

**AGENDA**  
**REDWOOD COUNTY BOARD OF COMMISSIONERS**

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

TUESDAY APRIL 2, 2024

COMMISSIONERS ROOM, GOVERNMENT CENTER  
REDWOOD FALLS, MINNESOTA

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**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 April 2<sup>nd</sup> meeting agenda.
- Identification of Conflict of Interest
- Review and approve the Consent Agenda:
  - March 19<sup>th</sup> minutes
  - Bills

**8:35 a.m.**

- **TECHNOLOGY**  
Paul Parsons
  - 1) Social Media Policy

**8:40 a.m.**

- **ROAD & BRIDGE**  
Anthony Sellner
  - 1) Budget Summary
  - 2) Bills
  - 3) Declare Excess Equipment
  - 4) Remove trade in on motor grader purchase
  - 5) Walnut Grove shop repairs quote
  - 6) Walnut Grove Shop Repairs Service Contract- Redwood Building Center
  - 7) Walnut Grove overhead shop door replacement quote
  - 8) Walnut Grove overhead shop door Service Contract- Z Door Men
  - 9) Gravel Road Update

**9:00 a.m.**

- **EXTENSION**  
Trisha Sheehan
  - 1) 4-H Youth Development and Extension Impacts

**9:20 a.m.**

- **ENVIRONMENTAL**  
Nick Brozek
  - 1) Archaeological Survey- Plum Creek Park Grant

**9:25 a.m.**

➤ **DITCH AUTHORITY**

Nick Brozek

- 1) Petition to Outlet- Lat2F J36- Leona Prokosch

**9:30 a.m.**

➤ **BREAK**

**9:40 a.m.**

➤ **ADMINISTRATION**

Vicki Kletscher

- 1) 2024 Spring Redwood County Connection Newsletter

*Personnel Action Items:*

- 1) Resignation
- 2) MOU for AFSCME Union Health Care Savings Plan
- 3) New Hire
- 4) New Hire

**10:00 a.m.**

➤ **PLUM CREEK LIBRARY SYSTEM**

Elizabeth Hoffman

- 1) Annual Update
- 2) 2025 Funding Request

**Commissioner Items:**

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.

**OFFICIAL NOTICES/ UPCOMING MEETINGS**

April 2<sup>nd</sup>– 8:30 a.m. – Redwood County Board Meeting– Redwood County Government Center,  
Board Room

April 16<sup>th</sup>– 8:30 a.m. – Redwood County Board Meeting– Redwood County Government Center,  
Board Room

May 7<sup>th</sup>– 8:30 a.m. – Redwood County Board Meeting– Redwood County Government Center,  
Board Room

May 21<sup>st</sup> – 8:30 a.m. – Redwood County Board Meeting– Redwood County Government Center,  
Board Room

REDWOOD COUNTY, MINNESOTA

March 19, 2024

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

Present for all or portions of the meeting were Commissioners Dave Forkrud, Jim Salfer, Rick Wakefield, Dennis Groebner and Bob Van Hee. Also, present were Administrator Vicki Kletscher; Administrative Assistant Sierra Fluck; County Attorney Jenna Peterson; Auditor-Treasurer Jean Price, Human Resources Coordinator Peter Brown; Sheriff Jason Jacobson, Assistant County Engineer Jeff Bommersbach, MN Department of Correction District Supervisor Sarah Eischens, Lisa Dallenbach.

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

Lisa Dallenbach was present for the Open Forum and requested to discuss the North Start Act.

On motion by Wakefield, second by Van Hee, the Board voted unanimously to approve the agenda.

Chair Salfer asked the Board members to identify any areas for which they had a Conflict of Interest. Wakefield identified a conflict in the Abstract of Bills.

**CONSENT AGENDA**

- On motion by Groebner, second by Van Hee, with Wakefield abstaining due to a conflict of interest, the Board voted to approve the bills from Lori Wakefield in the amount of \$390.00 and Rick Wakefield in the amount of \$520.00.
- On motion Forkrud, second by Wakefield, excluding the bills from Lori Wakefield in the amount of \$390.00 and Rick Wakefield in the amount of \$520.00, the Board voted unanimously to approve the following:
  - March 5<sup>th</sup> minutes
  - March 8<sup>th</sup> minutes
  - Payment of bills:

General Fund	\$ 106,427.78
Building Fund	\$ 2,900.00
Ditch Fund	\$ 27,310.11
Solid Waste Fund	\$ 136,879.89
Soil and Water Fund	\$ 11,431.00
Debt Service Fund	\$ 364,396.88
R & B Fund	\$ 420,361.00
Insurance	\$ 649.14

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

<u>Vendor Name</u>	<u>Amount</u>
ADVANCED CORRECTIONAL HEALTHCAR	10,649.91
BREY TILING & EXCAVATION LLC	2,106.02
COUNTIES PROVIDING TECHNOLOGY	4,740.00
COUNTY OF RENVILLE	32,889.82
L & S CONSTRUCTION CORP	2,296.92
LITZAU FARM DRAINAGE INC	5,450.00
MARTIN LAW FIRM PLLC	2,600.16
MN COUNTIES INTERGOVERNMENTAL T	3,470.00
MN DEPT OF TRANSPORTATION	4,032.43
MORRIS ELECTRONICS INC	9,360.00
POTTEROSA FARMS	9,625.00
REDWOOD COUNTY HIGHWAY DEPT	4,794.09
SOUTHWEST GLASS CENTER, INC	2,900.00
STANTEC CONSULTING SERVICES INC	8,000.00
THE MARKET AT REDWOOD LLC	8,582.42
U.S. BANK CHARLOTTE	921,221.88
WOHNOUTKA/SHAWN	6,524.71
74 Payments less than 2 0 0 0	29,962.91
<b>Final Total:</b>	<b>1,069,206.27</b>

**EMPLOYEE RECOGNITION**

- The Board recognized Mitch Zimmermann, Deputy Sheriff for 10 years of Service to Redwood County.
- The Board recognized Denise Siegfried, Deputy Recorder for 20 years of Service to Redwood County.

**NORTH START ACT HF2860-SF2724**

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

WHEREAS, a “Sanctuary State” is a jurisdiction that restricts state and local officials from cooperating with federal immigration enforcement efforts; and

WHEREAS, it is the duty of Congress to establish all laws and rules regarding naturalization, and

WHEREAS, the 14th Amendment to the United States Constitution was ratified on July 9, 1869, and granted citizenship to “all persons born or naturalized in the United States” are citizens of the United States and of the State wherein they reside, and

WHEREAS, law enforcement in Redwood County is dedicated to protecting the communities they serve and promoting public safety requires the assistance and cooperation of the community, so law enforcement has the ability to gather the information necessary to investigate and deter crime, and

WHEREAS, the Redwood County Board of Commissioners supports all law enforcement officers, federal, state, county and municipal, upholding the Constitution of the United States and the State of Minnesota, and

WHEREAS, the Legislature is reviewing approval of Senate File (SF) 2724 and House File (HF) 2860 effectively making Minnesota a “Sanctuary State” by prohibiting law enforcement, county employees, and schools from collecting information on immigration or citizenship status, prohibiting the sharing of any other information about individuals for the purposes of immigration enforcement, and prohibiting the use of county resources for immigration enforcement, and

WHEREAS, SF2724 and HF2860 interferes with the County and its employees’ ability to perform current functions, imposes implementation hurdles and burdens upon the County, creates ambiguity and possible conflicts with federal law, may subject the County and its employees to statutory violations, employment consequences, and possible civil and criminal liability; and

WHEREAS, Redwood County supports legal immigration and the positive impact it provides for our communities and the local and state economy; and

WHEREAS, Redwood County citizens should not be negatively impacted from results caused by illegal immigration and the North STAR Act on the budgeting of taxpayer dollars and public resources.

NOW, THEREFORE, BE IT RESOLVED, the Redwood County Board of Commissioners hereby urges our legislative delegation and the Governor to reject the North STAR Act proposals in Senate File 2724 and House File 2860 and give ample acknowledgment to public and local government input and the true impact of a “Sanctuary State” designation.

BE IT HEREBY RESOLVED, the Redwood County Board of Commissioners hereby urges our legislative delegation and the Governor to require support and adherence to applicable federal immigration law.

