violation thereof. Not transferable.

Witness the Governing Body of the COUNTY of REDWOOD and the seal thereof this 12TH day of DECEMBER, 2023.

By: _____
Redwood County Board of Commissioners, Chairperson

Attest: _____
Redwood County Auditor-Treasurer



REQUEST FOR BOARD ACTION

Requested Board Date:	December 12, 2023	Originating Dept.:	Admin
Preferred 2nd Date:			
Discussion Item:	Presenter: Vicki K		
2024 Tobacco License Applications	estimated time needed:	5 min	
Board Action: <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

If Action, Board Motion Requested:

Approve 2024 Tobacco License Application for:
 Staples enterprises Inc. dba Expressway Sanborn
 Erickson's Amoco Handi-Marts dba Erickson's Handi-Marts Lambertton
 Meadowland Farmers Coop Belview

Background Information:

Reviewed and signed off by Sheriff and County Attorney

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****

2024 Tobacco License Application's

Redwood County, Minnesota

Staples Enterprises Inc dba Expressway Sanborn
Township of Charlestown

Erickson's Amoco Handi-Marts dba Erickson's Handi-Marts
Lamberton

Meadowland Farmers Coop
Belview

- Board of Commissioner's Approval
- County Auditor Approval

Tobacco Retailer's License

License is hereby granted to

**Staples Enterprises Inc
dba: Expressway-Sanborn**

to sell at retail

Tobacco, Tobacco Products, & Tobacco Related Devices

at the nonmoveable retail establishment located at Sanborn, MN 56288, in Redwood County, State of Minnesota, having given satisfactory evidence that the licensee is at least eighteen years of age, has had no tobacco license revoked within the last twelve months, and has had no convictions of a federal, state or local law, ordinance provision, or other regulation relating to tobacco within the last five years for the period

Commencing 1st day of January, 2024, and **Terminating** 31st day of December, 2024.

This license is granted pursuant to application and payment of fee therefor and is subject to all of the provisions and conditions of the laws of the United States of America, the State of Minnesota, and the County of Redwood pertaining to such sale, and is revocable for the violation thereof. Not transferable.

Witness the Governing Body of the County of Redwood and the seal thereof on this 12th day of December, 2023.

By: _____
Redwood County Board of Commissioners, Chairperson

Attest: _____
Redwood County Auditor-Treasurer

Tobacco Retailer's License

License is hereby granted to
Erickson's Amoco Handi-Marts
dba: Erickson's Handi-Marts
to sell at retail

Tobacco, Tobacco Products, & Tobacco Related Devices

at the nonmoveable retail establishment located at Lamberton, MN 56152, in Redwood County, State of Minnesota, having given satisfactory evidence that the licensee is at least eighteen years of age, has had no tobacco license revoked within the last twelve months, and has had no convictions of a federal, state or local law, ordinance provision, or other regulation relating to tobacco within the last five years for the period

Commencing 1st day of January, 2024, and **Terminating** 31st day of December, 2024

This license is granted pursuant to application and payment of fee therefor and is subject to all of the provisions and conditions of the laws of the United States of America, the State of Minnesota, and the County of Redwood pertaining to such sale, and is revocable for the violation thereof. Not transferable.

Witness the Governing Body of the County of Redwood and the seal thereof on this 12th day of December, 2023.

By: _____
Redwood County Board of Commissioners, Chairperson

Attest: _____
Redwood County Auditor-Treasurer

Tobacco Retailer's License

License is hereby granted to
Meadowland Farmers Coop
to sell at retail

Tobacco, Tobacco Products, & Tobacco Related Devices

at the nonmoveable retail establishment located at Belview, MN 56214, in Redwood County, State of Minnesota, having given satisfactory evidence that the licensee is at least eighteen years of age, has had no tobacco license revoked within the last twelve months, and has had no convictions of a federal, state or local law, ordinance provision, or other regulation relating to tobacco within the last five years for the period

Commencing 1st day of January, 2024, and **Terminating** 31st day of December, 2024

This license is granted pursuant to application and payment of fee therefor and is subject to all of the provisions and conditions of the laws of the United States of America, the State of Minnesota, and the County of Redwood pertaining to such sale, and is revocable for the violation thereof. Not transferable.

Witness the Governing Body of the County of Redwood and the seal thereof on this 12th day of December, 2024.

By: _____
Redwood County Board of Commissioners, Chairperson

Attest: _____
Redwood County Auditor-Treasurer



REQUEST FOR BOARD ACTION

Requested Board Date:	December 12, 2023	Originating Dept.:	Admin
Preferred 2nd Date:			
Discussion Item:	Presenter: Vicki K		
Area II Minnesota River Basin Projects JPA	estimated time needed:	5 min	
Board Action: <input checked="" type="checkbox"/> Yes, action required		<input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Adopt the revised Area II JPA and authorize Commissioner Wakefield's signature as Redwood County's appointed delegate

Background Information:

The only change from the prior 2 year agreement is the XI Duration, extending the agreement 2 years until December 31, 2025. All other terms of the agreement remain the same.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****

**A JOINT AND COOPERATIVE AGREEMENT
FOR THE CONTINUING OPERATION OF

AREA II MINNESOTA RIVER BASIN PROJECTS
AS A JOINT POWERS ENTITY
UNDER MINNESOTA STATUTES § 471.59**

I. INTENT OF AGREEMENT

The intent of this agreement is to maintain an organization in the form of a Joint Powers Entity, as authorized by Minnesota Statutes §471.59, which will carry on a program of floodwater retention and retardation measures, both structural and nonstructural, in the drainage area outletting into the south side of the Minnesota River between the cities of Ortonville and Mankato, Minnesota. This area is known as Study Area II in the Minnesota River Basin Report developed by the Minnesota Board of Water and Soil Resources. The information from this report recommended a program of structural measures including 81 flood retarding structures and 10.1 miles of levees. Nonstructural measures including, but not limited to, accelerated land treatment, conservation farming practices, floodplain zoning, groundwater quality enhancement, environmental corridors, and water quality improvement were also shown to be a necessary part of a flood damage reduction program. The joint Soil Conservation Service/Corps of Engineers P.L. 87-639 Study completed on these subbasins demonstrated that both structural and nonstructural components must be a part of effective flood control in this area.

Because the flooding problems in these watershed areas are interconnected due to the topography of the area, an area-wide solution is necessary and toward this end, this nine (9) county joint powers agreement is addressed.

II. JOINT AND COOPERATIVE AGREEMENT

The parties to this agreement are county governments within the State of Minnesota which govern lands draining water into the Minnesota River or its tributaries within the defined boundaries of Area II. These nine counties share the interest and goal of reducing flood damages along this reach of the Minnesota River and along tributaries to it wholly or partly within their individual boundaries. The parties to this agreement realize that the success of this flood control program is dependent upon the sincere desire of each participant to cooperate in the exercise of joint powers to solve a joint problem and pledge to do so.

The signatories to this agreement all have the power to construct, reconstruct, extend, maintain, and manage flood control facilities. The signatories also have the power to enact and enforce floodplain and land use rules in this area. The signatories have developed individual Comprehensive Local Water Plans under Minnesota law and they pledge that projects undertaken

under this agreement will be in conformance with these plans. This agreement is made pursuant to the authority conferred upon the participants by Minnesota Statutes § 471.59, and whatever other portions of the Statutes are applicable both now and in the future.

It is recognized by the participating parties that the upper reaches of this flood control area lay within the jurisdiction of the State of South Dakota. A significant portion of the water which must be controlled originates there. Since these South Dakota counties cannot join directly into this joint powers agreement, the participants pledge to cooperate with legal entities established in South Dakota directed toward these same goals.

III. ESTABLISHMENT OF THE BOARD OF DIRECTORS

For the purpose of accomplishing the objectives and intent of this agreement, the participants hereto do hereby establish the Area II Minnesota River Basin Projects Board of Directors (“Board”), as authorized by Minnesota Statutes § 471.59. The Board shall consist of one member from each of the counties in this agreement. The geographical jurisdiction of the Board shall be coextensive with that part of the geographical boundaries of each of the participants to this agreement, which lie within the watershed of the Minnesota River, and are a part of Study Area II of the Minnesota River Basin as established by the Minnesota Board of Water and Soil Resources.

IV. DEFINITIONS

For the purpose of this agreement, the terms used herein shall have the meaning as defined in this article.

Subdivision 1. “Participant” means a county of the State of Minnesota signed to this agreement.

Subdivision 2. “Board” means the Board of Directors created by this agreement, consisting of one member from each of the counties participating in this agreement. The full name of the Board is: “Area II Minnesota River Basin Projects Board.”

Subdivision 3. “Appointing Board” means the Board of Commissioners of the county which is a Participant to this agreement.

Subdivision 4. “Area II” means Area II Minnesota River Basin Projects, a Joint Powers Entity.

V. MEMBERSHIP

The membership of the Board shall consist of the duly appointed representatives of the following Minnesota counties as shall elect, through resolution or ordinance adopted by their respective governing bodies, to become members:

Brown County
Cottonwood County
Lac qui Parle County

Lincoln County
Lyon County
Murray County

Pipestone County
Redwood County
Yellow Medicine County

The South Dakota counties recognized by this agreement having part of their areas within Area II are:

Brookings County
Codington County

Deuel County
Grant County

No change in geographic boundaries, structure, or organization data shall affect the eligibility of any county listed above to be represented on the Board, so long as such county continues to exist as a separate political subdivision.

Each member of the Board shall have one (1) vote.

VI. BOARD OF DIRECTORS

Subdivision 1. The Board shall consist of the same number of members as there are counties participating in this agreement. Each participating county shall have one member to be appointed by that county's Board of Commissioners. Each Appointing Board shall also appoint an alternate member who shall serve and be entitled to vote in the regular member's absence.

Subdivision 2. The Appointing Boards shall choose a delegate and an alternate member who shall be a member of the Appointing Board and a commissioner of the participating county. The terms of each member and alternate appointed shall be established by this agreement. Only delegate members are entitled to vote and make motions. Only in the absence of the delegate is the alternate given these responsibilities, however, alternate members are encouraged to attend for discussion participation.

Subdivision 3. The Appointing Board of each participant to this agreement agrees that its representative member or alternate once appointed shall serve until removed by the Appointing Board.

Subdivision 4. Board members may receive compensation and reimbursement of their expenses from Area II funds for Executive Board or special meetings.

Subdivision 5. Each Appointing Board shall, within thirty (30) days of appointment of a member or alternate, file with the Secretary/Treasurer of Area II, a record of the appointment of its representative member and alternate.

VII. POWERS AND DUTIES OF THE BOARD

Subdivision 1. An organizational meeting of the Board shall be held forthwith upon appointment of all members. At this meeting the appointed members shall become members of the Area II Board, and they shall adopt such rules and regulations governing Board meetings as well as place and frequency of such meetings. Such rules and regulations may be amended from time to time at either a regular or special meeting of the Board provided that a ten (10) day prior notice of the proposed amendment has been furnished to each person to whom notice of a Board meeting is required to be sent; a majority vote of all eligible members shall be sufficient to adopt any proposed amendments to such rules and regulations.

Subdivision 2. At the organizational meeting and in January of each odd-numbered year thereafter, the Board shall meet and elect from its members: a Chairman, a Vice Chairman, and a Secretary/Treasurer to conduct its meetings and affairs, and to be the Executive Board of Directors of Area II. Each term is a two-year commitment with a maximum of two consecutive terms in the Executive Board position.

Subdivision 3. The Executive Board will provide overall policy direction to Area II's Board of Directors.

Subdivision 4. The Board will select from an array of plans prepared by the Area II staff that plan which will most equitably distribute the cost of the flood damage reduction program over the participant counties for the term of the Joint Powers Agreement and as attached to and becomes part of this binding agreement.

Subdivision 5. The Executive Board may exercise all of the powers authorized under Chapter 471.59 of Minnesota Statutes given to a county which are consistent with the purposes and intent of this agreement.

Subdivision 6. The Board shall comply with the requirements of Chapter 13D of Minnesota Statutes (Open Meeting Law).

VIII. POWERS AND DUTIES OF AREA II

Subdivision 1. Area II shall, as it relates to flood control, water conservation and supply, groundwater protection and enhancement, construction of related facilities, and facilitating other flood control efforts in this area, have the powers and duties set forth in this article.

Subdivision 2. Area II may employ such persons on a full-time, part-time, or consulting basis as Area II deems necessary.

Subdivision 3. Area II may contract for and acquire necessary personal property to carry out its powers and duties.

Subdivision 4. Area II may make necessary surveys or utilize other reliable surveys and data and develop projects to accomplish the purpose and intent of this agreement.

Subdivision 5. Area II may cooperate or contract with any state or subdivision thereof, federal agencies of the United States, private or public corporations, or cooperative associations. Area II may also cooperate with private individuals.

Subdivision 6. Area II may establish and maintain devices for acquiring and recording hydrological data.

Subdivision 7. Area II may apply for and accept funds from the federal government and other governmental sources and it may accept from private sources and may secure funds in any manner authorized by Chapter 471.59 of Minnesota Statutes. Area II may expend such funds pursuant to Chapter 471.59 and the provisions of this agreement.

Subdivision 8. Area II may receive, administer, and disburse any moneys authorized by Minnesota law.

Subdivision 9. Area II may adopt rules and regulations to effectuate the purposes of this agreement.

Subdivision 10. Area II may provide any participating county or any other unit of government with technical data or any other information of which Area II has knowledge which will assist the governmental unit with water related projects.

Subdivision 11. Area II may accumulate reserve funds for the purposes mentioned and may invest funds of Area II not currently needed for its operation in the manner and subject to the laws of Minnesota applicable to municipalities.

Subdivision 12. Area II may make contracts, incur expenses, and make expenditures necessary and incidental to the effectuation of these purposes and powers and may disburse therefore in the manner hereinafter provided.

Subdivision 13. Area II shall cause to be made an annual audit of the books and accounts of Area II and shall make and file a report with its participating counties at least once each year including the following information:

- a) The financial condition of Area II.
- b) The status of all Area II projects and work within the area.
- c) The business transacted by Area II in other matters which affect the interest of the counties.

Copies of said report shall be submitted to the auditor of each participating county.

Subdivision 14. Area II's books, reports, and records shall be available for and open to inspection by the participating counties at all reasonable times during normal business hours at Area II's office.

Subdivision 15. Area II may recommend changes in this agreement to the participating counties upon a two-thirds (2/3s) majority vote.

Subdivision 16. Each participating county reserves the right to conduct separate or concurrent studies of any matter under study by Area II.

IX. PROJECTS

Subdivision 1. Area II shall have no power to initiate projects or improvements unless the proposed project or improvement receives a majority vote of the Board of Directors of Area II. All such proceedings shall be in conformance with Minnesota Statutes, Chapter 103F, Sections 171-187; 471.59; and special legislation.