**AUDITOR-TREASURER**

- On motion by Van Hee, second by Groebner, the Board voted unanimously to approve the following consent agenda: Cash Balance Report; Investment Summary; Budget Reports, and February 2024 Disbursements in the amount of \$1,861,974.58.

Bills exceeding \$2,000:

<u>Vendor Name</u>	<u>Amount</u>
BLUE CROSS BLUE SHIELD OF MINNESO	33,816.57
BLUE CROSS BLUE SHIELD OF MINNESO	96,944.93
BLUE CROSS BLUE SHIELD OF MINNESO	70,784.54
BLUE CROSS BLUE SHIELD OF MINNESO	38,322.61
BLUE CROSS BLUE SHIELD OF MINNESO	64,173.13
GREAT PLAINS NATURAL GAS CO	3,988.08
MINNESOTA DEPARTMENT of REVENUE	33,688.92

PAYCOM CORPORATE HEADQUARTERS	2,728.76
REDWOOD COUNTY LICENSE CENTER	6,577.45
REDWOOD COUNTY LICENSE CENTER	2,527.60
REDWOOD FALLS PUBLIC UTILITIES	6,159.63
WEX LEAP	3,862.25
WEX LEAP	8,135.27
WEX LEAP	8,175.27
WEX LEAP	8,100.27
37 Payments less than 2 0 0 0	20,874.91
<b>Final Total:</b>	<b>408,860.19</b>

<u>Vendor Name</u>	<u>Amount</u>
MN COMMISSION OF FINANCE	4,332.50
12 Payments less than 2 0 0 0	2,391.26
<b>Final Total:</b>	<b>6,723.76</b>

<u>Vendor Name</u>	<u>Amount</u>
TOWNSHIP OF BROOKVILLE	29,570.87
TOWNSHIP OF CHARLESTOWN	25,647.38
TOWNSHIP OF DELHI	32,758.69
TOWNSHIP OF GALES	24,531.86
TOWNSHIP OF GRANITE ROCK	30,775.38
TOWNSHIP OF JOHNSONVILLE	25,217.17
TOWNSHIP OF KINTIRE	26,528.54
TOWNSHIP OF LAMBERTON	24,228.00
TOWNSHIP OF MORGAN	32,201.08
TOWNSHIP OF NEW AVON	28,982.55
TOWNSHIP OF NORTH HERO	26,556.68
TOWNSHIP OF PAXTON	66,844.98
TOWNSHIP OF REDWOOD FALLS	22,805.77
TOWNSHIP OF SHERIDAN	26,693.73
TOWNSHIP OF SHERMAN	33,104.14
TOWNSHIP OF SPRINGDALE	28,126.51
TOWNSHIP OF SUNDOWN	26,461.85
TOWNSHIP OF SWEDES FOREST	14,263.44
TOWNSHIP OF THREE LAKES	28,607.25
TOWNSHIP OF UNDERWOOD	27,625.00
TOWNSHIP OF VAIL	28,866.68
TOWNSHIP OF VESTA	28,570.34
TOWNSHIP OF WATERBURY	25,883.63
TOWNSHIP OF WESTLINE	25,685.73
TOWNSHIP OF WILLOW LAKE	30,018.75
<b>Final Total:</b>	<b>720,556.00</b>

<u>Vendor Name</u>	<u>Amount</u>
11 Payments less than 2 0 0 0	1,580.32
<b>Final Total:</b>	<b>1,580.32</b>

<u>Vendor Name</u>	<u>Amount</u>
13 Payments less than 2 0 0 0	3,201.19
<b>Final Total:</b>	<b>3,201.19</b>

<u>Vendor Name</u>	<u>Amount</u>
FARMWARD COOPERATIVE	2,711.76
WEELBORG FORD INC	69,974.95
1 Payments less than 2000	590.49
<b>Final Total:</b>	<b>73,277.20</b>

<u>Vendor Name</u>	<u>Amount</u>
METLIFE	4,387.36
8 Payments less than 2 0 0 0	1,914.70
<b>Final Total:</b>	<b>6,302.06</b>
	<u>Amount</u>

<u>Vendor Name</u>	<u>Amount</u>
FARMWARD COOPERATIVE	2,016.48
3 Payments less than 2000	2,044.04
<b>Final Total:</b>	<b>4,060.52</b>

<u>Vendor Name</u>	<u>Amount</u>
11 Payments less than 2 0 0 0	4,117.48
<b>Final Total:</b>	<b>4,117.48</b>

<u>Vendor Name</u>	<u>Amount</u>
ENERGY SOLUTION PARTNERS, LLC	21,333.26
REDWOOD FALLS PUBLIC UTILITIES	2,682.02
TRUCK CENTER COMPANIES	304,389.06
5 Payments less than 2 0 0 0	1,934.08
<b>Final Total:</b>	<b>330,338.42</b>

**SHERIFF**

- The Board reviewed the February 2024 Jail Population

**ROAD AND BRIDGE**

- On motion by Wakefield, second by Groebner, the Board voted unanimously to approve Construction Contract 24-3; 2024 Bituminous Seal Coat with Morris Sealcoat & Trucking, Inc in the amount of \$1,441,110.33.

Other Bids Received:

<u>Company</u>	<u>Bid Amount</u>
Asphalt Surface Technologies Corp.	\$1,486,041.43
Fahrner Asphalt Sealers, LLC-Eau Claire	\$1,649,006.97
Allied Blacktop Company	\$1,919,074.75

- On motion by Forkrud, second by Van Hee, the Board voted unanimously to authorize the Board Chair and Administrator to sign Construction Contract 24-3 with Morris Sealcoat & Trucking, Inc.
- On motion by Forkrud, second by Van Hee, in a roll call vote with Salfer, Forkrud, Van Hee, Groebner, and Wakefield all voting aye the Board adopted the following Resolution:

WHEREAS, the position of Redwood County Surveyor has not been abolished by law;

WHEREAS, Redwood County currently does not have an appointed or elected County Surveyor;

WHEREAS, the position of Redwood County Surveyor is currently vacant and no land surveyor has been designated to perform the professional duties of the office;



WHEREAS, there are presently duties which prior to January 1, 1961, had been the responsibility of the county surveyor; and

WHEREAS, Minn. Stat. 389.011, subd.2(3) authorizes any county to retain a land surveyor to perform the duties of County Surveyor at the compensation set by the County Board; and  
NOW, THEREFORE BE IT RESOLVED, That the Redwood County Board of Commissioners, pursuant to Minn. Stat. 389.011, subd.2(3), retains Jesse Zeig of Bolton and Menk, Inc. to serve as the contracted County Surveyor for the fulfillment of the Public Land Survey System Monument Grant Program.

- On motion by Van Hee, second by Wakefield, the Board voted unanimously to approve the Public Land Survey System Grant Assurances to acquire up to a \$300,000 Public Land Survey System Monument Grant to establish and certify section corners throughout Redwood County.
- On motion by Wakefield, Second by Forkrud, the Board voted unanimously to approve the Public Land Survey System Grant Certification.
- On motion by Forkrud, second by Van Hee, in a roll call vote with Salfer, Forkrud, Van Hee, Groebner, and Wakefield all voting aye the Board adopted the following Resolution:

WHEREAS, In 2023 the Minnesota Legislature, through MN Statute Â§381.125, directed the Minnesota Geospatial Information Office (Mn Geo) to develop a grant program for the perpetuation of Public Land Survey System (PLSS) monuments; and

WHEREAS, Redwood County is responsible for maintaining the PLSS; and

WHEREAS, Redwood County has identified PLSS work needs in every township in Redwood County; and

WHEREAS, Redwood County has the will request funding for PLSS work up to the grant amount of \$300,000; and

WHEREAS, Redwood County has reviewed the funding request and is fully aware of the work that will occur if funded and its associated timeline and budget.

NOW, THEREFORE BE IT RESOLVED, The Redwood County Board authorizes the appropriate county officials to submit a proposal to MnGeo for the Minnesota PLSS Monument Grant Program and if awarded, authorize the appropriate county officials to accept the grant and enter into the necessary agreements.

FURTHERMORE, The Redwood County Board authorizes the Redwood County Highway Department to act as fiscal agent if funding is awarded for the project.

#### **MINNESOTA DEPARTMENT OF CORRECTIONS**

- Minnesota Department of Correction District Supervisor Sarah Eischens gave the Board an update on the Justice Reinvestment Initiative.

*Personnel*

- On motion by Wakefield, second by Forkrud, the Board voted unanimously to amend section 6.08 Sick Leave Policy to include MN Employee Sick and Safe Time effective January 1, 2024.

**COMMISSIONERS**

- The commissioners reported on meetings they attended:

VanHee: Extension, Prime West, United Community Action Partnership, Transportation (District 7 & 8), Southwest Regional Development Commission.

Forkrud: Redwood Renville Solid Waste Authority, Annual Township Meetings, Extension

Wakefield: Opioid Settlement Committee, Explore Southwest MN, Chief Elected Officials Board

Salfer: Canvas Elections, Southwest Adult Mental Health Consortium, Audit Fraud, Audit Entrance, LINC Welcome, Annual Township Meetings, Redwood Renville Solid Waste Authority.

**ADJOURN**

- Chair Salfer adjourned the meeting at 10:07 a.m.

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Jim Salfer, Chair  
Board of County Commissioners

Attest: \_\_\_\_\_  
Vicki Kletscher  
County Administrator



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			
57	93610 THOMSON REUTERS - WEST OR WEST		696.40	2024 FEB - WEST INFO CHARGES 02/01/2024 02/29/2024	849822210	MISCELLANEOUS	N
	93610 THOMSON REUTERS - WEST OR WEST		696.40	1 Transactions			
23	<b>DEPT Total:</b>		<b>696.40</b>	<b>LAW LIBRARY</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
31	DEPT			COUNTY ADMINISTRATION			
1	65 ACE OF SOUTHWEST MINNESOTA		9,298.00	2024 - 2ND QTR APPROPRIATIONS 04/01/2024 06/30/2024	Q22024	RSVP CONTRACTED SALARIES	N
	65 ACE OF SOUTHWEST MINNESOTA		9,298.00	1 Transactions			
7	13055 COLUMN SOFTWARE PBC		162.33	03/05&03/08 BOARD MTG 03/21/2024 03/21/2024	1F46724E-0030	PRINTING & PUBLISHING	N
	13055 COLUMN SOFTWARE PBC		162.33	1 Transactions			
28	37535 INDEED Inc		2,500.00	ONLINE RECRUITING 03/13/2024 03/13/2024	90160727	EMPLOYMENT ADVERTISING	N
	37535 INDEED Inc		2,500.00	1 Transactions			
36	75580 RATWIK, ROSZAK & MALONEY PA		176.00	LEGAL FEES - RECORDER PETITION 02/23/2024 02/26/2024	76045	PERSONNEL & LABOR NEGOTIATIONS	Y
	75580 RATWIK, ROSZAK & MALONEY PA		176.00	1 Transactions			
44	76768 REDWOOD VALLEY LAW LTD		215.00	2023 JUN-SEP - DG JV2368 06/13/2023 09/26/2023	43447	COURT APPOINTED ATTORNEYS	Y
40	01-031-000-0000-6266		500.00	2024 JAN&FEB - BKN JV23133 01/22/2024 02/08/2024	44271	COURT APPOINTED ATTORNEYS	Y
46	01-031-000-0000-6266		180.00	2024 JAN&FEB - JTVK JV23124 01/30/2024 02/08/2024	44303	COURT APPOINTED ATTORNEYS	Y
42	01-031-000-0000-6266		10.00	2024 JAN - RHS PR23904 01/24/2024 01/24/2024	44340	COURT APPOINTED ATTORNEYS	Y
47	01-031-000-0000-6266		80.00	2024 JAN&FEB - RDW PR23743	44342	COURT APPOINTED ATTORNEYS	Y

\*\*\* **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
41	01-031-000-0000-6266		150.00	2024 JAN&FEB - MLI JV23132 01/31/2024 02/13/2024	44343	COURT APPOINTED ATTORNEYS	Y
43	01-031-000-0000-6266		150.00	2024 JAN&FEB - DKDMH JV23149 01/19/2024 02/06/2024	44344	COURT APPOINTED ATTORNEYS	Y
45	01-031-000-0000-6266		30.00	2024 FEB - HFS P975495 01/25/2024 02/23/2024	44364	COURT APPOINTED ATTORNEYS	Y
<b>76768</b>	<b>REDWOOD VALLEY LAW LTD</b>		<b>1,315.00</b>		<b>8</b> Transactions		
51	01-031-000-0000-6266		10.00	2024 FEB - BR PR23669 02/12/2024 02/12/2024	20504	COURT APPOINTED ATTORNEYS	Y
50	01-031-000-0000-6266		100.00	2024 FEB - TN JV2368 02/22/2024 02/29/2024	20562	COURT APPOINTED ATTORNEYS	Y
<b>79197</b>	<b>RUNCHEY LOUWAGIE &amp; WELLMAN PLLP</b>		<b>110.00</b>		<b>2</b> Transactions		
<b>31</b>	<b>DEPT Total:</b>		<b>13,561.33</b>	<b>COUNTY ADMINISTRATION</b>	<b>6 Vendors</b>	<b>14 Transactions</b>	
41	DEPT			AUDITOR-TREASURER			
70	64868 ONE OFFICE SOLUTION 01-041-000-0000-6401		8.94	PENS 03/13/2024 03/13/2024	034616-01	OFFICE SUPPLIES & EQUIPMENT MAI N	
<b>64868</b>	<b>ONE OFFICE SOLUTION</b>		<b>8.94</b>		<b>1</b> Transactions		
71	73944 QUADIENT INC 01-041-000-0000-6401		37.05	SEALANT 03/07/2024 03/07/2024	17292517	OFFICE SUPPLIES & EQUIPMENT MAI N	
<b>73944</b>	<b>QUADIENT INC</b>		<b>37.05</b>		<b>1</b> Transactions		
<b>41</b>	<b>DEPT Total:</b>		<b>45.99</b>	<b>AUDITOR-TREASURER</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
63	DEPT			ELECTIONS			
31	47878 KNOWiNK, LLC 01-063-000-0000-6898		210.00	03/05 PNP POLL PAD DATA PLAN 03/05/2024 03/05/2024	15619	PRESIDENTIAL NOMINATON PRIMAR N	
<b>47878</b>	<b>KNOWiNK, LLC</b>		<b>210.00</b>		<b>1</b> Transactions		

\*\*\* 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
63	<b>DEPT Total:</b>		<b>210.00</b>	<b>ELECTIONS</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
64	DEPT			COMPUTER			
48	76767 REDWOOD VALLEY TECHNICAL SOLUTION						
	01-064-000-0000-6264		137.50	WEB SITE UPDATES - PARK	4790	PROGRAMMING EXPENSES	N
				03/19/2024 03/19/2024			
	<b>76767 REDWOOD VALLEY TECHNICAL SOLUTION</b>		<b>137.50</b>		<b>1 Transactions</b>		
64	<b>DEPT Total:</b>		<b>137.50</b>	<b>COMPUTER</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
91	DEPT			ATTORNEY			
10	13345 COUNTY OF CHIPPEWA SHERIFF						
	01-091-000-0000-6271		75.00	SUBPOENA SERVICE	CP240092	SUBPOENA SERVICE	N
				03/21/2024 03/21/2024			
	<b>13345 COUNTY OF CHIPPEWA SHERIFF</b>		<b>75.00</b>		<b>1 Transactions</b>		
11	13540 COUNTY OF GOODHUE - SHERIFF						
	01-091-000-0000-6271		75.00	SUBPOENA SERVICE	2024-196	SUBPOENA SERVICE	N
				03/20/2024 03/20/2024			
	<b>13540 COUNTY OF GOODHUE - SHERIFF</b>		<b>75.00</b>		<b>1 Transactions</b>		
12	13555 COUNTY OF KANDIYOHI - SHERIFF						
	01-091-000-0000-6271		170.82	SUBPOENA SERVICE	9933.9938	SUBPOENA SERVICE	N
				03/21/2024 03/22/2024			
	<b>13555 COUNTY OF KANDIYOHI - SHERIFF</b>		<b>170.82</b>		<b>1 Transactions</b>		
13	13560 COUNTY OF LYON						
	01-091-000-0000-6271		140.00	SUBPOENA SERVICE	2024-110.127	SUBPOENA SERVICE	N
				03/13/2024 03/20/2024			
	<b>13560 COUNTY OF LYON</b>		<b>140.00</b>		<b>1 Transactions</b>		
14	13800 COUNTY OF RENVILLE						
	01-091-000-0000-6271		75.00	SUBPOENA SERVICE	4064	SUBPOENA SERVICE	N
				03/15/2024 03/15/2024			
	<b>13800 COUNTY OF RENVILLE</b>		<b>75.00</b>		<b>1 Transactions</b>		
52	82467 SMITH & JOHNSON						
	01-091-821-2718-6266		4,125.00	2024 MAR - REV REPLACE 6.1	STMT	ARPA: COURT APPOINTED ATTORNE	Y