Subdivision 2. Area II will consult with the Minnesota Board of Water and Soil Resources, through its Chief Engineer, on the setting of project priorities and the effect of individual projects on overall State floodplain management plans.

Subdivision 3. The provisions of Minnesota Statutes, Chapter 103F, Sections 171-187, shall be adhered to when the funds provided thereunder are to be used to finance a project.

X. FINANCES

Subdivision 1. Each participant to this agreement shall cause its respective county auditor to make annual levies of *ad valorem* taxes as authorized by Minnesota law for the benefit of an association of counties.

Subdivision 2. The Board of Directors of Area II shall prepare and present at the Board's monthly meeting in May, a budget for the next fiscal year. This budget shall include monies to match the State grant monies under Minnesota Statutes Chapter 103F Sections 171-187 or other grants for projects approved by the Board of Directors. A two-thirds (2/3s) majority vote of the Board will be required to approve this budget. Each participating county shall be billed for its share of this budget as determined by the Board and included as Attachment "A" to this document.

Subdivision 3. Area II shall disburse the local matching funds for projects to the project sponsors when the project is completed to the satisfaction of the Board of Directors as recommended by Area II staff.

Subdivision 4. Such funds as Area II shall receive from any source shall be deposited in depositories selected by the Board of Directors of Area II.

Subdivision 5. Area II by its Treasurer, shall account for, administer, and disburse said funds with each expenditure in the form of a check signed by the Treasurer and other authorized and bonded signatory.

Subdivision 6. Area II may disburse project funds only for such projects or improvement for which a preliminary engineering report has been prepared and which is in conformity with the comprehensive water plan of the County within which the project lies or the overall plan of the watershed within which the project lies, if the project lies within a watershed district.

Subdivision 7. Area II may disburse funds necessary for operational expenses as well as compensation of its members and reimbursement of their expenses for Executive Board or special meetings.

XI. DURATION

Subdivision 1. Each participant to this agreement agrees to be bound by the terms of this agreement until December 31, 2025, at which time this agreement shall terminate unless renewed by the participants.

Subdivision 2. The agreement may be terminated prior to December 31, 2025, by two-thirds (2/3s) majority of the respective county boards of the participants to this agreement.

XII. DISSOLUTION

Upon dissolution of Area II, all property of Area II and monies on hand shall be disposed of in a manner consistent with Minnesota law, with the exception that any funds supplied to Area II by the Minnesota Board of Water and Soil Resources for the purpose of operating and maintaining the Area II Technical Office which have not been spent shall be returned to that body. Special funds comprised of county dollars (i.e. sinking fund, etc.) will be distributed to the member counties in the same amount of principal plus accrued interest on that principal.

Should a participating county elect to withdraw from Area II prior to dissolution or renewal of the joint powers agreement, the withdrawing county must provide 90 days' notice of its intent to withdraw. A withdrawing county forfeits their share of divided property and collected levies upon their withdrawal. The withdrawing county also forfeits their contribution to special funds (i.e. sinking fund, etc.) as these accounts serve designated purposes. In the event of withdrawal by any county, this Agreement shall remain in full force and effect as to all remaining counties.

Should a participating county choose to not renew their membership in Area II when the Joint Powers Agreement is due for renewal, the County will forfeit its share of divided property and collected levies, however, the principal and interest that the member county has contributed to any unused special fund (i.e. sinking fund, etc.) will be returned to the departing county.

XIII. INDEMNIFICATION AND HOLD HARMLESS

Area II shall be considered a separate and distinct public entity to which the member counties have transferred all responsibility and control for actions taken pursuant to this agreement. Area II shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Chapter 466 of Minnesota Statutes.

Area II shall fully defend, indemnify and hold harmless the member counties against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the Board and/or its employees and/or the agents of Area II. This agreement to indemnify and hold harmless does not constitute a waiver by any participant of the limitations of liability provided under Chapter 466 of Minnesota Statutes.

To the full extent permitted by law, actions by the member counties pursuant to this agreement are intended to be and shall be construed as a “cooperative” activity and it is the intent of the member counties that they shall be deemed a “single governmental unit” for the purpose of liability, as set forth in Minnesota Statutes § 471.59, Subd. 1a(a); provided further that for purposes of that statute, each member county to this agreement expressly declines responsibility for the acts or omissions of any other member county.

The member counties to this agreement are not liable for the acts or omissions of the other member counties to this agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other member counties.

XIV. EFFECTIVE DATE

This agreement shall be in full force and effect upon execution by the respective governing bodies of all the undersigned participants. Upon execution of this agreement, each governing body of each participant shall furnish the names and addresses of the regular member appointed to the Board as well as the alternate appointed.

IN WITNESS WHEREOF, the undersigned counties by actions of their governing bodies, caused this agreement to be executed in accordance with the authority of Minnesota Statutes § 471.59.

BROWN COUNTY

Jeff Veerkamp, Area II delegate

Date:

COTTONWOOD COUNTY

Larry Anderson, Area II delegate

Date:

LAC QUI PARLE COUNTY

John Maatz, Area II delegate

Date:

LINCOLN COUNTY

Joe Drietz, Area II delegate

Date:

**LYON
COUNTY**

Gary Crowley, Area II delegate

Date:

**MURRAY
COUNTY**

Lori Gunnink, Area II delegate

Date:

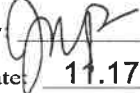
**PIPESTONE
COUNTY**

Luke Johnson, Area II delegate

Date:

**REDWOOD
COUNTY**

APPROVED AS TO FORM
Redwood County Attorney

By: 
Date: 11.17.2023

Rick Wakefield, Area II delegate

Date:

**YELLOW
MEDICINE
COUNTY**

Glen Kack, Area II delegate

Date:

ATTACHMENT 'A'

COUNTY SHARES OF THE AREA II TECHNICAL OFFICE BUDGET	
Brown County	15.90%
Cottonwood County	2.76%
Lac qui Parle County	14.25%
Lincoln County	4.09%
Lyon County	27.31%
Murray County	1.37%
Pipestone County	0.70%
Redwood County	13.68%
Yellow Medicine County	19.94%
NOTE: County Share Formula = \$2,000 + (County% x (Office Budget-\$18,000))	



REQUEST FOR BOARD ACTION

Requested Board Date:	December 12, 2023	Originating Dept.:	Admin
Preferred 2nd Date:			
Discussion Item:		Presenter:	Vicki K
Data Subject Requests Policy Public Data Requests Policy		estimated time needed:	5 min
Board Action:			
<input checked="" type="checkbox"/> Yes, action required		<input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Approve revised Data Subject Requests Policy and the Public Data Requests Policy

Background Information:

The two policies are attached with tracked changes for ease of your review. For the Data Subject Policy if the requester is not the data subject, the response time is a "reasonable timeframe" not 10 days. Also, there are times for the data subject to be denied access to their own data, so that option is included, along with the specific law when access to the requested data is denied. The county department names have been updated, as are current today.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****



Redwood County
Public Data Requests



Right to Access Public Data

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Chap. 13, presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, electronic, DVDs, photographs, etc.

The MGDPA also provides that Redwood County must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, public data that we keep. Redwood County is required to respond to requests for public data within a reasonable time, but may need to review whether data contains information classified as not public. You also have the right to get copies of public data. The MGDPA allows Redwood County to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that Redwood County keeps, Redwood County requires you to make a written request. You may make your request for data by contacting the appropriate Redwood County department, for contact information see page 4. You may also make your request for data by using the data request form on page 6. If you choose not to use the data request form, your written request should include:

- that you, as a member of the public, are making a request for data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied - be as specific as possible including subject matter, dates, etc.

Redwood County cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want Redwood County to process your public data request (for example, if you want us to mail you copies of data), Redwood County may need some information about you. In addition, please keep in mind that if Redwood County does not understand your request and has no way to contact you, Redwood County will not be able to begin processing your request.

NOTE: Names of persons making a public data request and the nature of the request are public.

How Redwood County Responds to a Data Request

Upon receiving your request, Redwood County will work to process it.

- If Redwood County does not have the data, we will notify you in writing as soon as reasonably possible.
- If Redwood County has the data, but the data are not public, we will notify you as soon as reasonably possible and, upon your request, state in writing which specific law says the data are not public.

Commented [AB1]: Providing the statutory cite for denying a data request is always required. 13.03 subd. 3 (f)

- If Redwood County has the data, and the data are public, we will respond to your request within a reasonable amount of time by doing one of the following:
 - arrange a date, time, and place for you to inspect the data free of charge if your request is to look at the data (inspection must occur during normal business hours and at a time when staff are available); or
 - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail them to you. If you want us to send you the copies, you will need to provide us with an address. We will provide electronic copies (such as email, CD, or thumb drive) upon request if we already have the data in electronic format.

Information about copy charges is on page 5. Redwood County will arrange for you to pre-pay for the copies.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The MGDPA does not require Redwood County to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, Redwood County is not required to create electronic documents to respond to your request. If Redwood County agrees to create data in response to your request, we will work with you on the details of your request, including cost and response time.

Redwood County may ask questions or request additional information in order to better process your request. If you do not respond to a request for clarification or other communication about your request, we may consider your request abandoned after a reasonable time passes.

The MGDPA does not require Redwood County to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports derived from data on individuals, but in which individuals are not identified, and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. The preparation of summary data is not a means to gain access to private or confidential data. Redwood County will provide summary data if you make your request in writing and pre-pay for the cost of the data. Redwood County is not required to create summary data, but may do so at your request and upon prepayment of the cost if it is able to. Upon receiving your written request for summary data – you may use the data request form on page 6 – Redwood County will respond with general details within ten (10) business days. See Minn. Rules 1205.0700.

REDWOOD COUNTY DIRECTORY OF DATA REQUEST CONTACT PERSONS

Department	Location	Contact Person	Phone Number
Assessor	Government Center	VACANT Jesse Jacobson	637-4008
Attorney	Courthouse	Jenna Peterson	637-4010
Auditor/Treasurer	Government Center	Jean Price	637-4013
Administrator	Government Center	Vicki Kletscher	637-4016
Maintenance	Courthouse	Loren Gewerth	637-4031
Emergency Management	Law Enforcement Center	Jim Sandgren	637-4034
Environmental Services	Government Center	Nick Brozek Scott Wold	637-4023
Highway	Highway Building	Anthony Sellner	637-4056
License Center	Government Center	Jean Price Amy Serbus	637-4029
Recorder	Government Center	Joyce Anderson	637-4025
Sheriff	Law Enforcement Center	Randy Hansen Jason Jacobson	637-4036
Veterans Service	Government Center	Roger Zollner	637-4034

The following offices are State offices. These offices may have data practices policies that differ from Redwood County's.

Court Administration, Redwood County Courthouse 507-637-4018

Probation 507-637-4047

Extension 507-637-4025

Policy required by Minn. Stat. 13.025, subd.2. Updated 7/2022.

Copy Costs – Members of the Public

Redwood County charges members of the public for copies of government data. These charges are authorized under Minn. Stat. 13.03, subd. 3(c).

You must pre-pay for the copies before we will give them to you.

For 100 or Fewer Paper Copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ per page.

For 101 Copies and Most Other Types of Copies – Actual cost

The charge for 101 copies and most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we are permitted to factor in employee time, the cost of the materials onto which we are copying the data (e.g., paper, CD, DVD, etc.), and mailing costs, if any. If your request is for copies of data that we cannot reproduce ourselves, Redwood County will charge you the actual cost we must pay an outside vendor for this service.

Data Request Form – Members of the Public

Date of request: _____

I am requesting access to data in the following way:

Inspection* Copies** Both inspection and copies

*Inspection is free and may be done during normal business hours.

**There may be a cost for copies of data. Redwood County will require you to pre-pay for copies.

These are the data I am requesting:

Describe the data you are requesting. Be as specific as possible (i.e., dates, types, names, projects, etc.).

Contact Information:

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

You are not legally required to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need your contact information. In addition, providing contact information may help us process your request. If we do not understand your request and need to get clarification from you, we will not be able to begin processing your request until you contact us.



REQUEST FOR BOARD ACTION

Requested Board Date:	December 12, 2023	Originating Dept.:	Administration
Preferred 2nd Date:			
Discussion Item:	Presenter: Vicki K		
Local Homeless Prevention Aid Agreement	estimated time needed:	5 min	
Board Action:	<input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

After review of proposed agreement:
 1. Approve agreement as drafted
 OR
 2. Table agreement if Board wishes to add additional language or amendments to the agreement.

Background Information:

Board held discussion at the November 7 meeting and provided direction to staff for the preparation of a Service Agreement. The attached agreement includes the parameters as set forth by the Board.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****

Redwood County

Local Homeless Prevention Aid Agreement

This Local Homeless Prevention Aid Agreement (the “Agreement”) is made and entered into this _____ day of _____, 2023 (the “Effective Date”) by and between the County of Redwood, a political subdivision of the State of Minnesota (the “County”), 403 S Mill Street, Redwood Falls, Minnesota 56283, and United Community Action Partnership (“UCAP”), a private, non-profit agency, organized under the laws of Minnesota, 164 E 2nd Street, Redwood Falls, Minnesota 56283.

WHEREAS, in an effort to help local governments ensure no child is homeless within a local jurisdiction by keeping families from losing housing and helping those experiencing homelessness find housing the Minnesota Legislature enacted the Local Homeless Prevention Aid (“LHPA”) (Minn. Stat. 477A.30) in 2021.

WHEREAS, guidance issued by the Minnesota Department of Revenue provides that LHPA funding is intended to cover a variety of uses incurred by local governments in responding to and mitigating homelessness, including supporting existing family homelessness prevention or establishing new projects or programs.

WHEREAS, the LHPA establishes annual appropriations beginning in 2023 and annually thereafter until 2028 to Redwood County to provide funding to homelessness programs and projects to further the County’s goal of ensuring no child experiences homelessness within the County.

WHEREAS, pursuant to LHPA, the County must comply with certain terms and conditions as outlined in Minn. Stat. 477A.30, subd. 4 to ensure that homelessness programs and/or projects that are funded using LHPA allocations meet statutory requirements.

WHEREAS, LHPA also requires the County to comply with annual reporting requirements as outlined in Minn. Stat. 477A.30, subd. 7(a).

WHEREAS, the County is desirous of contracting for the performance of the Counties obligations and duties pursuant to LHPA as outlined in Minn. Stat. 477A.30.

WHEREAS, UCAP is agreeable to rendering services to the County to fulfill its obligations and duties pursuant to LHPA and as outlined in Minn. Stat. 477A.30 on the terms and conditions hereinafter set forth.

WHEREAS, this Agreement is authorized and provided for by the provisions of Minn. Stat. 477A.30, subd. 4(a).

NOW THEREFORE, pursuant to the terms of the aforementioned statutes and in consideration of the mutual promises contained herein, it is mutually agreed between the County, and UCAP as follows:

1. TERM AND AMOUNT OF APPROPRIATIONS.

1.1 Effective Date and Term. This Agreement shall be effective as of the Effective Date and shall expire on December 31, 2028, or when all obligations have been fulfilled to the satisfaction of the County, whichever occurs first, unless earlier terminated pursuant to this Agreement.

1.2 Amount of Appropriations. The amount of the LHPA allocation to the County is calculated pursuant to Minn. Stat. 477A.30, subd. 3. For 2023, the County's certified LHPA amount is \$32,249 and for 2024, the County's certified LHPA amount is \$18,957 ("the LHPA Funds"). Thereafter the Minnesota Department of Revenue shall certify the County's LHPA Fund amounts by August 1st each year.

In no event shall the County be obligated to reimburse UCAP for eligible expenses that exceed the amount of the LHPA Funds nor shall the County be obliged to make payments pursuant to this Agreement from funds other than those received by the County from LHPA allocated pursuant to Minn. Stat. 477A.30.

2. UCAP'S DUTIES AND RESPONSIBILITIES.

2.1 Use of Funds. UCAP will use the County's appropriated funds to establish new family homelessness prevention and assistance projects or programs or to fund existing family homelessness prevention and assistance projects or programs. UCAP acknowledges and understands that each project or program it expends the County's appropriated funds pursuant to this Agreement must:

- (1) target families with children who are eligible for a prekindergarten through grade 12 academic program and are:
 - (i) living in overcrowded conditions in their current housing;
 - (ii) paying more than 50 percent of their income for rent; or
 - (iii) lacking a fixed, regular, and adequate nighttime residence;
- (2) target unaccompanied youth in need of an alternative residential setting;
- (3) connect families with the social services necessary to maintain the families' stability in their homes, including but not limited to housing navigation, legal representation, and family outreach; and
- (4) one or more of the following:
 - (i) provide rental assistance for a specified period of time which may exceed 24 months; or
 - (ii) provide support and case management services to improve housing stability, including but not limited to housing navigation and family outreach.

3. COUNTY'S CERTIFICATIONS.

County makes the following representations and certifications and understands that its representations and certification:

- (a) County has the full right and power to enter into this Agreement.
- (b) To the best of County's knowledge there are no existing agreements or plans for County or any other entity to provide the LHPA services within the County.

4. PAYMENT OF FUNDS.

4.1 Payment of Funds. The County agrees to reimburse UCAP for costs actually incurred and paid by UCAP in accordance with this Agreement in an amount not to exceed the total amount of the County's Annual Appropriations as outlined in Section 1.2. UCAP shall submit to the County an itemized request for payment at least once before December 31st of each year of the Agreement. UCAP may submit requests for reimbursement at any time throughout the year. Requests for payment must be accompanied by documentation from UCAP demonstrating that all procurements for which payment is requested have been made in accordance with this Agreement and LHPA, along with any other information and documentation requested by the County to ensure compliance with this Agreement and LHPA. Payment will be made upon submission by UCAP of a properly executed request for payment, along with all supporting invoices, bills, time sheets, and other documents necessary to justify the payment.

4.2 Limitations on Expenditures. The County shall only reimburse UCAP for documented expenses incurred and expended in accordance with all applicable requirements for the expenditure of funds payable under this Agreement.

5. AUTHORIZED REPRESENTATIVES.

Vicki Kletscher shall serve as the Authorized Representative of the County and as the liaison with UCPA. The County will inform UCAP if it changes its Authorized Representative at any time during the term of this Agreement. The Authorized Representative has the responsibility to monitor UCAP's use of the funds pursuant to this Agreement. UCAP shall submit reports, invoices and other materials prepared pursuant to this Agreement to the County's Authorized Representative, by mailing or delivering them to: Vicki Kletscher, County Administrator, at 403 S Mill Street, Redwood Falls, MN 56283 or via email: Vicki_K@CO.REDWOOD.MN.US

UCAP's Authorized Representative is [REDACTED]. UCAP's Authorized Representative shall be responsible for ensuring UCAP's compliance with the terms of this Agreement. If UCAP's Authorized Representative changes at any time during the term of this Agreement, UCAP must immediately notify the County.

6. REMEDIES FOR NONCOMPLIANCE; TERMINATION.

6.1 Termination by County. If the County determines UCAP has failed to comply with any term, condition or requirement of this Agreement, The County may, in its discretion,

suspend or terminate this Agreement or exercise any other remedy for noncompliance. Failure to comply with any requirement of this Agreement includes but is not limited to the following:

- (a) Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, guidelines relating to the use of the Appropriated Funds as may become applicable at any time;
- (b) Failure, for any reason, of UCAP to fulfill in a timely and proper manner its obligations under this Grant Agreement;
- (c) Ineffective or improper use of Funds; or
- (d) Submission by UCAP to the County of any reports, audits or other documentation that are incorrect or incomplete in any material respect.

The County will promptly notify UCAP in writing of its determination and the reasons for the termination together with the date on which the termination shall take effect. Upon termination, the County retains the right to recover any improper expenditures from UCAP and UCAP shall return to the County any improper expenditures no later than thirty (30) days after the date of termination.

6.2 Termination for Convenience. This Agreement may also be terminated for convenience by either the County or UCAP, in whole or in part, by setting forth the reasons for such termination and the effective date.

7. RELATIONSHIP BETWEEN THE PARTIES.

7.1 Independent Contractor. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint ventures, or an association, nor shall UCAP, its employees, representatives or contractors be considered employees, agents or representatives of the County. Any and all personnel of UCAP or other persons engaged in the performance of the services funded pursuant to this Agreement will have not relationship with the County and will not be considered employees of the County. Such personnel or other persons shall not be entitled to any compensation, rights or benefits of any kind from the County, including, without limitation, Worker's Compensation, medical care, disability, severance pay and retirement benefits.

7.2 No Agency. The County will not assume or accept any agreement, representation, commitment or warranty made by UCAP, nor shall the County be obligated for damages to any person or organization for personal injuries or property damage directly or indirectly arising out of UCAP's conduct or caused by UCAP's negligence, willful act, or failure to act.

8. INDEMNIFICATION.

UCAP must indemnify, save, and hold the County, its officers, agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the County, arising from the performance of this Agreement or from the use of funds expended pursuant to this Agreement by UCAP or UCAP's agents, contractors or employees. This clause will not be

construed to bar any legal remedies UCAP may have for the County's failure to fulfill its obligations under this Agreement.

9. GOVERNMENT DATA PRACTICES.

UCAP and the County must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data created, collected, received, maintained, or disseminated under this Agreement. If UCAP receives a request to release data referred to in this section, UCAP must immediately notify the County. The County will give UCAP instructions concerning the release of the data to the requesting party before the data is released. UCAP's response to the request shall comply with applicable law.

10. AUDIT.

UCAP shall maintain complete and accurate records with respect to performance of the Grant Project and costs incurred pursuant to this Agreement for a period of at least six (6) years after the termination of this Agreement. Pursuant to Minn. Stat. § 16C.05, Subd. 5, UCAP shall allow the County or other persons or agencies authorized by the County access to the records of UCAP at reasonable hours, including all books, records, documents, and accounting procedures and practices of UCAP relevant to the subject matter of the Agreement, for purposes of audit.

11. SURVIVAL OF TERMS.

The provisions of this Agreement which, by their terms, impose obligations that are continuing in nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: Sections 6 (relating to remedies for noncompliance); 8 (Indemnification); 10 (Audit); and 12.3 (Governing Law; Jurisdiction; Venue).

12. GENERAL PROVISIONS.

12.1 Entire Agreement; Amendments; Conflicts. This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, documents and proposals, oral or written, between the parties with respect thereto. The terms and conditions of the exhibits are integral parts of this Agreement and are fully incorporated herein by this reference. Any amendment or modification to this Agreement shall not be valid unless such amendment or modification (i) is in writing and signed by authorized representatives of both parties and (ii) references this Agreement. Notwithstanding the foregoing, the County may, in its discretion, amend this Agreement if required to conform with Federal or State regulations and guidelines, and available funding amounts.

12.2 Compliance with Applicable Law. UCAP agrees to comply with applicable federal, state and local laws or ordinances, and applicable rules, regulations, and standards established by any agency of such governmental units, which are in effect as of UCAP's performance pursuant to this Agreement.

12.3 Governing Law; Jurisdiction; Venue. This Agreement shall be governed by the laws of the State of Minnesota, without regard to its conflict of laws rules. For the purpose of resolving conflicts related to or arising out of this Agreement, the parties expressly agree that venue shall be exclusively in the State of Minnesota, County of Redwood. The parties hereby expressly consent to the exclusive personal jurisdiction of the federal and state courts located in the State of Minnesota, regardless of the citizenship or residency of either party at the time of the commencement of any legal proceeding.

12.4 Debarment. UCAP certifies that it is not prohibited from doing business with either the federal government or the State of Minnesota as a result of any debarment or suspension proceedings. UCAP's certification is a material representation upon which the County's approval of this Agreement is based. UCAP shall provide immediate written notice to the County's authorized representative if at any time UCAP learns that this certification is erroneous or becomes erroneous due to changed circumstances.

12.5 Equal Employment Opportunity. In connection with the execution of this Agreement, UCAP agrees that it will comply with Minn. Stat. § 363A.08, to not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age. UCAP and all of its subcontractors will take affirmative actions to ensure that applicants are employed, and that employees are treated during employment without regard to factors stated in Minn. Stat. § 363A.08. Such actions shall include, but not be limited to, the following: hiring, tenure, compensation, terms, upgrading, conditions, facilities, or privileges of employment.

12.6 Worker's Compensation. UCAP certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. UCAP's employees and agents will not be considered County employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the County's obligation or responsibility.

12.7 Conflict of Interest. UCAP affirms that, to the best of UCAP's knowledge, its involvement in this Agreement does not result in a conflict of interest with any party or entity, which may be affected by the terms of this Agreement. UCAP agrees that, should any conflict or potential conflict of interest become known to UCAP, it will immediately notify the County of the conflict or potential conflict, specifying the part of this Agreement giving rise to the conflict or potential conflict, and will advise the County whether UCAP will or will not resign from the other engagement or representation.

12.8 Assignment and Delegation. Neither party shall assign its rights or delegate its duties under this Agreement without receiving the prior written consent of the other party.

12.09 Successors in Interest. The provisions of this Agreement shall be binding upon and inure to the benefit of the parties and their permitted successors and assigns.

12.10 Severability. In the event that any portion of this Agreement shall be held to be invalid, such invalidity shall not affect the validity of the remainder of this Agreement.

12.11 Execution. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and to constitute one and the same instrument. Electronic copies of this Agreement, including without limitation, those transmitted by facsimile or scanned to an image file, shall be considered originals.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the Effective Date set forth above.

REDWOOD COUNTY

UNITED COMMUNITY ACTION PARTNERSHIP

By: _____

By: _____

Print Name

Print Name

Title

Title

Date: _____

Date: _____



REQUEST FOR BOARD ACTION

Requested Board Date:	December 12, 2023	Originating Dept.:	Admin
Preferred 2nd Date:			
Discussion Item:		Presenter:	Vicki K
FY24 Snowmobile Grant-In-Aid Program		estimated time needed:	
Board Action:	<input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Approve Snowmobile Grant-In-Aid Program FY 2024 Maintenance and Grooming Grants in the amount of \$92,027.48

Background Information:

Redwood County serves as fiscal host for the Redwood County Trails/Minnesota Valley Snow Riders-Redwood club. The benchmark application was submitted to the grant sponsor and the funds may not be released to the local snowmobile club until the County Board approves the attached grant agreement. The deadline is December 15, 2023.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****



**STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT**

**SNOWMOBILE GRANT-IN-AID PROGRAM
FY 2024 MAINTENANCE AND GROOMING GRANTS**

Local Unit of Government Sponsor:	Redwood County
Trail/Club Name:	Redwood County Trails/Minnesota Valley Snow Riders - Redwood
Grant Amount:	\$92,027.48

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources ("STATE") and **Redwood County, 403 South Mill Street, PO Box 130, Redwood Falls, MN 56283** ("GRANTEE").

Recitals

1. The Snowmobile Grant-in-Aid Program established in [Minn. Stat. 84.83](#) to provide grants to local units of government for the maintenance of snowmobile trails and the State is empowered to enter into this grant.
2. The Snowmobile Grant-in-Aid Program manual ("Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual", hereafter "manual") identifies the duties of the state and grantee, and any non-profit trail organizations the grantee may choose to sponsor for trail grooming and maintenance activities. In this contract and the manual, the terms "Grantee" and "Sponsor" are interchangeable. The manual is available at https://mndnr.gov/grants/recreation/gia_snowmobile.html, and is incorporated into this grant contract agreement by reference.
3. The State is in need of the services of the Sponsor to provide the maintenance and grooming of the following trail(s) specified in this grant contract agreement: **Redwood County Trails**.
4. The Sponsor has applied to the State for a grant for the above identified trails and has submitted the Snowmobile Grant-in-Aid Program Maintenance and Grooming application form, required attachments, and resolution or official minutes of the Sponsor authorizing the proposed maintenance and grooming. The submitted application form and required attachments are hereinafter referred to as the "Plan."
5. Attachment. The Sponsor's resolution or official minutes are attached and incorporated into this grant contract agreement.
6. The Sponsor represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd.1, the Sponsor agrees to minimize administrative costs as a condition of this grant and to follow the code of ethics pursuant to [Minn.Stat. §43A.38](#) in administration of this grant.

Grant Contract

1 Term of Grant Contract

1.1 *Effective date:*

July 1, 2023 or the date the State accounting system shows sufficient allotment or encumbrance balance in the fund, allotment, or appropriation to meet this grant contract agreement and per [Minn. Stat. §16B.98](#) Subd. 5 and Subd. 7. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Sponsor until this grant contract is fully executed.

1.2 *Expiration date:*

June 30, 2024, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property Rights; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

1.4 *Incur Expenses.*

Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after July 1, 2023 are eligible for reimbursement. Expenses incurred by the grantee or its subcontractors prior to contract execution (as permitted by Minnesota Statutes, section 84.026, Subd. 4(1)) require written pre-approval by the state's authorized representative prior to expenditure.