\*\*\* 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
82467	SMITH & JOHNSON		4,125.00	03/01/2024 03/31/2024	1 Transactions		
91	DEPT Total:		4,660.82	ATTORNEY	6 Vendors	6 Transactions	
101	DEPT			RECORDER			
30329	GOVERNMENT FORMS & SUPPLIES LLC						
23	01-101-000-0000-6401		105.81	NOTARIES & ORDINATION STAMPS 02/29/2024 02/29/2024	0346533	OFFICE SUPPLIES & EQUIPMENT MAI	N
22	01-101-000-0000-6401		770.61	BIRTH & MARRIAGE CERT FOLDERS 03/13/2024 03/13/2024	0346648	OFFICE SUPPLIES & EQUIPMENT MAI	N
30329	GOVERNMENT FORMS & SUPPLIES LLC		876.42		2 Transactions		
63715	ODP BUSINESS SOLUTIONS LLC						
33	01-101-000-0000-6401		304.25	TONER, COPY PAPER, LABELS 03/06/2024 03/06/2024	356005161001	OFFICE SUPPLIES & EQUIPMENT MAI	N
63715	ODP BUSINESS SOLUTIONS LLC		304.25		1 Transactions		
101	DEPT Total:		1,180.67	RECORDER	2 Vendors	3 Transactions	
118	DEPT			COURTHOUSE MAINTENANCE			
13037	COLE PAPERS INC						
5	01-118-000-0000-6410		1,347.72	CLEANER & PAPER SUPPLIES 03/15/2024 03/15/2024	10415371	FLOOR & CLEANING SUPPLIES	N
6	01-118-000-0000-6410		76.61	SOAP 03/15/2024 03/15/2024	10415511	FLOOR & CLEANING SUPPLIES	N
13037	COLE PAPERS INC		1,424.33		2 Transactions		
19180	ECOLAB PEST ELIMINATION DIV						
15	01-118-000-0000-6251		301.94	PEST CONTROL - JC 03/13/2024 03/13/2024	4859985	UTILITIES - COURTHOUSE/JC	N
19180	ECOLAB PEST ELIMINATION DIV		301.94		1 Transactions		
24594	FASTENAL COMPANY						
17	01-118-000-0000-6301		93.89	BATTS, LOCTITE, WASHERS 03/15/2024 03/15/2024	101498.101500	EQUIPMENT & BUILDING MAINTENAN	N
24594	FASTENAL COMPANY		93.89		1 Transactions		



\*\*\* **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
19	27425 G & R CONTROLS INC 01-118-000-0000-6301		44.61	PUMP PARTS - LEC 03/21/2024 03/21/2024	143164	EQUIPMENT & BUILDING MAINTENAN	N
	<b>27425 G &amp; R CONTROLS INC</b>		<b>44.61</b>	<b>1 Transactions</b>			
37	76150 REDWOOD BUILDING CENTER INC 01-118-000-0000-6301		84.99	FAUCET - PH 03/13/2024 03/13/2024	2403-035033	EQUIPMENT & BUILDING MAINTENAN	N
	<b>76150 REDWOOD BUILDING CENTER INC</b>		<b>84.99</b>	<b>1 Transactions</b>			
<b>118</b>	<b>DEPT Total:</b>		<b>1,949.76</b>	<b>COURTHOUSE MAINTENANCE</b>	<b>5 Vendors</b>	<b>6 Transactions</b>	
129	DEPT 10058 CANON FINANCIAL SERVICES INC			VETERAN SERVICE OFFICER			
3	01-129-000-0000-6401		72.03	2024 MAR - COPIER LEASE 03/01/2024 03/31/2024	32254321	OFFICE SUPPLIES & EQUIPMENT MAI	N
	<b>10058 CANON FINANCIAL SERVICES INC</b>		<b>72.03</b>	<b>1 Transactions</b>			
<b>129</b>	<b>DEPT Total:</b>		<b>72.03</b>	<b>VETERAN SERVICE OFFICER</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
201	DEPT 545 ADVANCED CORRECTIONAL HEALTHCARI			SHERIFF			
2	01-201-000-0000-6355		562.50	TELEHEALTH 02/24/2024 02/24/2024	139010	BOARDING PRISONER MEDICAL EXPI	N
	<b>545 ADVANCED CORRECTIONAL HEALTHCARI</b>		<b>562.50</b>	<b>1 Transactions</b>			
4	10413 CENTRACARE 01-201-000-0000-6355		426.52	INMATE MEDICAL - JG 06/15/2023 06/15/2023	STMT	BOARDING PRISONER MEDICAL EXPI	6
	<b>10413 CENTRACARE</b>		<b>426.52</b>	<b>1 Transactions</b>			
18	25810 FLEET SERVICES DIVISION-DEPT OF ADMI 01-201-000-0000-6343		9,725.97	2024 FEB - PATROL CAR LEASE 02/01/2024 02/29/2024	2024080032	PATROL CAR LEASE	N
	<b>25810 FLEET SERVICES DIVISION-DEPT OF ADMI</b>		<b>9,725.97</b>	<b>1 Transactions</b>			
20	27545 GARCIA CLINICAL LABORATORY INC 01-201-000-0000-6355		35.00	INMATE MEDICAL - NA&MB	67747	BOARDING PRISONER MEDICAL EXPI	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
21	01-201-000-0000-6355		58.00	01/11/2024 01/12/2024 INMATE MEDICAL - DB&MM	68032	BOARDING PRISONER MEDICAL EXPI	N
	<b>27545 GARCIA CLINICAL LABORATORY INC</b>		<b>93.00</b>	01/11/2024 01/12/2024 2 Transactions			
25	32001 H & L PRINTING SERVICE 01-201-000-0000-6401		386.00	LETTERHEAD & ENVELOPES 03/12/2024 03/12/2024	36839	OFFICE SUPPLIES & EQUIPMENT MAI	Y
	<b>32001 H &amp; L PRINTING SERVICE</b>		<b>386.00</b>	1 Transactions			
27	35498 HOYT OIL & CONVENIENCE INC 01-201-000-0000-6343		30.08	FUEL 03/14/2024 03/14/2024	STMT	PATROL CAR LEASE	N
	<b>35498 HOYT OIL &amp; CONVENIENCE INC</b>		<b>30.08</b>	1 Transactions			
29	39377 ITL PATCH COMPANY INC 01-201-000-0000-6302		98.00	CHEST PATCHES 03/19/2024 03/19/2024	1007	POLICE EQUIPMENT MAINTENANCE	N
	<b>39377 ITL PATCH COMPANY INC</b>		<b>98.00</b>	1 Transactions			
30	42390 JESSE'S COLLISION & RESTORATION LLC 01-201-000-0000-6343		276.00	TIRES 03/12/2024 03/12/2024	5552	PATROL CAR LEASE	N
	<b>42390 JESSE'S COLLISION &amp; RESTORATION LLC</b>		<b>276.00</b>	1 Transactions			
34	72370 PITNEY BOWES CORP 01-201-000-0000-6401		63.90	INK 03/20/2024 03/20/2024	1025011918	OFFICE SUPPLIES & EQUIPMENT MAI	N
	<b>72370 PITNEY BOWES CORP</b>		<b>63.90</b>	1 Transactions			
35	71900 PLUNKETT'S PEST CONTROL INC 01-201-000-0000-6301		58.98	PEST CONTROL - LEC 03/06/2024 03/06/2024	8457887	EQUIPMENT & BUILDING MAINTENAN	N
	<b>71900 PLUNKETT'S PEST CONTROL INC</b>		<b>58.98</b>	1 Transactions			
72	999999930 SOURCE INCORPORATED 01-201-000-0000-6401		3,432.00	CRADDLEPOINT ROUTER MAINT 03/19/2024 03/18/2025	369389	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
999999930	SOURCE INCORPORATED		3,432.00		1 Transactions		
53	83292 SOUTHWEST GLASS CENTER, INC 01-201-000-0000-6301		179.95	REKEYING BEST CYLINDER 02/13/2024 02/13/2024	110861	EQUIPMENT & BUILDING MAINTENAN	N
	83292 SOUTHWEST GLASS CENTER, INC		179.95		1 Transactions		
54	83302 SOUTHWEST SALES & SERVICE 01-201-000-0000-6343		657.48	TIRES - EXPLORER #11494 03/21/2024 03/21/2024	20952	PATROL CAR LEASE	N
55	01-201-000-0000-6343		657.48	TIRES - EXPLORER #11577 03/22/2024 03/22/2024	20975	PATROL CAR LEASE	N
	83302 SOUTHWEST SALES & SERVICE		1,314.96		2 Transactions		
201	DEPT Total:		16,647.86	SHERIFF	13 Vendors	15 Transactions	
212	DEPT 61503 HILLESTAD FUNERAL SERVICE			CORONER			
26	01-212-000-0000-6899		350.00	REMOVAL & TRANSPORT - 24200464 02/02/2024 02/02/2024	STMT	MISCELLANEOUS	N
	61503 HILLESTAD FUNERAL SERVICE		350.00		1 Transactions		
212	DEPT Total:		350.00	CORONER	1 Vendors	1 Transactions	
249	DEPT 83365 STAR TRIBUNE MEDIA COMPANY LLC			OTHER PUBLIC SAFETY			
56	01-249-000-2815-6802		753.90	SUBSCRIPTION RENEWAL - JAIL 04/05/2024 04/04/2025	10197028	CANTEEN EXPENSES	N
	83365 STAR TRIBUNE MEDIA COMPANY LLC		753.90		1 Transactions		
249	DEPT Total:		753.90	OTHER PUBLIC SAFETY	1 Vendors	1 Transactions	
251	DEPT 78800 RS EDEN			PROBATION AND PAROLE			
49	01-251-000-0000-6291		6.80	RSI LABS DRUG TESTING 02/29/2024 02/29/2024	66989	DETENTION	N
	78800 RS EDEN		6.80		1 Transactions		

\*\*\* **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
251	<b>DEPT Total:</b>		<b>6.80</b>	<b>PROBATION AND PAROLE</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
520	DEPT 55389 <b>MARC</b>			PARKS			
32	01-520-000-0000-6301		911.49	DEODORIZERS, SOAP, WIPES 03/25/2024 03/25/2024	814345	EQUIPMENT & BUILDING MAINTENAN	N
	<b>55389 MARC</b>		<b>911.49</b>	<b>1 Transactions</b>			
520	<b>DEPT Total:</b>		<b>911.49</b>	<b>PARKS</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
601	DEPT 13055 <b>COLUMN SOFTWARE PBC</b>			AGRICULTURAL INSPECTION			
8	01-601-000-0000-6282		194.86	ORDINANCE REVISION, EXTRACTION 03/15/2024 03/15/2024	CEACC7F9-94&95	PLANNING/ZONING COMMITTEE EXPI	N
	<b>13055 COLUMN SOFTWARE PBC</b>		<b>194.86</b>	<b>1 Transactions</b>			
9	13187 <b>COORDINATED BUSINESS SYSTEMS LTD</b> 01-601-000-0000-6401		86.60	02/24-03/23 COPIER LEASE 02/24/2024 03/23/2024	370427	OFFICE SUPPLIES & EQUIPMENT MAI	N
	<b>13187 COORDINATED BUSINESS SYSTEMS LTD</b>		<b>86.60</b>	<b>1 Transactions</b>			
16	22700 <b>ESRI</b> 01-601-000-2775-6242		13,205.70	2024 ARCGIS MAINTENANCE PKG 02/27/2024 01/17/2025	26198698	DUES & REGISTRATION FEES	N
	<b>22700 ESRI</b>		<b>13,205.70</b>	<b>1 Transactions</b>			
39	76350 <b>REDWOOD COUNTY RECORDER</b> 01-601-000-0000-5102		46.00	RECORDING FEE - PAGEL 03/14/2024 03/14/2024	2024-261	BUILDING PERMITS	N
38	01-601-000-0000-5102		46.00	RECORDING FEE - VARIANCE 03/26/2024 03/26/2024	2024-314	BUILDING PERMITS	N
	<b>76350 REDWOOD COUNTY RECORDER</b>		<b>92.00</b>	<b>2 Transactions</b>			
601	<b>DEPT Total:</b>		<b>13,579.16</b>	<b>AGRICULTURAL INSPECTION</b>	<b>4 Vendors</b>	<b>5 Transactions</b>	
620	DEPT 30480 <b>GREAT AMERICAN FINANCIAL SERVICES</b>			SOIL AND WATER CONSERVATION DISTI			
24	01-620-000-0000-6401		222.73	02/16-03/15 COPIER LEASE	36150960	OFFICE SUPPLIES & EQUIP MNTCE	N

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\*\*\* **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
30480	GREAT AMERICAN FINANCIAL SERVICES		222.73	02/16/2024 03/15/2024	1 Transactions		
57194	MINNESOTA ASSN OF SOIL AND WATER						
69	01-620-000-0000-6242		125.00	REG @ LEGISLATION DAY - RM	STMT	DUES & REGISTRATION	N
57194	MINNESOTA ASSN OF SOIL AND WATER		125.00	03/12/2024 03/13/2024	1 Transactions		
620	<b>DEPT Total:</b>		347.73	<b>SOIL AND WATER CONSERVATION DIST</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
1	<b>Fund Total:</b>		55,111.44	<b>GENERAL</b>		<b>61 Transactions</b>	

\*\*\* 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
611	DEPT			DITCH MAINTENANCE			
6000	<b>BEACH TRANSPORT INC</b>						
60	15-611-000-0000-6899		3,403.70	JD 36 DITCH REPAIR 01/24/2024 01/24/2024	2510	MISCELLANEOUS	N
58	15-611-000-0000-6896		88,740.64	JD 36 FEMA 2019 01/24/2024 01/24/2024	6	FEMA EXPENDITURES	N
59	15-611-000-0000-6896		43,815.54	JD 36 FEMA 2018 01/24/2024 01/24/2024	6	FEMA EXPENDITURES	N
<b>6000</b>	<b>BEACH TRANSPORT INC</b>		<b>135,959.88</b>	<b>3 Transactions</b>			
13055	<b>COLUMN SOFTWARE PBC</b>						
63	15-611-000-0000-6899		318.93	LEGALS - JD9 03/22/2024 03/22/2024	CEACC7F9-96	MISCELLANEOUS	N
62	15-611-000-0000-6899		389.91	LEGALS - CD52 03/22/2024 03/22/2024	CEACC7F9-97	MISCELLANEOUS	N
<b>13055</b>	<b>COLUMN SOFTWARE PBC</b>		<b>708.84</b>	<b>2 Transactions</b>			
13187	<b>COORDINATED BUSINESS SYSTEMS LTD</b>						
61	15-611-000-0000-6401		86.59	02/24-03/24 COPIER LEASE 02/24/2024 03/24/2024	370427	OFFICE SUPPLIES & EQUIPMENT MAI	N
<b>13187</b>	<b>COORDINATED BUSINESS SYSTEMS LTD</b>		<b>86.59</b>	<b>1 Transactions</b>			
55210	<b>MAAS CONSTRUCTION CO</b>						
64	15-611-000-0000-6899		1,115.55	CD 28 DITCH REPAIR 5533 03/25/2024 03/25/2024	3273	MISCELLANEOUS	Y
<b>55210</b>	<b>MAAS CONSTRUCTION CO</b>		<b>1,115.55</b>	<b>1 Transactions</b>			
75464	<b>RANGER PUMP COMPANY</b>						
65	15-611-000-0000-6899		23,600.00	JD 91 LAKE LIFT STATION PUMPS 03/14/2024 03/14/2024	STMT	MISCELLANEOUS	Y
<b>75464</b>	<b>RANGER PUMP COMPANY</b>		<b>23,600.00</b>	<b>1 Transactions</b>			
80180	<b>SCHMIDT CONSTRUCTION INC</b>						
67	15-611-000-0000-6899		690.00	JD 36 R&B DITCH REPAIR 03/14/2024 03/14/2024	11327	MISCELLANEOUS	N
66	15-611-000-0000-6899		700.00	CD 38 DITCH REPAIR 03/12/2024 03/12/2024	30703	MISCELLANEOUS	N
<b>80180</b>	<b>SCHMIDT CONSTRUCTION INC</b>		<b>1,390.00</b>	<b>2 Transactions</b>			