2 Sponsor's Duties

The Sponsor, who is not a state employee, will:

- (a) Comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).
- (b) Maintain the proposed trails in accordance with the guidelines contained within the current Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual, hereinafter referred to as the "Manual" as accepted or amended by the State and available on the Snowmobile GIA Program webpage at http://www.dnr.state.mn.us/grants/recreation/gia_snowmobile.html. All work will be the responsibility of the Sponsor, its employees, or the sponsor's agent provided the agent is registered as a nonprofit corporation with the State of Minnesota.
- (c) Proceed to acquire necessary interests in lands on the Trail. The Sponsor must acquire land in fee, easement, lease, permit, or other authorization for said Trail. The term of said interest shall be no less than four (4) months between November 15 of any year and April 1 of the succeeding year. For each parcel of land crossed by the Trail, the Sponsor shall obtain from the owner of said parcel a permit, lease, easement, deed, or other authorization for said crossing in accordance with Minnesota Statutes Chapter 604A. The Sponsor shall certify that the necessary interests in the land have been obtained and are on file with the Sponsor or the sponsor's agent.
- (d) Provide adequate maintenance and grooming on the Trail, which shall include keeping it reasonably safe for public use; provide sanitation and sanitary facilities when needed; and provide other maintenance and grooming as may be required and in accordance with the trail grooming guidelines established in the manual. The Sponsor and not the State is responsible for maintaining signs and maintenance and grooming of the Trail.

3 Time

The Sponsor must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 *Consideration.*

The State agrees to disburse funds to the Sponsor pursuant to this Agreement based upon the satisfactory completion of significant performance benchmarks as identified below. This grant shall not exceed the Grant Amount as specified below. Funds not earned and paid out will be canceled annually at the end of the State's fiscal year (June 30).

4.2 *Total Obligation.*

The total obligation of the State for all compensation and reimbursements to the Sponsor under this grant contract will not exceed **\$92,027.48**.

4.3 *Payment*

1. **Trail Completion Benchmark, 45% of Total Grant Amount**

Disbursement of these funds is contingent on the sponsor providing a high-quality map that shows the final alignment of the trail and a Trail Completion Certification Form that the trail is open and available for use. The certification must be received by December 15th of that year. This includes having the trail brushed, bridges in repair, signs installed, gates were capable of being open (snow permitting), and any other additional work needed. Also the Sponsor ensures that interest in lands to operate a snowmobile trail have been acquired through fee, easement, lease, permit, or other authorizations of interest throughout the entire Trail.

2. **Grooming Certification Benchmark, Opening – January 15, 25% of Total Grant Amount**

A portion of the grooming monies will be disbursed to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor that the trails have been properly groomed from opening day through January 15th. The certification must be received by February 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

3. **Grooming Certification Benchmark, January 16 – Closing, 25% of Total Grant Amount**

The second disbursement of the grooming monies will be made to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor and verification that the trails were groomed to the satisfaction of the Sponsor from January 16th through the end of the season. The certification must be received by April 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

4. **Trail Closure/Application Submission Benchmark, 5% of Total Grant Amount**

The final payment will be based upon the Trail Closure/Application Submission Certification form received from the Sponsor. The certification must be received by May 15th. A completed application for the next year must accompany the certification. Must provide evidence that Sponsor and Club attended spring training session conducted by DNR. A map indicating the "anticipated" alignment of the trail must also be submitted. A back-up grooming plan must also be provided.

4.4 *Contracting and Bidding Requirements*

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property

- (a) If the amount of the contract is estimated to exceed \$175,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2)
- (b) If the amount of the contract is estimated to exceed \$25,000 but not \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2) and paragraph (c).
- (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2)
- (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; [Minn. Stat. §§177.41 through 177.44](#) consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5 Conditions of Payment

All services provided by the Sponsor under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Sponsor will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

5.1 Penalties

In addition to the penalties identified below, if its determined performance was not met the State reserves the right to reduce payment in the following year's agreement or to exclude the Sponsor from participation in the Snowmobile Grant-in-Aid Program.

1. If it is determined that the **Trail Completion Certification benchmark** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 45% of the Total Annual Grant Amount.
2. If it is determined that the **Grooming Certification benchmark for the period of opening day**

through January 15 in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.

3. If it is determined that the **Grooming Certification benchmark for the period of January 16 through the end of the season** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.
4. If it is determined that the **Trail Closure/Application Submission Certification** benchmark in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 5% of the total annual Grant Amount.

6 Authorized Representative

The State's Authorized Representative is **Colin Wright, Area Supervisor, 164 Co Rd 8 NE, PO Box 457, Spicer, MN 56288, 320-409-2051, Colin.Wright@state.mn.us**, or his/her successor, and has the responsibility to monitor the Sponsor's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Sponsor's Authorized Representative is **Vicki Knobloch Kletscher, Administrator, 403 Mill Street, PO Box 130, Redwood Falls, MN 56283, 507-637-4013, Vicki_K@CO.REDWOOD.MN.US**. If the Sponsor's Authorized Representative changes at any time during this grant contract, the Sponsor must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 Assignment

The Sponsor shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete

This grant contract contains all negotiations and agreements between the State and the Sponsor. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Sponsor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Sponsor or the Sponsor's agents or employees. This clause will not be construed to bar any legal remedies the Sponsor may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Sponsor's or the sponsor's agent's books, records, documents, and accounting procedures and practices of the Sponsor, the sponsor's agent, or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

The Sponsor and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Sponsor under this grant contract. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Sponsor or the State. If the Sponsor receives a request to release the data referred to in this Clause, the Sponsor must immediately notify the State. The State will give the Sponsor instructions concerning the release of the data to the requesting party before the data is released. The Sponsor's response to the request shall comply with applicable law

10.2 Intellectual Property Rights

(a) Intellectual Property Rights. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this contract.

(b) Obligations.

1. Notification. Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Sponsor, including its employees and subcontractors, in the performance of this contract, the Sponsor will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

2. Representation. The Sponsor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Sponsor nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Sponsor represents and warrants that the Works and Documents do not will not infringe upon any intellectual property rights of other persons or entities. The sponsor will indemnify, defend, to the extent permitted by the Attorney General and hold harmless the State, at the Sponsor's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or parts of the Works and Documents infringe upon the intellectual property rights of others. The Sponsor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Sponsor's or the State's opinion is likely to arise, the Sponsor must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11 Workers Compensation

The Sponsor certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Sponsor's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of

these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Sponsor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Sponsor's website when practicable.

12.2 Endorsement

The Sponsor must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination and Funding

14.1 Termination by the State

The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Sponsor. Upon termination, the Sponsor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 Termination for Cause

The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 Termination or Reduction for Insufficient Funding

The state can reduce or terminate this grant contract if:

(a) It does not obtain funding from the Minnesota Legislature.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Sponsor. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Sponsor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Sponsor notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 Termination by Contract

This grant contract may also be terminated upon mutual agreement by the State and the Sponsor.

14.5 **Funding**

The State's sole responsibility under this Agreement is to provide funds to the Sponsor. In the event that state funds become unavailable because of legislative or executive action or restraints, including but not limited to the Minnesota Legislature not appropriating sufficient funding for the program or there not being enough funding in the snowmobile account, the grant amount may be reduced or this contract may be terminated by the State. Due to variability in revenues to the snowmobile account, the State/DNR may reduce or not disburse funds for the third and/or fourth benchmarks.

15 **Data Disclosure**

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Sponsor consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Sponsor to file state tax returns and pay delinquent state tax liabilities, if any.

16 **Invasive Species Prevention**

16.1 Prevent or limit the introduction, establishment or spread of terrestrial invasive species during work.

The State requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The Sponsor shall prevent invasive species from entering into or spreading within the Trail(s) by ensuring the cleaning of equipment prior to arriving at the Trail(s) site. Where there are multiple sites and at least one contains invasive species, the intent is to start work at the site with the fewest number of invasive plants, leaving the most heavily infested sites to last. The Sponsor's contractors shall make every effort to schedule operations and site visits to avoid the spread of weed seed. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under State control.

Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Duties are listed under Sections II and III (p. 5-8) of Operational Order 113 which may be found at http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf.

TERRESTRIAL WORK SITES include:

The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

If the equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee or subcontractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Grant Administrator or their representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

AQUATIC WORK SITES include:

The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

If the project site includes a water body, the grantee shall clean equipment and clothing as noted

above, prior to entering and leaving the water body. Prior to leaving the water body, drain water from all equipment, tanks or water retaining components of boats (motors, live well and bilge). Immediately after leaving the water body, drain water from transom wells onto dry land.

16.2 Cleaning and disposal of material cleaned.

If the equipment, vehicles, gear, or clothing arrives at the Trail with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by the Sponsor's contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the State's Authorized Representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

17 Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minnesota Statutes, section 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here:

https://mndnr.gov/pollinator_resources/index.html, *DNR Pollinator Best Management Practices and Habitat Restoration Guidelines*.

18 Accessibility

Structural and nonstructural facilities and programs must meet all state and federal accessibility laws, regulations, and guidelines. Copies of accessibility guidelines can be downloaded off the Americans with Disabilities Act Accessibility Guidelines website at <http://www.access-board.gov>.

19 Technical Assistance

Upon the request of the Sponsor to the extent possible, the State will provide technical assistance with major problems encountered in the maintenance and grooming of the Trail.

20 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

20.1 The prospective lower tier participant certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

20.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.

21 Whistleblower Protection Rights

Recipient Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights.

(a) This award and employees working on this financial assistance contract will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239)

(b) The Award Recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712.

(c) The Award Recipient shall insert the substance of this clause, including this paragraph (c), in all sub awards or subcontracts over the simplified threshold. 42 CFR & 52.203-17 (as referenced in 42 CFR & 3.908-9)

22 Conflict of Interest

It is the policy of the State of Minnesota to work to deliberately avoid actual and potential conflicts of interest related to grant making at both the individual and organizational levels.

A conflict of interest (actual or potential) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

The Grantee, by signing this contract with the State, certifies it has read and understands the Office of Grants Management Conflict of Interest Policy 08-01, will maintain an adequate Conflict of Interest Policy and, throughout the term of the contract, monitor and report any actual or potential conflicts of interest to the State's Authorized Representative.

23 Force majeure

Neither party shall be responsible to the other or considered in default of its obligations within this Contract to the extent that performance of any such obligation is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance must provide the other party prompt written notice of the inability to perform and take all necessary steps to bring about performance as soon as practicable.

24 Non-Discrimination

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- e) Any other applicable non-discrimination law(s).

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. " 16A.15

Karen Potvin

Signed: _____

November 22, 2023

Date: _____

239775/PO# 3000243851

SWIFT Contract/PO No(s): _____

2. SPONSOR

The Sponsor certifies that the appropriate person(s) have executed the grant contract on behalf of the Sponsor as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: Administrator

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____

(with delegated authority)

Title: _____

Date: _____

Distribution:

Agency

Sponsor

State's Authorized Representative

Redwood County Board of Commissioners

403 South Mill Street
P.O. Box 130
Redwood Falls, MN 56283
Phone: (507) 637-4016 Fax: (507) 637-4017
redwoodcounty-mn.us



RESOLUTION AUTHORIZING SPONSORSHIP OF TRAILS OPERATED BY MINNESOTA VALLEY SNOW RIDERS-REDWOOD

WHEREAS, Redwood County acts as the legal sponsor for an application for funding to the State of Minnesota Department of Natural Resources for the Maintenance of snowmobile trails managed by MN Valley Snow Riders-Redwood, and

WHEREAS, upon approval of the "Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Application" by the State of Minnesota, Department of Natural Resources, Redwood County will enter into an agreement with the State for the maintenance and grooming of the Minnesota Valley Snowmobile Trails in Redwood County and that it will comply with all applicable laws and regulations as stated in the agreement.

BE IT RESOLVED that the County of Redwood Board of Commissioners authorizes the Minnesota Valley Snow Riders-Redwood to make application to the State of Minnesota, Department of natural Resources for the "Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Application" for trail maintenance and grooming for Fiscal Years 2023-2024, 2024-2025, 2025-2026, 2026-2027, and 2027-2028.

BE IT FURTHER RESOLVED that the County Auditor-Treasurer is authorized to serve as the fiscal agent for the above-mentioned project.

VOTING AYE: Jim Salfer, Dennis Groebner, Dave Forkrud, Bob Van Hee

VOTING NAY:

ATTEST:

I, **Vicki Kletscher**, Administrator of the County of Redwood, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Redwood County Board of Commissioners held on the 21st day of November 2023.


Vicki Kletscher, Redwood County Administrator

1st District
RICK WAKEFIELD
P.O. Box 473
Walnut Grove, MN 56180
(507) 859-2369
Rick_W@co.redwood.mn.us

2nd District
JIM SALFER
865 Pine Street
Wabasso, MN 56293
(507) 342-2431
Jim_S2@co.redwood.mn.us

3rd District
DENNIS GROEBNER
250 Center Street
Clements, MN 56224
(507) 692-2235
Dennis_G@co.redwood.mn.us

4th District
BOB VANHEE
503 Fallwood Road
Redwood Falls, MN 56283
(507) 616-1000
Bob_V@co.redwood.mn.us

5th District
DAVE FORKRUD
P.O. Box 235
Behview, MN 56214
(507) 430-1907
Dave_F@co.redwood.mn.us



REQUEST FOR BOARD ACTION

Requested Board Date:	12/12/2023	Originating Dept.:	EDA
Preferred 2 nd Date:			
Discussion Item:	Presenter: Briana Mumme		
Countywide Comprehensive Housing Study Proposal	estimated time needed:	20 minutes	
Board Action:	<input type="checkbox"/> Yes, action required	<input checked="" type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Award the bid to Bolton and Menk, Inc for the completion of a countywide comprehensive housing study for \$35,000.

Background Information:

Please reference the attached memo and corresponding presentation slides.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day **



MEMO

To: Redwood County Commissioners
From: Briana Mumme, Redwood County Economic Development Coordinator
Date: November 7, 2023
Revised December 6, 2023
RE: Comprehensive Countywide Housing Study

BACKGROUND

In April 2023, the County Commissioners adopted the 2023-25 Redwood County EDA Strategic Plan. The process to develop the plan included several activities to gather insights from residents, stakeholders and the business community. Addressing the housing challenges across the county was a key concern identified throughout the data collection methods. Concerns were not only related to the availability/affordability, but also how it is intensifying workforce challenges. Concerns expressed align with the Redwood County Housing profile produced by the Minnesota Housing Partnership and demonstrated an opportunity for the EDA to engage in this work. As such housing was identified as one of the four strategic priorities to; *actively support Redwood County's ability to meet housing needs and reduce housing cost burdens through funding programs* (reference attachment C). The desired outcome is that employers will no longer identify housing as a primary barrier in attracting and retaining talent. Further, strategies were identified to achieve the goal, which include:

- 1) *Establishing a housing committee to explore housing needs/opportunities, encourage collaboration and enhance awareness.*
- 2) *Research methods and costs to conduct a comprehensive countywide housing study, collaborate and promote the use of the study with stakeholders.*

To support the goal, at the August 1, 2023 board meeting an overview of the housing legislative outcomes was presented, along with seeking direction from the board on ways to carry out the strategic plan goals and be prepared to competitively apply for upcoming state housing funding programs. At that time, I was directed to develop a request for proposal (RFP) for a countywide comprehensive housing study, which includes the 15 cities, 26 townships and the Lower Sioux Indian Tribal Nation. Authorization to issue the RFP was made at the August 15, 2023 board meeting. The RFP was sent to seven firms and one proposal was received from Bolton and Menk, Inc. for **\$35,000** (reference attachment A).

If approved, Bolton and Menk would host a kickoff meeting with EDA and steering committee; interview relators, landlords, builders and business owners, issue an online survey; collect and analyze the data; and identify recommendations. Ongoing communications and meetings would be facilitated with the steering committee throughout the process. At the conclusion of these efforts, the firm would produce a comprehensive study to include county demographic and characteristics information (as defined in the RFP), housing data, for-sale, rental market and senior housing market analysis; and recommendations.



JUSTIFICATION

Please find the following reasons of justification for the completion of a countywide housing study:

- Grow Redwood County's tax base through the rehabilitation of existing housing stock and support the development of new housing inventory.
- For Redwood County and its municipalities to understand, plan and implement housing projects or rehabilitation of housing inventory.
- Fulfill the recommendation within Redwood County's Comprehensive Plan, adopted in October 2007 (reference attachment B).
- Fulfill all of the strategies within goal #2 of Redwood County EDA Strategic Plan adopted in April 2023 (reference attachment C).
- For Redwood County EDA and/or its municipalities to competitively apply for funding from the State Minnesota Housing Agency and/or other funding opportunities.
- For potential developers to access capital to pursue housing projects. Lenders require applicants to include data outlining the need to support the project, which can be achieved through a housing study.
- Meet the needs of employers to successfully recruit and retain the needed workforce of today and in the future.
- Resident recruitment and retention efforts.
- Reference attachment D memo from the Southwest Minnesota Housing Partnership outlining their support for local units of government to pursue a housing study.

REVISIONS

Attachment A is a revised proposal from Bolton and Menk following negotiations.

Included in the presentation on slide 4 is the specific information requested as to which funding programs require a housing a study, along with programs which would benefit from one.

RECOMMENDATION

The Redwood County EDA Board Members extend the recommendation to the County Board of Commissioners to authorize entering into contract with Bolton and Menk, Inc. to conduct a comprehensive countywide housing study for *\$35,000.*

Funding to support this expense could come from *unused funds from the Westlake Properties Project, the American Rescue Plan Act funds* or undesignated reserve fund, as it was not included in the 2023 budget and has been removed from the EDA budget request for 2024. As previously shared, the Statewide Affordable Housing Aid funds the county received is not eligible for planning activities.

COMPREHENSIVE COUNTYWIDE HOUSING STUDY

REDWOOD COUNTY ECONOMIC DEVELOPMENT AUTHORITY



Contact:

Mojra Hauenstein, AICP | 507-740-0121
Mojra.Hauenstein@bolton-menk.com

1243 Cedar Street NE | Sleepy Eye, MN 56085
507-794-5541 | Bolton-Menk.com



Real People. Real Solutions.



Real People. Real Solutions.

1243 Cedar Street NE | Sleepy Eye, MN 56085
507-794-5541 | Bolton-Menk.com

Auditor/Treasurer
Redwood County Economic Development Authority
403 South Mill Street
Redwood Falls, MN 56283

November 20, 2023

RE: Proposal for Comprehensive Countywide Housing Study

Dear Jean:

The Redwood County Economic Development Authority (EDA) has initiated the Comprehensive Countywide Housing Study to understand the housing needs and priorities throughout the community as well as fulfill the recommendations within Redwood County's Comprehensive Plan (2007) and the EDA's Strategic Plan (2023). This study will require a project team with unparalleled knowledge in planning and funding as well as local knowledge of Redwood County. Like you, Bolton & Menk, Inc. takes great pride in designing and managing projects that are safe, and function in a way to best serve its constituents. We understand what needs to be accomplished for the successful completion of this study.

LOCAL EXPERTS – We have a successful history partnering with Redwood County. We have either worked on specific projects or acted as city engineers for most communities in the county, including our collaboration with the Lower Sioux community, with whom we currently have six active projects. By choosing Bolton & Menk, the county will benefit from our legacy knowledge and established relationships within the communities and with key stakeholders.

PLANNING AND FUNDING EXPERTISE – At Bolton & Menk, we are committed to delivering vision-focused and goal-oriented results for Redwood County. Our top-ranked planners provide actionable implementation strategies and tools to kick-start housing development. Furthermore, our team of funding specialists is dedicated to securing resources for our clients. Over the last 25 years, we have successfully secured more than \$1 billion in funding for various projects. This expertise positions us to help Redwood County explore and access a range of housing funding. We are excited to leverage our planning and funding expertise to support Redwood County in achieving its goals and driving positive development within the community.

OUT-OF-THE-BOX SOLUTIONS – Unlike some national firms, we approach each project and study with a fresh, yet local perspective—we do not offer a cookie-cutter approach. While drawing on our experience, we work to provide a real solution scaled to the problem. We have innovative tools for market analysis and demographics which not only provide current data, but allow us to provide future projections. We will also offer a Story Map as a tool to market properties for housing that you can use to attract housing development.

In continued service to Redwood County, we are excited to complete the Comprehensive Countywide Housing Study. Mojra Hauenstein will serve as your lead client contact and project manager. Please contact her at 507-740-0121 or Mojra.Hauenstein@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Bill Helget, PE
Principal-in-Charge

This proposal shall remain valid for 120 days from the date of submittal.



<https://redwoodcounty-mn.us/>

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QUALIFICATIONS, EXPERIENCE, AND AVAILABILITY

FIRM OVERVIEW

Bolton & Menk, Inc. specializes in providing public infrastructure solutions. Since 1949, we have been committed to improving quality of life through engineering excellence and client satisfaction. From advocating for our communities to designing their dreams to finding funding; we take pride in our work because we live in these same communities. Today, Bolton & Menk has more than 900 employees throughout 30 locations in Minnesota, Iowa, North Dakota, North Carolina, and South Carolina providing services to more than 400 communities and agencies.

KEY PERSONNEL QUALIFICATIONS

The Bolton & Menk team serves as an extension of city staff, maintaining close coordination between the city and project team. The proposed team provides the optimum combination of accessibility, community knowledge, and specialized expertise. Our project manager, **Mojra Hauenstein**, will be supported by key individuals and support staff. Bolton & Menk can draw upon more than 900 other team members throughout our firm, as needed, to meet your needs. Project team member bios are included below. Full résumés are available upon request.



MOJRA HAUENSTEIN, ARCHITECT, AICP - 45% AVAILABILITY **Project Manager/Senior Planner**

Mojra will provide overall project management and co-lead the housing stock assessment, interviews with stakeholders, and the demographic and market analysis. She will coordinate the Story Map and Business Analyst platform creation with support from GIS while co-authoring the recommendations to incentivize housing development.

Mojra is an architect and senior planner at Bolton & Menk who began her career in 1998. Her experience includes architectural design, adaptive re-use, land use, comprehensive planning, and economic development with an emphasis on sustainability practices. Mojra's expertise focuses on initiatives, designs, or strategies aimed at revitalizing unused buildings, parcels, and neighborhood development to meet market demands, as well as economic revitalizations in both rural and suburban settings. She is passionate about providing real and implementable solutions to communities in need.



BILL HELGET, PE - 25% AVAILABILITY **Principal-in-Charge**

Bill will use his local knowledge and project experience with Redwood County to ensure wants and needs remain the driving force of the study. He will also facilitate discussions regarding housing infrastructure.

Passionate about working with clients, Bill helps identify needs, finds ways to address those needs, and creates projects with solutions. As Sleepy Eye civil work group leader, Bill maintains client contact, directs staff, works with various agencies, and provides overall direction for the study, design, and construction aspects of a project. He uses his expertise in hydraulics, hydrology, rural drainage, and municipal and rural highway design to help clients find sustainable solutions. Bill started working for Bolton & Menk as an intern in 1997, which turned into a full time career and the opportunity to be an owner of the firm.

MOJRA'S RELEVANT PROJECT EXPERIENCE

- Housing Location and Implementation Study, City of International Falls, Minnesota
- Comprehensive Housing Study and Needs Analysis, City of Winnebago, Minnesota
- Comprehensive Land Use Plan, City of Albert Lea, Minnesota
- Opportunity Zoning, (housing/retail mixed-use), City of Brooklyn Center
- Over 20 Housing Developments in Nevada

BILL'S RELEVANT PROJECT EXPERIENCE

- CSAH 2 Reconstruction, Redwood County, Minnesota
- TH 19/71 Traffic Study, Redwood County, Minnesota
- Affordable Housing Subdivision, New Ulm Economic Development Authority



FRANNIE NIELSEN - 40% AVAILABILITY
Planner

Frannie will use his planning skills for data analysis to identify development obstacles as well as areas of untapped potential, including land use and annexation options, as well as options for affordable housing. She will make recommendations for housing rehabilitation, ownership, and rental needs.

Through a comprehensive site assessment, she will identify parcels which are most suited for marketing to developers.

Frannie began her professional planning career when she joined Bolton & Menk in 2021. Her skills in public engagement, urban design, policy, and environmental sustainability make her a jack of all trades and an integral part of our planning team. In her role as a planner, Frannie is able to combine her interests and passions of serving those in need, making human connections, and problem solving.



JOHN SHAIN, GISP - 20% AVAILABILITY
GIS/ArcGIS Business Analyst/Story Map

John will apply his technical skills to create a Story Map that is an interactive website (hosted by Bolton & Menk and linked to the city website) which allows community members to understand the Housing Study, receive updates, and provide feedback. John will also co-lead the Economic and Demographic

data analysis in ArcGIS Business Analyst which will create the basis for recommendations for housing development.

John began his career with the firm in 1999 after graduating with a degree in professional geography. His passion for local government and computer science morphed into an interest and expertise in mapping and displaying data. Bolton & Menk was willing to take a chance with John and embraced his ideas for GIS that were not yet widely practiced. Now Bolton & Menk is a premier GIS provider for municipalities in the Upper Midwest. As the leader of the GIS work group, John has managed a variety of GIS projects that include municipal implementations of GIS systems, public utility and infrastructure mapping, stormwater management, and web application development.



NICOLE KRAUSE - 20% AVAILABILITY
Public Engagement Coordinator

We recognize the importance of updating and keeping the community informed, especially in gaining public input and support. Nicole will assist with this effort by identifying targeted questions for stakeholder interviews from community members to those in the housing building/construction industry, as well as tools

for community updates and surveys.

Nicole is a project communication specialist for Bolton & Menk who began her career in 2017. She has a passion for making communities better through inclusive and creative public engagement. Her strategic engagement planning paired with innovative digital and in-person tools help create spaces that reflect each unique community. Nicole provides engagement expertise on a variety of projects, from project conceptualization through construction.

FRANNIE'S RELEVANT PROJECT EXPERIENCE

- Housing Location and Implementation Study, City of International Falls, Minnesota
- Comprehensive Land Use Plan, City of Albert Lea, Minnesota
- Comprehensive Land Use Plan Rewrite, Becker County, Minnesota
- Opportunity Zoning, (housing/retail mixed-use), City of Brooklyn Center, Minnesota

JOHN'S RELEVANT PROJECT EXPERIENCE

- Comprehensive Housing Study and Needs Analysis, City of Winnebago, Minnesota
- Comprehensive Land Use Plan, City of Albert Lea, Minnesota
- GPS Collection, Data Migration, and Web GIS Application, City of Redwood Falls, Minnesota

NICOLE'S RELEVANT PROJECT EXPERIENCE

- Comprehensive Housing Study and Needs Analysis, City of Winnebago, Minnesota
- Opportunity Zoning, (housing/retail mixed-use), City of Brooklyn Center, Minnesota
- CSAH 101 Dekalb Street Improvements, Redwood County, Minnesota



CHELSEA ALGER - 15% AVAILABILITY

Funding Specialist

Chelsea will assist in finding funding for each housing strategy proposed.

Chelsea is the director of funding for Bolton & Menk, beginning her career in 2003. Prior to joining Bolton &

Menk in 2019, she worked in city government as a planner and community development director, then as a non-profit resource development officer. She has expertise in a variety of public infrastructure and community development funding programs. One of her career highlights to date is managing a national ArtPlace America grant, exploring the use of arts and cultural strategies to create more sustainable, place-based impact in community development efforts. Her work with our environmental and civil project managers in the public facility programs has allowed Bolton & Menk to secure low interest loans and grant dollars to help serve our client's infrastructure needs. Chelsea is passionate about strategic thinking and working through challenges to come to workable solutions for all parties involved.

CHELSEA'S RELEVANT PROJECT EXPERIENCE

- Comprehensive Housing Study and Need Analysis, City of Winnebago, Minnesota
- Housing Location and Implementation Study, City of International Falls, Minnesota
- 2024 Street and Utility Improvements, City of Lewiston, Minnesota

RELEVANT EXPERIENCE

Bolton & Menk has assembled an experienced and proven team to complete the project tasks required by the Redwood County EDA. Below are several examples of our recent work, highlighting the relevant experience of key team members.

HOUSING LOCATION AND IMPLEMENTATION STUDY | CITY OF INTERNATIONAL FALLS, MINNESOTA



The City of International Falls wanted to overcome a multitude of barriers that have inhibited the expansion and enhancement of its housing stock and population retention. Understanding that housing is a key function of a city's economic viability and tax-base, Bolton & Menk conducted a market analysis with housing, income, and demographic data to better understand local housing trends, barriers, and untapped opportunities.

Bolton & Menk took a practical approach and sought out local expert insights by interviewing developers, realtors,

and builders to gain industry specific insight for updating its zoning and code standard to incentivize housing development.

A key part of the study was to inventory the housing stock conditions and evaluate vacant lots and existing infrastructure for new construction viability which resulted in a list of sites most suited for immediate development and creating marketing material to solicit construction interest. Recommendations were made for constructing, rehabilitating, and maintaining quality housing and included affordable housing, rental assistance, financing, and annexation suitability to offer affordable choices for residents at all stages of life.

Subsequently, Bolton & Menk was hired to work on the Housing Study Implementation Plan, which provides the creation of an online zoning map as well as GIS platforms with parcel specific information, improvements of the city's development approval process, marketing materials for available lands, and a draft of an accessory dwelling ordinance.

Bolton & Menk collaborated with the city and its stakeholders to study the unique local challenges and suggest customized solutions to incentivize housing construction and sustain the city's economic vitality.



2040 COMPREHENSIVE PLAN UPDATE - LAND USE AND HOUSING | CITY OF PRIOR LAKE, MINNESOTA



The City of Prior Lake experienced substantial growth since 1990, and the population is expected to increase nearly 50 percent by 2040. The city needed to update its comprehensive plan to reflect the current population and housing forecasts and the future needs of the city. Because the land use and housing chapters provide the parameters for the other plan elements, they were critical to the preparation of the entire plan.