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# \*\*\* Redwood County \*\*\*



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

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
611	<b>DEPT Total:</b>		162,860.86	DITCH MAINTENANCE	6 Vendors	10 Transactions
15	<b>Fund Total:</b>		162,860.86	DITCH		10 Transactions

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 85 SOIL & WATER CONSERVA

\*\*\* **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			
76988	<b>RICHARDS/BILL</b>						
68	85-620-965-0000-6802		5,779.20	GRADE STABILIZATION 03/21/2024 03/21/2024	STMT	SWCD CHECKING EXPENSES	Y
	<b>76988 RICHARDS/BILL</b>		<b>5,779.20</b>		<b>1 Transactions</b>		
83301	<b>SOUTHWESTERN MN ASSN OF CONSERVA</b>						
73	85-620-983-0000-6802		2,000.00	2024 ENVIRONMENTAL FAIR 09/24/2024 09/25/2024	STMT	LOCAL CAPACITY SER EXPENSES	Y
	<b>83301 SOUTHWESTERN MN ASSN OF CONSERVA</b>		<b>2,000.00</b>		<b>1 Transactions</b>		
620	<b>DEPT Total:</b>		<b>7,779.20</b>	<b>SOIL AND WATER CONSERVATION DIST</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
85	<b>Fund Total:</b>		<b>7,779.20</b>	<b>SOIL &amp; WATER CONSERVATION</b>		<b>2 Transactions</b>	
	<b>Final Total:</b>		<b>225,751.50</b>	<b>56 Vendors</b>	<b>73 Transactions</b>		



\*\*\* **Redwood County** \*\*\*



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	55,111.44	GENERAL
15	162,860.86	DITCH
85	7,779.20	SOIL & WATER CONSERVATION
<b>All Funds</b>	<b>225,751.50</b>	<b>Total</b>

Approved by, .....  
.....  
.....

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			
19	01-002-000-0000-6334		396.30	LODGING @ AMC CON - RVH 02/20/2024 02/22/2024	81378297	LODGING & EXPENSE	N
	<b>21275 ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>396.30</b>	<b>1 Transactions</b>			
2	<b>DEPT Total:</b>		<b>396.30</b>	<b>COMMISSIONERS</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
31	DEPT 21275 ELAN CORPORATE PAYMENT SYSTEMS			COUNTY ADMINISTRATION			
30	01-031-000-0000-6816		25.90	EMPLOYEE RECOGNITION SUPPLIES 03/07/2024 03/07/2024	114179	CONTINGENCIES	N
33	01-031-000-0000-6816		59.75	EMPLOYEE RECOGNITION SUPPLIES 03/12/2024 03/12/2024	114255	CONTINGENCIES	N
	<b>21275 ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>85.65</b>	<b>2 Transactions</b>			
31	<b>DEPT Total:</b>		<b>85.65</b>	<b>COUNTY ADMINISTRATION</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
42	DEPT 21275 ELAN CORPORATE PAYMENT SYSTEMS			ASSESSOR			
49	01-042-000-0000-6242		300.00	REG @ 2024 MAAO - BZ 03/18/2024 03/18/2024	163	DUES & REGISTRATION FEES	N
48	01-042-000-0000-6334		102.25	LODGING @ TR - JJ 03/11/2024 03/12/2024	85963EE01828	LODGING & EXPENSE	N
	<b>21275 ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>402.25</b>	<b>2 Transactions</b>			
42	<b>DEPT Total:</b>		<b>402.25</b>	<b>ASSESSOR</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
43	DEPT 21275 ELAN CORPORATE PAYMENT SYSTEMS			LICENSE CENTER			
35	01-043-000-0000-6401		155.84	CALCULATOR ROLLS 03/11/2024 03/11/2024	8191446 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
34	01-043-000-0000-6401		44.20	POSTER FRAME, LABELS 03/11/2024 03/11/2024	9288261 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
	<b>21275 ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>200.04</b>	<b>2 Transactions</b>			

\*\*\* 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
43	<b>DEPT Total:</b>		<b>200.04</b>	<b>LICENSE CENTER</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
61	DEPT 21275	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		ADMINISTRATOR			
23	01-061-000-0000-6242		264.00	2024 SHRM MEMBERSHIP - PB 06/01/2024 05/30/2025	CS2173008	DUES & REGISTRATION FEES	N
	<b>21275 ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>264.00</b>		<b>1 Transactions</b>		
61	<b>DEPT Total:</b>		<b>264.00</b>	<b>ADMINISTRATOR</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
63	DEPT 21275	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		ELECTIONS			
1	01-063-000-0000-6898		30.65	03/05 PNP CANVASS RPT POSTAGE 03/07/2024 03/07/2024	STMT	PRESIDENTIAL NOMINATON PRIMAR	N
	<b>21275 ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>30.65</b>		<b>1 Transactions</b>		
63	<b>DEPT Total:</b>		<b>30.65</b>	<b>ELECTIONS</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
64	DEPT 21275	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		COMPUTER			
38	01-064-000-0000-6264		1,750.00	DIGITAL PLATFORM 03/16/2024 03/15/2025	06485419	PROGRAMMING EXPENSES	N
36	01-064-000-0000-6334		199.25	LODGING @ IT CON - PP 03/12/2024 03/13/2024	15795	LODGING & EXPENSE	N
25	01-064-000-0000-6401		17.95	IT CLEANER 03/01/2024 03/01/2024	1989033 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
37	01-064-000-0000-6401		58.75	BATTERY REPLACEMENTS 03/14/2024 03/14/2024	2648224 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
26	01-064-000-0000-6401		67.42	SCANNER SUPPLIES 03/01/2024 03/01/2024	3929022 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
27	01-064-000-0000-6401		125.44	MEMORY SUPPLIES 03/04/2024 03/04/2024	6962644 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
	<b>21275 ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>2,218.81</b>		<b>6 Transactions</b>		
64	<b>DEPT Total:</b>		<b>2,218.81</b>	<b>COMPUTER</b>	<b>1 Vendors</b>	<b>6 Transactions</b>	
91	DEPT 21275	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		ATTORNEY			