Bolton & Menk led the preparation of the land use and housing chapters, working with city staff and the planning commission to develop goals and objectives guiding the plan and providing future land use recommendations. Key recommendations included development of a new mixed-use land use designation in the downtown area, replacing a controversial transitional area.

Bolton & Menk helped the city conduct a quality public engagement process. We provided background information and graphics for open house events. The full comprehensive plan was approved by the Metropolitan Council in May 2020.

COMPREHENSIVE HOUSING STUDY AND NEEDS ANALYSIS | CITY OF WINNEBAGO, MINNESOTA



The City of Winnebago initiated the Comprehensive Housing Study and Needs Analysis to understand the housing needs and priorities throughout the community. Bolton & Menk conducted a workshop, an online survey, and created a Story Map platform to engage the community and keep them informed of the housing study progress. We conducted data analysis and identified needs and the most suitable parcels for housing development which included both infill and greenfield land. We then identified funding sources for each recommendation to incentivize housing construction in the city.



We look at projects from a different perspective—**YOURS!**



PROFESSIONAL REFERENCES

Client satisfaction through quality deliverables, cost-effective rates, and timely project delivery are top priorities for Bolton & Menk. Please contact the following references to evaluate Bolton & Menk’s performance on similar projects.

INTERNATIONAL FALLS

Betty Bergstrom, City Administrator
 600 4th Street
 International Falls, MN 56649
 218-283-7983
bettyb@ci.international-falls.mn.us

PRIOR LAKE

Casey McCabe, Community Development Director
 4646 Dakota Street Southeast,
 Prior Lake, MN 55372
 952-447-9815
cmccabe@cityofpriorlake.com

WINNEBAGO

Judi Hynes, City Administrator
 140 Main Street South
 PO Box 35
 Winnebago, MN 56098
 507-893-3217
jhynes@cityofwinnebago.com

PROPOSED PROCESS

PROJECT UNDERSTANDING

Redwood County is positioned to benefit as a housing provider and has untapped potential to attract those looking for quality of life in southwest Minnesota. The county understands that housing is a fundamental component of a thriving community and that it has a direct effect on the local economy and wellbeing of communities.

OUR APPROACH TO PLANNING

LONG-TERM PERSPECTIVE

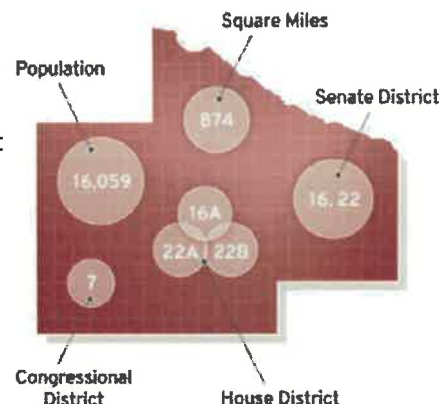
Bolton & Menk is, and always has been, committed to the communities we serve for the long term. As part of that philosophy, we take a long-term perspective on planning needs that focus on the project, but are executed with the larger context and informed by the latest data. Our interests align with yours—housing is an essential tool that maintains the county’s high-quality of life and sustains a healthy tax-base in a rapidly changing economy.

CUSTOMIZED APPROACH

Our professional planning team will work together with the EDA, county staff and council, planning commission, residents, and business owners, as well as local housing stakeholders from the 15 cities, 25 townships, and the Lower Sioux Tribe in order to gain a holistic understanding of their housing needs. Not everything can be learned from online research and data, so we intend to interview community members working in the housing/rental sector for their insight as well. Together with our experience in engineering, planning, and architecture, we are able to formulate a more customized housing study that you can use to anticipate infrastructure needs, obtain grant funding, and promote building housing in the county to developers.

Mojra's more than 20 years of experience in contemporary architecture gives our team an unparalleled advantage in assessing housing needs across the county.

We implement plans, policies, and ordinances in communities daily. We understand the importance of balancing agricultural priorities with development needs and recommending housing locations accordingly. Understanding the unique characteristics of Redwood County is crucial when drafting a housing plan that



<https://redwoodcounty-mn.us/about-redwood-county/>

meets the needs of the community, both in the present and for the long term. Redwood County, predominantly a rural area, is primarily dedicated to the cultivation of commodity crops like corn and soybeans. The terrain of the county slopes eastward, with its highest elevation point located in the southwest corner at an altitude of 1,450 feet above sea level.

Soils and geographical features play a significant role in shaping the housing and development strategies needed for the region.

- **County Land:** 879 square miles
- **Water Bodies:** 3.2 square miles
- **Total Area:** 882 square miles

Our expertise lies in creating housing plans that not only address the current housing needs of the communities but also take into consideration the long-term vision and unique characteristics of Redwood County. We are committed to developing solutions that are tailored to the specific challenges and opportunities presented by the county’s rural landscape and agricultural focus.

STRONG LOCAL KNOWLEDGE AND PRESENCE

We live, work, and play in the communities we serve. As a result, we can frequently hit the ground running on a project, drawing on what we already know to get things moving. We have been providing Redwood County with engineering services for more than 25 years. This also means we have relationships, legacy knowledge and that we’re personally invested in your success—we want Redwood County to be a great place, too!

GOALS AND PURPOSE OF THE STUDY

We understand this Housing Study is to be a practical tool that can kick-start economic revitalization. Its purpose is to identify present and future housing needs for county-wide cities, townships and one tribal nation. We will place a special focus on the Cities of Belview, Clements, Delhi, Lamberton, Lucan, Milroy, Morgan, Redwood Falls, Revere, Sanborn, Seaforth, Vesta, Wabasso, Walnut Grove, and Wanda as well as the Tribal Nation, Lower Sioux Indian Community.

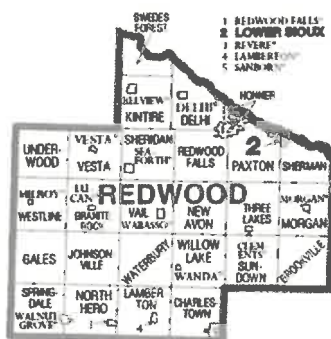
In order for the county to sustain its tax base it must address the barriers and market forces which are hindering housing development. It will be critical to study how the local market economies, construction industry pressures, workforce trends and overall housing preferences can help us identify the right type of housing stock, quantities and locations. There is also untapped potential that can benefit the county due to national and regional changes in work habits. Once identified, these opportunities can be proactively marketed to attract development. We will identify short-term and long-term actions to incentivize housing.

COMMUNITY CONTEXT

Considering the housing market crash of 2007 and recent modest growth trends, we recognize the importance for cities in Redwood County to implement housing strategies that safeguard against vulnerabilities during economic challenges.

Our firm has a deep understanding of the local context, having provided planning services in your area. We take pride in our exceptional public outreach efforts, employing a diverse range of innovative tools to engage with community members through various channels, ensuring equitable representation for all stakeholders.

We view Redwood County's rich historic, cultural, and natural resources as valuable assets that can be



https://en.wikipedia.org/wiki/Redwood_County,_Minnesota

effectively marketed to attract housing development. To inform our work, we will review existing documents such as planning/land use, infrastructure and any study relevant to or that may influence housing.

With our office conveniently situated in Sleepy Eye, Bolton & Menk proudly serves numerous peer communities throughout the region. Our commitment to providing comprehensive planning services is reflected in our collaborative work with these communities. In Redwood County, we have a history of involvement in various projects and have acted as the engineer for many of the cities, townships, as well as the Lower Sioux tribal nation:

Cities

- Redwood County– Many projects over the years, including highway department and agricultural drainage work
- Belview - We are city's consultant engineer and are working on a new water treatment and new wells
- Clements - Two watermain projects and utility funding
- Delhi
- Lamberton - City's consultant engineer in past
- Lucan - Past engineering projects
- Milroy
- Morgan - City's consultant engineer and we recently completed a citywide street and utility project. We are currently working on a new water treatment plant, new wells and rehabilitating their water tower.
- Redwood Falls - City's consultant engineer and have been completing projects there for the last 15 years
- Revere
- Sanborn- City's consultant engineer working on a large sanitary sewer improvement project
- Seaforth
- Vesta - Past engineering projects
- Wabasso - City's consulting engineer and many projects.
- Walnut Grove - City's consulting engineer and many projects.
- Wanda

Unincorporated Communities

- Gilfillan
- Lower Sioux Indian Community - Many past projects and six active projects, including elder housing.
- Morton
- Rowena

Townships

- Brookville Township
- Charlestown Township
- Delhi Township

- Gales Township
- Granite Rock Township
- Honner Township
- Johnsonville Township
- Kintire Township
- Lamberton Township
- Morgan Township
- New Avon Township
- North Hero Township
- Paxton Township
- Redwood Falls Township
- Sheridan Township
- Sherman Township
- Springdale Township
- Sundown Township
- Swedes Forest Township
- Three Lakes Township
- Underwood Township
- Vail Township
- Vesta Township
- Waterbury Township
- Westline Township

While strongly rooted in agriculture with corn and soybean production, Redwood County has many influences, which, if directed properly, can benefit not just it’s housing, but its future ability to thrive.

PROPOSED METHODOLOGY

We do not intend to provide you with a long-written report that collects dust on a shelf. So, we propose a hybrid approach combining high-tech and low-tech methods to provide solutions for the real world:

High-Tech: Conducting a robust data analysis adding research of the local and regional influences as well as in-field and online assessment of housing stock. We will keep the county communities updated at all steps with our **engagement plan**. We will design the engagement plan with county staff and suggested community leaders to ensure we tailor it to your preferred approach that is also politically attuned.

Low-Tech: There is great value in gaining the local perspective. It is important to lead interviews with realtors, homeowners, renters, landlords, and housing experts such as builders, bankers, and developers. Equally important is to allow the community to provide input. This can be done through surveys, workshops, open houses, or we can provide you with a meeting in a box that can be deployed with a unified message for your commission/board members or community ambassadors.

TASK 1: ENGAGEMENT

Public and stakeholder engagement plays a pivotal role in any planning process, especially when it comes to understanding the diverse needs of area residents, businesses, and property owners. While conducting the housing study, our aim is to actively involve the county communities and collaborate with local government officials to gain insights into their housing requirements and to identify any issues pertaining to current housing and residential development. Once the initial study is drafted, we recognize the significance of returning to the county communities and stakeholders to show how their voices have been heard. It’s crucial to verify if the draft plan accurately reflects their needs and interests before proceeding with the finalization of the plan. This iterative feedback process ensures that the plan truly aligns with the county’s goals.

Furthermore, we propose the establishment of a **housing steering committee**. We will work together to identify representatives from cities, townships, tribal nations, and other community leaders who can provide valuable input into the housing discussions. This collaborative approach ensures a well-rounded perspective and informed decision-making. We propose **two in-person steering committee workshops**.

In addition to these engagement efforts, we are committed to providing a robust online presence through a **project website (Story Map)**. This platform will serve as a project centralized hub for communication and updates, available 24/7. We will create/maintain this website, and provide a direct link that can be shared on the county’s or other relevant websites.

This digital platform enhances transparency, accessibility, and stakeholder engagement throughout the project’s duration.

To further promote project awareness and engagement, we will also offer a range of communication methods, both virtual and in-person, including technical content for social media posts, articles, and open house events.

The specific methods and timing of these engagement activities will be determined in close collaboration with EDA and county staff, ensuring that they align with the community’s preferences and needs. Our commitment is to foster open, inclusive, and transparent communication channels that empower stakeholders and the community to actively participate in the housing study and planning process.

Examples of Online Website (Story Map):

- **International Falls:** <https://storymaps.arcgis.com/stories/33a61410f7df40b0bd4474506d168da5>
- **Winnebago:** <https://storymaps.arcgis.com/stories/166a2b96a6d24cee94d4109270b940e6stories/166a2b96a6d24cee94d4109270b940e6>

PROPOSED ENGAGEMENT PLAN TO BE CONFIRMED WITH EDA AND COUNTY		
ACTIVITY	ROLES AND GOALS	FREQUENCY
Public engagement plan (PEP)	<ul style="list-style-type: none"> • Develop engagement plan to address county needs • Include detailed demographic analysis • Identify stakeholders, engagement goals, key messages, and schedule 	Draft with EDA and county staff
Project website - Story map	<ul style="list-style-type: none"> • Provide general project information • Promote opportunities for engagement and comment • Provide updates 	Create website and two updates
Content for EDA articles and social media	<ul style="list-style-type: none"> • Technical information for EDA to draft articles and social media posts 	Per EDA, suggest one per quarter or at milestones
Meeting-in-a-box	<ul style="list-style-type: none"> • Prepare project fact sheet or flyer and messaging for committee members or project ambassadors to distribute at various community venues 	One meeting-in-a-box per EDA or county preference
Online survey or comment form (1)	<ul style="list-style-type: none"> • Gather input on existing conditions via online survey • Promote on project website, social media 	Winter 2023
Interviews with developers and housing professionals (6)	<ul style="list-style-type: none"> • Identify issues and opportunities with housing development in Redwood County 	Winter 2023/2024
Open house (1)	<ul style="list-style-type: none"> • Share what we’ve heard and how that information was used in the development of the plan • Share drafts of the plan for community feedback 	Spring 2024
Steering committee workshop (2)	<ul style="list-style-type: none"> • Steering committee provides input, review and direction on housing study 	Within 1.5 months of start and once findings are identified

TASK 2: DEMOGRAPHIC ANALYSIS

- **Population Data:** An analysis of the current demographic, age distribution, income, spending habits, including growth trends and projections.
- **Employment data:** Income, wages, job growth projections, industrial/economic expansions and wage
- **Household data:** Mortgage and rental commitments, existing owner, and renter information
- **Employment and Income:** Current jobs and projections, industrial and sector expansions, wages and income, and mortgage and rental data
- **Commuting Patterns:** Population patterns during the day and potential target adjacent areas for relocation to Redwood County
- **Infographics:** We will use infographics and light test to explain relevant data, so that the report is easy to understand and is usable.