\*\*\* 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
29	01-091-000-0000-6401		28.58	STENO PAD, MOUSE PAD 03/04/2024 03/04/2024	0649032 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
24	01-091-000-0000-6401		32.50-	RETURNED TONER CARTRIDGE 03/01/2024 03/01/2024	6806614 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
31	01-091-000-0000-6401		16.79	MOUSE PAD 03/06/2024 03/06/2024	8900269 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
28	01-091-000-0000-6401		151.98	TONER CARTRIDGES 03/04/2024 03/04/2024	9492262 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
13	01-091-000-0000-6242		278.00	LAWYER REGISTRATION - JP 03/18/2024 03/18/2024	LAWYER-303863	DUES & REGISTRATION FEES	N
12	01-091-000-0000-6401		7.34	FACIAL TISSUE 03/08/2024 03/08/2024	STMT	OFFICE SUPPLIES & EQUIPMENT MAI	N
14	01-091-000-0000-6425		9.85	POSTAGE 03/19/2024 03/19/2024	STMT	POSTAGE	N
15	01-091-000-0000-6425		6.14	POSTAGE 03/20/2024 03/20/2024	STMT	POSTAGE	N
16	01-091-000-0000-6425		2.04	POSTAGE 03/21/2024 03/21/2024	STMT	POSTAGE	N
<b>21275</b>	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>468.22</b>		<b>9 Transactions</b>		
<b>91</b>	<b>DEPT Total:</b>		<b>468.22</b>	<b>ATTORNEY</b>	<b>1 Vendors</b>	<b>9 Transactions</b>	
<b>118</b>	<b>DEPT</b>			<b>COURTHOUSE MAINTENANCE</b>			
<b>21275</b>	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>						
3	01-118-000-0000-6301		33.97-	SALES TAX REFUND 02/05/2024 02/05/2024	12425469	EQUIPMENT & BUILDING MAINTENAN	N
4	01-118-000-0000-6301		198.24	VACUUM CLEANER 03/18/2024 03/18/2024	1900206 2425	EQUIPMENT & BUILDING MAINTENAN	N
2	01-118-000-0000-6301		534.74	REPAIR PARTS 02/23/2024 02/23/2024	4149356	EQUIPMENT & BUILDING MAINTENAN	N
5	01-118-000-0000-6301		116.38	CHAIN 03/20/2024 03/20/2024	4177969	EQUIPMENT & BUILDING MAINTENAN	N
<b>21275</b>	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>815.39</b>		<b>4 Transactions</b>		
<b>118</b>	<b>DEPT Total:</b>		<b>815.39</b>	<b>COURTHOUSE MAINTENANCE</b>	<b>1 Vendors</b>	<b>4 Transactions</b>	
<b>129</b>	<b>DEPT</b>			<b>VETERAN SERVICE OFFICER</b>			
<b>21275</b>	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>						

\*\*\* **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
67	01-129-000-0000-6242		50.00	2024 NACVS MEMBERSHIP - RZ 01/01/2024 12/31/2024	STMT	DUES & REGISTRATION FEES	N
68	01-129-000-0000-6242		50.00	2024 NACVS MEMBERSHIP - RS 01/01/2024 12/31/2024	STMT	DUES & REGISTRATION FEES	N
<b>21275</b>	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>100.00</b>		<b>2</b> Transactions		
<b>129</b>	<b>DEPT Total:</b>		<b>100.00</b>	<b>VETERAN SERVICE OFFICER</b>	<b>1</b> Vendors	<b>2</b> Transactions	
<b>201</b>	DEPT			SHERIFF			
<b>21275</b>	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>						
59	01-201-000-0000-6302		252.50	BOAT SEATS 02/22/2024 02/22/2024	0349039 2425	POLICE EQUIPMENT MAINTENANCE	N
63	01-201-000-0000-6407		87.30	PAPER TOWELS 02/24/2024 02/24/2024	1842662 2425	JAIL EXPENSES	N
39	01-201-000-0000-6407		99.98	JAIL PENS 02/24/2024 02/24/2024	2817869 2425	JAIL EXPENSES	N
40	01-201-000-0000-6242		90.00	REG @ PSAP CON - MC 02/26/2024 02/26/2024	305180	DUES & REGISTRATION FEES	N
41	01-201-000-0000-6242		90.00	REG @ PSAP CON - JK 02/26/2024 02/26/2024	305220	DUES & REGISTRATION FEES	N
62	01-201-000-0000-6242		895.00	REG @ BASIC SWAT TR - TA 05/06/2024 05/10/2024	401077	DUES & REGISTRATION FEES	N
61	01-201-000-0000-6242		895.00	REG @ BASIC SWAT TR - AE 05/06/2024 05/10/2024	401080	DUES & REGISTRATION FEES	N
53	01-201-000-0000-6242		527.78	LODGING @ JAIL CON - ML 03/04/2024 03/07/2024	675273	DUES & REGISTRATION FEES	N
55	01-201-000-0000-6242		527.78	LODGING @ JAIL CON - AF 03/04/2024 03/07/2024	675536	DUES & REGISTRATION FEES	N
54	01-201-000-0000-6242		527.78	LODGING @ JAIL CON - AH 03/04/2024 03/07/2024	675537	DUES & REGISTRATION FEES	N
60	01-201-000-0000-6302		199.98	BOAT SEAT PEDESTALS 02/22/2024 02/22/2024	7935425 2425	POLICE EQUIPMENT MAINTENANCE	N
43	01-201-000-0000-6401		17.98	STORAGE CONTAINERS, MAGNETS 03/07/2024 03/07/2024	8397035 2425	OFFICE SUPPLIES & EQUIPMENT MAI	N
47	01-201-000-0000-6401		50.00	ID CARDS 03/18/2024 03/18/2024	893069	OFFICE SUPPLIES & EQUIPMENT MAI	N
46	01-201-000-0000-6334		262.08	REG @ DMT TR - CK 03/12/2024 03/14/2024	94628466	LODGING & EXPENSE	N
56	01-201-000-0000-6407		86.96	CONTAINERS	SO0267492	JAIL EXPENSES	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
42	01-201-000-0000-6242		495.00	REG @ AXON INSTRUCTOR TR 02/29/2024 02/29/2024	STMT	DUES & REGISTRATION FEES	N
51	01-201-000-0000-6355		38.00	ADULT WALKER 03/06/2024 03/06/2024	STMT	BOARDING PRISONER MEDICAL EXPI	N
	<b>21275 ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>5,143.12</b>		17 Transactions		
<b>201</b>	<b>DEPT Total:</b>		<b>5,143.12</b>	<b>SHERIFF</b>	<b>1 Vendors</b>	<b>17 Transactions</b>	
<b>202</b>	DEPT 21275 <b>ELAN CORPORATE PAYMENT SYSTEMS</b>			E-911 SYSTEM			
66	01-202-000-2756-6802		25.00	REG @ TAC TR - JK 03/06/2024 03/06/2024	020471	OTHER EXPENSES	N
65	01-202-000-2756-6802		25.00	REG @ TAC TR - MC 03/06/2024 03/06/2024	026839	OTHER EXPENSES	N
	<b>21275 ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>50.00</b>		2 Transactions		
<b>202</b>	<b>DEPT Total:</b>		<b>50.00</b>	<b>E-911 SYSTEM</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
<b>249</b>	DEPT 21275 <b>ELAN CORPORATE PAYMENT SYSTEMS</b>			OTHER PUBLIC SAFETY			
57	01-249-000-2815-6802		342.83	SECURITY BANK FASTENERS 03/08/2024 03/08/2024	1731636	CANTEEN EXPENSES	N
58	01-249-000-2815-6802		37.31	SECURITY BANK FASTENERS 03/19/2024 03/19/2024	1733501	CANTEEN EXPENSES	N
52	01-249-000-2815-6802		224.22	CANTEEN SUPPLIES 02/29/2024 02/29/2024	1814501	CANTEEN EXPENSES	N
45	01-249-000-2872-6275		110.11	BITE SUIT HELMET 03/13/2024 03/13/2024	22052346	LAW ENFORCEMENT DOG FUND	N
64	01-249-000-2872-6275		59.03	NARCOTICS SAFE PELICAN CASE 03/04/2024 03/04/2024	256629	LAW ENFORCEMENT DOG FUND	N
44	01-249-000-2872-6275		35.99	TOURNIQUETS 03/08/2024 03/08/2024	9073808 2425	LAW ENFORCEMENT DOG FUND	N
50	01-249-000-2815-6802		155.00	CANTEEN SUPPLIES 02/27/2024	STMT	CANTEEN EXPENSES	N
	<b>21275 ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>964.49</b>		7 Transactions		