Key Facts



Example of infographics used to show data

TASK 3: HOUSING ANALYSIS

- **Housing Stock:** An assessment of the characteristics of the existing housing stock:
 - Age
 - Condition
 - Blighted and substandard housing
- Building permit trends
- Residential land supply
- Type, quantity, and location of housing targeted to various affordability indexes

AREA MEDIAN INCOME (AMI) DEFINITIONS

Definition	AMI Range
Extremely Low Income	0% - 30%
Very Low Income	31% - 50%
Low Income	51% - 80%
Moderate Income	80% - 120%

TASK 4: FOR-SALE MARKET ANALYSIS

- An analysis of the market condition for a variety of for-sale housing products; including housing values, sales data, subdivisions data, pending developments, mobile homes, as well as vacant land data
- Housing values
- Interviews with local realtors as well as building and construction experts
- An assessment of the need for housing by product type in the county

TASK 5: RENTAL MARKET ANALYSIS

- Inventory of rental projects
- Vacancy rates and monthly rent
- Planned or proposed projects
- Interviews with local landlords, leasing agents, property managers, and building and construction experts

TASK 6: SPECIALTY HOUSING

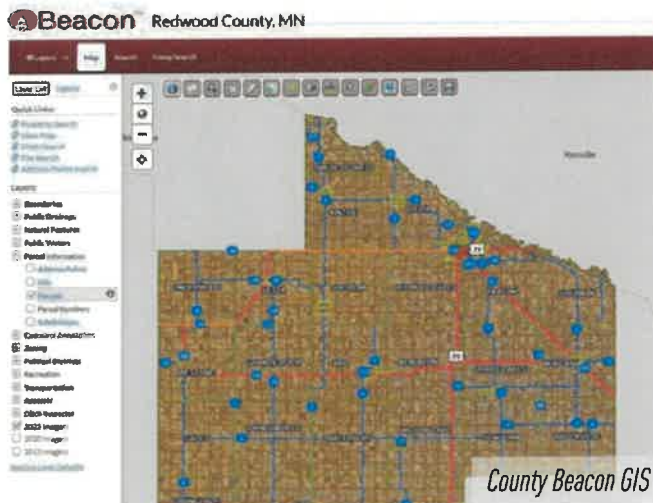
- Data and analysis with recommendations on providing affordable housing as ELI 30%, VLI 50%, and LI 80% based on household size
- An assessment of the need for housing by product type in the county
- Data on area senior living, assisted living, and nursing Homes
- Inventory of senior rental projects of eight units or more
- Senior housing trends and needs
- Analysis of trends in rural Minnesota (the progression from independent living to nursing home care)

TASK 7: RECOMMENDATIONS AND FINAL REPORT

We will provide recommendations for short-term and long-term implementation based on review of findings and identification of market demand and analysis for both sale and rental housing as well as senior housing market needs that are identified.

We will provide:

- Recommendations and identification of funding resources to assist with private and public housing development.
- Implementation matrix with final recommendations, action steps, timeline, responsible party, and resources
- Housing map of residential priority areas
- A presentation of final study to EDA and county



There are many grants and funding sources available. Our team has the experience to identify them. We will look at:

- Rehabilitation fund and programs for existing housing stock
- Incentives for new construction
- Homeownership programs and incentives
- Rental assistance programs
- Grants to build Affordable Housing
- Grants related to demolition of blighted properties
- Grants for infrastructure to support housing

QUESTIONS WE CAN ANSWER WITH THE HOUSING STUDY

Bolton & Menk has the expertise and the cutting-edge analytical tools that allow a thorough evaluation of the community context and its composition, not just for today, but the future. This allows us to determine:

- The housing that is adequate today vs. 5, 10, or 15 years from now
- The gaps in housing types (i.e. multifamily, single homes, medium density; large lot or apartments)
- The type of development which should be pursued, incentivized, or subsidized
- Areas suited for redevelopment incentives and marketing
- Buildings that can be adapted to new market demands and the programs that can rehabilitate existing homes
- The employment/buyer demographic and the income levels that can sustain homeownership (i.e. first-time home buyers or retirees)
- The types of programs needed to maintain and sustain different housing types
- The types of funding grants to pursue and financing to offer to subsidize, incentivize, and even innovate housing (i.e solar panels and highly-efficient home designs) which reduce energy costs in today's market are an attractive feature to homebuyers (utility bills are a barrier to homeownership)
- Recommendations for land use policies and ordinances that can guide county expansion and annexation
- Innovative suggestion for non-traditional construction or housing types

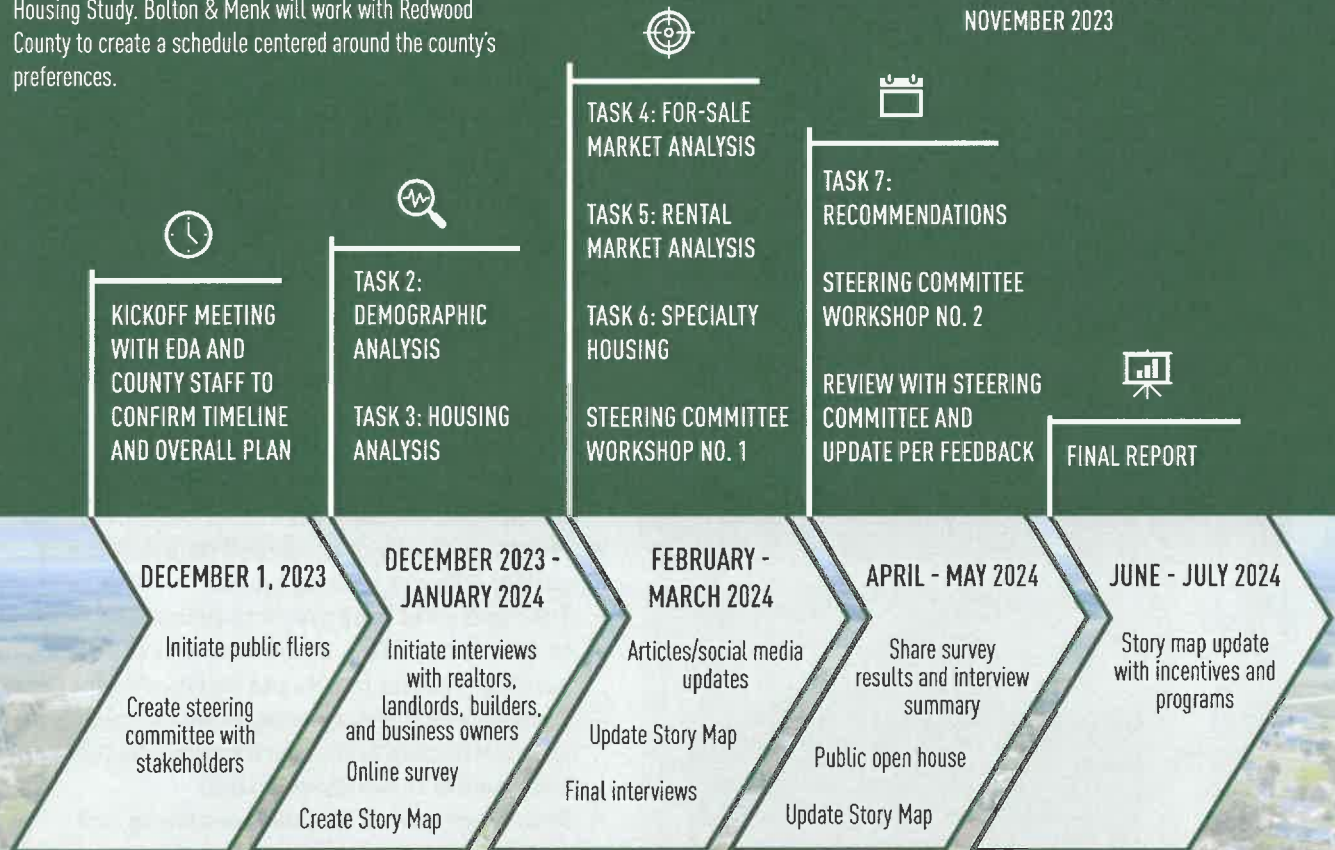
FINAL REPORT

The final report will contain all the tasks delineated above and will be accompanied by a Story Map interactive website which will contain housing study background, interactive data infographics, survey/feedback/question feature, and map.

PROJECT SCHEDULE

The below project schedule represents a possible timeline of events for the Comprehensive Countywide Housing Study. Bolton & Menk will work with Redwood County to create a schedule centered around the county's preferences.

CONTRACT APPROVAL:
NOVEMBER 2023



PROJECT COST

The following table summarizes the hours and cost breakdown for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Redwood County EDA Comprehensive Countywide Housing Study		Bolton & Menk, Inc.							Total Hours	Total Cost
Task No.	Work Task Description	Project Manager	Principal-in-Charge	Planner	GIS Specialist	Public Engagement Specialist	Funding Specialist	Admin/Coordination		
1.0	Engagement	14	0	18	0	4	0	8	44	\$5,816
2.0	Demographic Analysis	8	0	8	0	0	0	8	24	\$2,944
3.0	Housing Analysis	7	0	8	8	0	0	8	31	\$4,303
4.0	For-Sale Marketing Analysis	6	0	6	0	0	0	8	20	\$2,328
5.0	Rental Marketing Analysis	6	0	6	0	0	0	6	18	\$2,208
6.0	Specialty Housing	10	2	10	0	0	0	8	30	\$3,926
7.0	Recommendations and Final Report	19	2	18	8	6	6	8	67.48	\$10,041
8.0	Project Management	8	2	6	0	0	4	0	20	\$3,274
Total Hours		78	6	80	16	10	10	54	254.48	
Average Hourly Rate		\$185.00	\$183.00	\$123.00	\$193.00	\$133.00	\$172.50	\$60.00		
Subtotal		\$14,519	\$1,098	\$9,840	\$3,088	\$1,330	\$1,725	\$3,240		
Total Fee										\$34,840

HOUSING

With the forecast increase in population will come a need for an additional 650 to 750 dwelling units within the county, by 2030. Population growth will occur throughout the county but the majority of the growth will be seen in the Cities of Belview, Clements, Delhi, Redwood Falls, Vesta, Wabasso, and Walnut Grove. (Housing supply studies should be conducted in each of these cities.) As discussed in the Implementation Section of the plan, housing programs should be established to ensure that the supply of safe, affordable housing is adequate to meet the needs of county residents.

Analysis was conducted to gain understanding of existing housing characteristics in the county. As shown in the following tables, renter-occupied housing in the county is at 20 percent of the total, which is less than the percentage of renters in the rest of the state and the nation.

The median age of housing in the county is 55 years, with half the homes constructed before 1951 and half constructed after 1951. (Source: US Census Bureau, 2000 Census. See Table 20.) Depending on the quality of construction, which could be even more of a question for homes built after 1951, a significant number of homes are reaching and will reach the end of their useful life in the next 20 years. Conservatively assuming that one-twentieth (5 percent) of the homes built after 1951, will need to be replaced within 20 years, just keeping even with today's housing supply would require construction of 180 new homes.

The types and configurations of new housing in the county, both in the cities and the townships, will be focused toward developing sustainable housing. Programs should be developed to assist with:

- development of senior housing so that older residents can stay in the county when they are no longer interested in or able to take care of a single family home
- maintaining and upgrading housing that will be vacated by older residents so that it is ready for young families to move into
- development of housing subdivisions in the townships where a cluster of homes can be constructed in relatively close proximity, thus maintaining commonly held wooded or undeveloped areas

Attachment C

STRATEGIC PRIORITY: HOUSING

GOAL #2: Actively support Redwood County’s ability to meet housing needs and reduce housing cost burdens through funding programs.

Desired Outcome: Employers no longer identify housing as a primary barrier in attracting and retaining talent.

Strategic Objectives

Strategy 2.1 – Establish a Housing Committee to explore housing needs/opportunities, encourage collaboration, and enhance awareness.
OBJECTIVES
1. Identify key stakeholders who broadly represent the County and are committed to working together to address housing needs.
2. Establish committee purpose and cadence of collaboration
3. Facilitate intentional and regular meetings to identify/inform housing needs/opportunities
4. Work with committee members to identify housing strategies based on housing study insights
5. Develop and execute plans for identified strategies with the greatest potential for impact
Strategy 2.2 – Research existing housing rehabilitation programs and explore new opportunities designed to address financial gaps to rehabilitate existing housing stock within the county.
OBJECTIVES
1. Research funding sources/programs to support rehabilitation programs/services
2. Engage in discussions with cities/townships to determine optimal funding vehicles/program components and share available resources through promotion across the county.
3. Explore the development of a county housing rehabilitation program and pursue funding to implement.
Strategy 2.3 – Research methods and costs to conduct a comprehensive county-wide housing study, collaborate and promote the use of the study with stakeholders.
OBJECTIVES
1. Identify and pursue funding to conduct a county-wide housing study
2. If determined to be feasible, proceed with required steps to engage a contracted firm to complete housing study
3. Host public meetings to determine best strategies for addressing housing needs/demands
4. Research opportunities/methods to utilize tax incentives to encourage new development and rehabilitation of existing housing

Attachment D

Memorandum

To: Briana Mumme, Economic Development Coordinator, Redwood County
From: Jen Theneman, Director of Real Estate and Community Development
Date: October 24, 2023
Re: Housing Study Support

Southwest Minnesota Housing Partnership is a non-profit Community Development Corporation with the mission to 'partner with communities to develop places for people to call home. We enjoy working with a wide variety of community stakeholders to uncover the housing puzzle that exists across the 30-county region we serve and help them with housing action steps to make safe, affordable housing a reality for their communities.

We've recently enjoyed participating in the Redwood County Strategic Planning sessions, exploring developments in several communities and even taking part in a Senate visit to discuss local needs. To document our past conversations regarding housing development, funding sources and trends, I'm writing to share a bit more regarding the importance of housing studies in this process.

While it's certainly helpful to hear from residents, business owners and local government staff, we know that the feedback and opinions do not represent all voices or current options and does not completely paint the picture for future needs. Our organization believes that a variety of types and sources of information, when reviewed collectively, provides an outside-in and inside-out perspective that leads to informed decision-making.

The outside-in perspective provided through a housing study reviews past, present and future factors and provides insight through the data to:

- depict the local housing environment including local rents, vacancies, areas of biggest need, and more
- provide housing stakeholders like city staff, EDA/HRA, and others the necessary information to have informed discussions about housing and educate community members, employers, businesses, investors, and developers
- meets the needs for large development projects and most funders, including the State and private lenders, who require this data to support and justify their investment in your area

Development encompasses juggling local priorities, funding opportunities that could provide gap assistance and developers interest in certain types of housing – having a clear vision for development is necessary to move forward.

It is also important to note that due to the size of the communities in your county, they would likely be burdened financially by ordering their own housing studies. A suggestion we would make is to order a county-wide survey and request a 'carve out' of data for key communities where housing would be prioritized, providing the County and City with important information for a nominal additional investment.

We have enjoyed our partnership with Redwood County and look forward to continued collaboration. If we can be of assistance, please reach out to me.



Attachment E

Redwood County Economic Development Authority

**Request for Proposals:
Comprehensive Countywide Housing Study**



August 16, 2023

Redwood County Government Center
Economic Development Authority
403 South Mill Street, Redwood Falls Minnesota 56283
<https://redwoodcountyeda.com>

DISCLAIMER

1. Redwood County, is an Equal Opportunity Employer, requires all consultants to affirm that they do not discriminate against individuals or firms because of their race, color, marital status, age, sex, national origin, disability, creed, or sexual orientation.
2. All proposals submitted will become public information, and may be reviewed by anyone requesting to do so at that time.
3. All proposals received by the Redwood County EDA in response to this RFP shall remain valid for ninety (90) days from the date of submittal.
4. Redwood County reserves the right to cancel or reissue the RFP, or to revise the timeline at any time. The County reserves the right to reject any and all proposals and to waive minor irregularities in the proposal process. The County may accept any proposal if such action is believed to be in the best interest of the County EDA.
5. Redwood County is not liable for any cost incurred by the proposer prior to the execution of a contract.
6. This is a Redwood County EDA project and holds liability for work with its consultants. The contract between the successful proposer and Redwood County shall include all documents mutually entered into specifically, including the contract instrument, the RFP, and the response to the RFP. The contract must include, and be consistent with, the provisions stated within the RFP.
7. The prime consultant will be required to assume the responsibility for all services offered in the proposal whether or not directly performed by the prime consultant. Further, the prime consultant will be the sole point of contact for the Redwood County EDA with regard to contractual matters.

ABOUT REDWOOD COUNTY AND THE ECONOMIC DEVELOPMENT AUTHORITY

Redwood County is located in the southwest region of Minnesota, with a population of about 15,000. The County is home to 15 cities, 25 townships and one tribal nation, the Lower Sioux Indian Reservation; complimented by beautiful picturesque valleys, hills and natural sights. Redwood County is comprised of a diverse business sector, with employment opportunities in diverse industries. Over half of the workforce in the County is supported by private companies, followed by Government, not-for-profit and self-employed organizations. Redwood County has a robust agricultural ecosystem, ranking as the [second largest producer of corn for grain in the state and third for sweet corn](#). A number of organizations are served by this production, allowing the County to have a competitive edge in the agricultural industry.

INTRODUCTION

The Redwood County Economic Development Authority (EDA) is seeking proposals from qualified firms with the appropriate expertise and experience to conduct a countywide housing study of Redwood County as a whole, with a special focus on the fifteen cities and Tribal Nation included there within for the EDA. In doing so, the EDA reserves the right to negotiate further as to the terms agreed to, as well as the potential rejection, of all quotes and proposals as deemed appropriate.

PROJECT DESCRIPTION

The area to be surveyed and studied should include Redwood County with a focus on the Cities of Belview, Clements, Delhi, Lamberton, Lucan, Milroy, Morgan, Redwood Falls, Revere, Sanborn, Seaforth, Vesta, Wabasso, Walnut Grove, and Wanda. As well as Tribal Nation, Lower Sioux Indian Community. Once completed, the results of the study should identify the following information:

- 1) Demographic Analysis:
 - a. Population and household data including growth trends and projections.
 - b. Employment data including job growth projections, industrial/economic expansions and wage data.
 - c. Age distribution
 - d. Income (housing affordability)

- 2) Housing Data Analysis: including building permit data, age of housing, housing conditions, blighted and substandard housing, and units in structure.
- 3) For Sale Housing Market Analysis: including information on housing values, sales data, subdivision data, information on pending developments, interview outcomes with local Realtors, and any other information deemed relevant to the for-sale housing market.
- 4) Rental Market Analysis: including information on existing rental properties related to rents, vacancies, income requirements and amenities. Also include information on pending developments and interview local Realtors on rental housing needs.
- 5) Senior Housing Market Analysis: including information on existing properties related to rents, vacancies, services and amenities, and resident profiles. Also identify information on pending developments.
- 6) Recommendations should include a review of the findings and identification of market demand based on analysis in the for-sale, rental and senior housing markets and any other housing needs that are identified.
- 7) An inventory of tools, resources and funding mechanisms to assist with private and public housing development.
- 8) Talk to major employers in the area on what they need today and in the future.
- 9) Work with Redwood County GIS Department for any mapping needs.

PROPOSAL REQUIREMENTS

Each proposal should contain the following information and be organized in a manner that allows for complete review of each project element. All proposals will be evaluated using the criteria listed below.

- 1) *Letter of Interest*: must include the name, title, business address and contact information of the person responsible for submitting the proposal, Equal Employment Opportunity statement, and signature.
- 2) *Summary of Qualifications, Experience and Availability*: Summarize qualifications, relevant experience, year established, and ability to fulfill the study. Identify key personnel assigned to the project, responsibility of each member, and expertise and related experience of the team.
- 3) *Proposed Process to Conduct Study*: Summarize process to conduct the comprehensive countywide housing study. This should include a proposed schedule and description of proposed activities outlined above.
- 4) *Proposed Budget*: Include detailed project costs by task, and estimated hours. Actual compensation is subject to contract negotiation.
- 5) *List of Professional References*: Provide a list of the most recent relevant professional references and their contact information.

COMPREHENSIVE HOUSING STUDY OUTLINE

Demographic Analysis

- Population
- Households
- Employment
- Age Distribution
- Income
- Household Tenure and Type

Housing Data Analysis

- Types of Housing Units
- Age of Housing
- Housing Conditions
- New Construction

For-Sale Housing Market Analysis

- Housing Values
- Interviews with Realtors
- Subdivision Data and Vacant Land Data

- Mobile Home Parks
 - Planned or Proposed Projects
- Rental Market Analysis
- Comprehensive Inventory of Rental Projects (including vacancies, rents, income requirements, amenities, etc.)
 - Interviews on Rental Trends
 - Planned or Proposed Projects
- Senior Housing Market Analysis
- Data on Area Senior Living, Assisted Living and Nursing Homes
 - Comprehensive Inventory of Senior Rental Projects of Eight Units or More (including vacancies, rents, amenities, services, etc.)
 - Interviews on Senior Housing Trends and Needs
 - Analysis of Trends in Rural Minnesota (the progression from independent living to nursing home care.)

EVALUATION CRITERIA

The following will be considered in evaluating each proposal:

- 1) Completeness of response to the RFP requirements
- 2) Experience with similar projects
- 3) Professional references
- 4) Cost
- 5) Other such criteria as deemed necessary, such as an oral interview, if requested

SUBMISSION OF PROPOSALS

Two sealed copies of the proposal materials must be submitted by 4:30 PM (CST) on Friday, October 6, 2023:

*Redwood County Government Center
 Attn: Auditor/Treasurer
 Drop Off: 403 South Mill Street Mail: PO Box 130
 Redwood Falls, MN 56283
 Phone: (507) 637-4013
 Please label on the outside of envelope: EDA: Housing Study*

NOTE: The County reserves the right to reject any or all proposals for any reason at its sole discretion.

TIMELINE

August 16, 2023	County Publishes RFP
October 6, 2023	Proposal Submission Deadline
October 9 – 13, 2023	Internal Proposal Review
October 17, 2023	Firm Selection
October 17 – 31, 2023	Contract Negotiation
November 21, 2023	Contract Approval
December 1, 2023	Service begins

NOTE: The timeline is tentative and subject to change.

CONTACT INFORMATION

Any questions related to this RFP shall be directed to the Economic Development Coordinator, Briana Mumme by calling (507) 637-1122 or emailing Briana_m@co.redwood.mn.us.



REQUEST FOR BOARD ACTION

Requested Board Date:	December 12, 2023	Originating Dept.:	Commissioner
Preferred 2nd Date:			
Discussion Item:		Presenter:	
WRAP Inc. Funding request		estimated time needed:	
Board Action:	<input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Discuss attached funding request and provide direction to staff in response of said request.

Background Information:

WRAP is a non-profit organization receiving funding from the State of MN Office of Justice Programs, WRAP. The director is requesting a funding appropriation of \$15,647.35 of the county's Public Safety Aid.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Commissioners and Sheriff have discussed utilization of the one-time appropriation of these funds. Plans include providing Redwood County Sheriff's office staffing retention, equipment and funding to Crime Victim Services. At this time, there are no funds remaining for distribution outside County program uses.

Reviewed by Administrator: Yes No

**** The deadline for submitting items is 4:30 p.m. Wednesday prior to a Tuesday board day ****



WRAP Inc.

Women's Rural Advocacy Program, Inc.



SERVING THOSE WHO HAVE OR ARE EXPERIENCING VIOLENCE
IN LYON, LINCOLN, REDWOOD, AND YELLOW MEDICINE COUNTIES

Redwood County Board of Commissioners
Rick Wakefield
PO Box 473 Walnut Grove, MN

Hello there,

My name is Becci ten Bense, I am the Executive Director of Women's Rural Advocacy Programs, Inc. (WRAP). I am reaching out to all the cities and counties that are receiving one-time funds from the State of Minnesota for Public Safety Aid for local, county, and Tribal governments at the end of December 2023. This tax bill specifically states: *Public Safety Aid (tax bill): A one-time payment of \$300 million in public safety aid for local, county, and Tribal governments. Eligible uses. (a) A county, Tribal government, or local unit must use the aid under this section to provide public safety, including community violence prevention and intervention programs; community engagement; mental health crisis responses; victim services; training programs; first responder wellness; equipment related to fire, rescue, and emergency services; or to pay other personnel or equipment costs.*

WRAP is a non-profit victim service and community violence/prevention organization that was established in 1994. We are funded in part by the State of Minnesota, Department of Public Safety, Office of Justice Programs (OJP), to serve victims of domestic violence in Lincoln, Lyon, Redwood, and Yellow Medicine Counties, as well as victims of sexual assault in Yellow Medicine County. The Minnesota Department of Health, Safe Harbor Division, also funds WRAP to provide sex trafficking and exploitation services to those that live in WRAP's service area.

Our mission is to provide safety; advocacy and assistance for those victimized by domestic and sexual violence and sex trafficking/exploitation in Southwest Minnesota; as well as community awareness through prevention and education. WRAP promotes social change through equality, honesty, and an atmosphere of mutual trust and respect.

The free and confidential services that WRAP provides are numerous!

- **24-Hour Crisis Line:** Access to an Advocate, day or night, to discuss options or be a listening ear.
- **Emergency Housing Services/Referrals:** Provide access to short and long-term emergency safe-housing options through hotel/motel vouchers, safe homes, and connections to shelters throughout Minnesota. WRAP has 3 single-family unit safe homes located within the WRAP 4-county service area.
- **Housing Assistance:** Connecting victims of crime who are facing homelessness with community resources, helping with the search for long-term housing options, advocating with landlords, and helping to obtain items needed to restart a functional safe home free from violence.
- **Emergency Transportation & Other Financial Assistance:** Provide access to resources that help to ensure safety and security for those WRAP services.
- **Court Advocacy:** Assist with the completion & filing of restraining orders, attend hearings with clients, inform them about the court/legal process, act as a form of support, and help process the outcome of the hearing.
- **Safety Planning:** Assist with setting up a personalized, practical plan that includes ways to remain safe while in a relationship, planning to leave, or after.

Lincoln/Lyon County
700 N. 7th Street
P. O. Box 1193
Marshall, MN 56258-1193
Business Line: 507.532.9532
24/7 Crisis: 507.532.2350
Toll Free: 800.639.2350

Redwood County
243 2nd St.
Redwood Falls MN 56283
Mail to
P.O. Box 1193
Marshall, MN 56258-1193
Business/24/7 Crisis line: 507.637.3040

Yellow Medicine County
MN West Comm. & Tech. College
1593 11th Ave, RM 260
Granite Falls, MN 56241
Mail to:
P.O. 1193, Marshall MN 56258
Business/24/7 Crisis line: 320.564.2422

Toll free 24/7 Crisis line: 800.639.2350

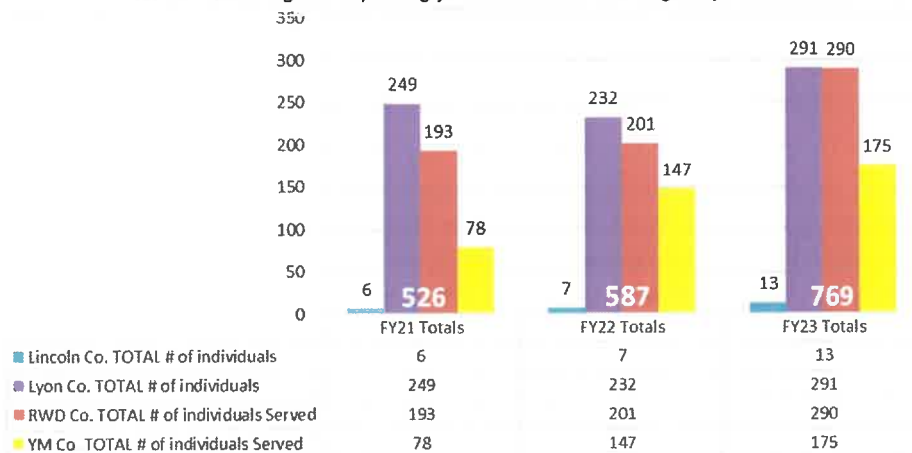
Email: Info@letswrap.com

- **Information Referral:** Connect those with self-identifying needs to resources and support services to help them get through, over, or under hurdles they are facing.
- **Support Groups:** Support groups are available to those who have experienced abusive relationships. This can be in a group setting or one-on-one.
- **Community Education:** Raising awareness about domestic violence and the support services available for individuals and their families.
- **Systems Coordination:** Walking alongside individuals, helping them to navigate their way through resources/community resources and or the court/criminal justice process.
- **Referral and Resources for Women of Color:** Access to culturally specific resources.

In 2023, 769 individuals were provided 24,825 direct services by 8 full-time staff and a handful of volunteers.

Over the last several years, WRAP has seen an increasing number of individuals reaching out for services. Below you will find a chart that displays the increase over the past 3 years.

**NOTE: WRAP's grant reporting year runs Oct. 1st through Sept. 30th*



WRAP is a small, grassroots non-profit organization that currently employs 8 full-time staff to handle the day-to-day duties of running 3 office locations, grant writing and reporting, fundraising, all direct services as well as responding to the 24-hour crisis line. Every dollar given to WRAP, through grants, fundraisers, or donations, is used to provide the essential services victims of crime need and deserve.

During the last funding cycle from the State of Minnesota Office of Justice Programs, WRAP, as well as most of the same or similar programs throughout the state, did not receive any increase in OJP grant funds. Most of these programs, much like WRAP, report that they are serving significantly more victims and their children and have been desperately straining to keep up with the demand for our services. They struggle with retaining and hiring staff due to a lack of funding to provide equitable wages and benefit packages (particularly in consideration of the 24-hour and exceedingly difficult nature of our work).

This letter serves as WRAP's plea to be considered as part of the funding discussions for the Public Safety Aid one-time payment. Our financial request for these dollars is 5% of the total of the Public Safety Aid. This would total a minimum one-time payment to WRAP of \$15647.35 of the \$312947 that is being distributed to Redwood County by the State of Minnesota to aid public safety programs such as WRAP.

Please feel free to reach out if you have questions or if you would like me or one of my staff to come present at one of your meetings.

Sincerely,

Becci ten Benschel