\*\*\* Redwood County \*\*\*



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIONS

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
249	<b>DEPT Total:</b>		<b>964.49</b>	<b>OTHER PUBLIC SAFETY</b>	<b>1 Vendors</b>	<b>7 Transactions</b>	
601	DEPT			AGRICULTURAL INSPECTION			
21275	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>						
17	01-601-000-0000-6242		17.17	TELECOM SOFTWARE - ZOOM 02/23/2024 03/22/2024	242193177	DUES & REGISTRATION FEES	N
21275	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>17.17</b>	<b>1 Transactions</b>			
601	<b>DEPT Total:</b>		<b>17.17</b>	<b>AGRICULTURAL INSPECTION</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
620	DEPT			SOIL AND WATER CONSERVATION DIST			
21275	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>						
70	01-620-000-0000-6411		199.00	SENSOR PROBE RENEWAL 02/22/2024 02/22/2024	273651	FIELD SUPPLIES/EXPENSES	N
73	01-620-000-0000-6411		199.00	SENSOR PROBE RENEWAL 02/22/2024 02/22/2024	273652	FIELD SUPPLIES/EXPENSES	N
72	01-620-000-0000-6411		199.00	SENSOR PROBE RENEWAL 02/22/2024 02/22/2024	273653	FIELD SUPPLIES/EXPENSES	N
69	01-620-000-0000-6411		199.00	SENSOR PROBE RENEWAL 02/22/2024 02/22/2024	273654	FIELD SUPPLIES/EXPENSES	N
71	01-620-000-0000-6411		199.00	SENSOR PROBE RENEWAL 02/22/2024 02/22/2024	273655	FIELD SUPPLIES/EXPENSES	N
74	01-620-000-0000-6242		20.00	SQUARESPACE SUBSCRIPTION 03/08/2024 03/08/2024	STMT	DUES & REGISTRATION	N
21275	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>1,015.00</b>	<b>6 Transactions</b>			
620	<b>DEPT Total:</b>		<b>1,015.00</b>	<b>SOIL AND WATER CONSERVATION DIST</b>	<b>1 Vendors</b>	<b>6 Transactions</b>	
704	DEPT			OTHER ECONOMIC DEVELOPMENT			
21275	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>						
18	01-704-000-0000-6401		120.00	EDA JOB POSTING 02/22/2024 02/22/2024	401046	EDA OFFICE SUPPLIES	N
21275	<b>ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>120.00</b>	<b>1 Transactions</b>			
704	<b>DEPT Total:</b>		<b>120.00</b>	<b>OTHER ECONOMIC DEVELOPMENT</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
1	<b>Fund Total:</b>		<b>12,291.09</b>	<b>GENERAL</b>		<b>64 Transactions</b>	



\*\*\* **Redwood County** \*\*\*



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

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						
11	03-301-000-0000-6334		351.40	LODGING @ ATSSA TR - MG 03/11/2024 03/13/2024	192484	LODGING & EXPENSE	N
	21275	ELAN CORPORATE PAYMENT SYSTEMS	351.40	1 Transactions			
301	<b>DEPT Total:</b>		<b>351.40</b>	<b>ROAD &amp; BRIDGE ADMINISTRATION</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
320	DEPT			HIGHWAY CONSTRUCTION & ENGINEER			
21275	ELAN CORPORATE PAYMENT SYSTEMS						
9	03-320-000-0000-6291		408.60	MNPCA PERMIT - SAP 64-599-132 02/29/2024 02/29/2024	MNPPCA-88275	PROFESSIONAL & TECHNICAL SERVI	N
8	03-320-000-0000-6291		408.60	MNPCA PERMIT - SAP 64-601-018 02/29/2024 02/29/2024	MNPPCA-88279	PROFESSIONAL & TECHNICAL SERVI	N
7	03-320-000-0000-6291		408.60	MNPCA PERMIT - SAP 64-645-007 02/29/2024 02/29/2024	MNPPCA-88287	PROFESSIONAL & TECHNICAL SERVI	N
6	03-320-000-0000-6291		408.60	MNPCA PERMIT - SAP 64-616-017 02/29/2024 02/29/2024	MNPPCA-88291	PROFESSIONAL & TECHNICAL SERVI	N
	21275	ELAN CORPORATE PAYMENT SYSTEMS	1,634.40	4 Transactions			
320	<b>DEPT Total:</b>		<b>1,634.40</b>	<b>HIGHWAY CONSTRUCTION &amp; ENGINEER</b>	<b>1 Vendors</b>	<b>4 Transactions</b>	
330	DEPT			EQUIPMENT MAINTENANCE & SHOP			
21275	ELAN CORPORATE PAYMENT SYSTEMS						
10	03-330-000-0000-6503		14.00	CAR WASH 03/04/2024 03/04/2024	037334	EQUIPMENT REPAIR PARTS & SUPPL	N
	21275	ELAN CORPORATE PAYMENT SYSTEMS	14.00	1 Transactions			
330	<b>DEPT Total:</b>		<b>14.00</b>	<b>EQUIPMENT MAINTENANCE &amp; SHOP</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
3	<b>Fund Total:</b>		<b>1,999.80</b>	<b>ROAD AND BRIDGE</b>		<b>6 Transactions</b>	

\*\*\* **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
<b>801</b>	<b>DEPT</b>			<b>NON-DEPARTMENTAL</b>			
	<b>21275 ELAN CORPORATE PAYMENT SYSTEMS</b>						
21	73-801-000-0000-6178		33.47	MUNCH BETTER 02/26/2024 02/26/2024	3665841 2425	EMPLOYEE WELLNESS	N
22	73-801-000-0000-6178		39.35	MUNCH BETTER 02/26/2024 02/26/2024	3665841 2425	EMPLOYEE WELLNESS	N
20	73-801-000-0000-6178		40.73	EMPLOYEE WELCOME EVENT 02/28/2024 02/28/2024	STMT	EMPLOYEE WELLNESS	N
32	73-801-000-0000-6178		86.60	EMPLOYEE WELCOME EVENT 03/11/2024 03/11/2024	STMT	EMPLOYEE WELLNESS	N
75	73-801-000-0000-6178		114.66	WELLNESS FITNESS MTG 03/21/2024 03/21/2024	STMT	EMPLOYEE WELLNESS	N
	<b>21275 ELAN CORPORATE PAYMENT SYSTEMS</b>		<b>314.81</b>	<b>5 Transactions</b>			
<b>801</b>	<b>DEPT Total:</b>		<b>314.81</b>	<b>NON-DEPARTMENTAL</b>	<b>1 Vendors</b>	<b>5 Transactions</b>	
<b>73</b>	<b>Fund Total:</b>		<b>314.81</b>	<b>INSURANCE</b>		<b>5 Transactions</b>	
	<b>Final Total:</b>		<b>14,605.70</b>	<b>20 Vendors</b>	<b>75 Transactions</b>		

\*\*\* **Redwood County** \*\*\*



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	12,291.09	GENERAL
3	1,999.80	ROAD AND BRIDGE
73	314.81	INSURANCE
<b>All Funds</b>	<b>14,605.70</b>	<b>Total</b>

Approved by, .....  
.....  
.....



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b> April 2nd 2024	<b>Originating Dept.:</b> Technology
<b>Preferred 2<sup>nd</sup> Date:</b>	
<b>Discussion Item:</b>	<b>Presenter:</b> Paul Parsons
Social Media Policy	<b>estimated time needed:</b> 5 minutes
<b>Board Action:</b> <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Redwood County Board of Commissioners to review Social Media Policy, provide feedback and provide direction for approval

**Background Information:**

Redwood County had an outdated Social Media Policy and I was directed to update policy and to include a Social Media Handbook. These two documents were merged together into one policy. County Attorney approved on March 13th 2024. Change tracking document is included in this as well.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

Date Legal Request Submitted to County Attorney: Jan 25th 2024

Date Requestor Requires Review Completion: Feb 6th 2024

**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 SOCIAL MEDIA POLICY**

### **PURPOSE**

Social networking is the use of internet-based social media sites to stay connected with others. Within the context of a government agency, it serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information, which is distributed via social networking must be accurate, consistent, timely, and meet the information needs of Redwood County's citizens.

The purpose of this Policy is to provide understanding of what social media is, to outline processes for implementing new social media platforms, to explain the roles and expectations related to social media management and define retention requirements.

### **POLICY**

It is the policy of Redwood County to promote and increase transparent communications through multiple platforms and in a consistent, timely, and professional manner.

### **SCOPE**

This Policy applies to any existing or proposed social media account sponsored, established, registered, or authorized by Redwood County. Redwood County does not create, collect, disseminate, or regulate the use of any other social media, including the personal accounts of its elected officials, employees, or other agents of Redwood County such as independent contractors. Questions regarding the scope of this policy should be directed to the County Administrator.

### **DEFINITIONS**

Social media includes internet and mobile-based applications, websites, and functions, other than email, for sharing and discussing information, where users can post photos, video, comments, and links to other information to create content on any imaginable topic.

Examples of social media includes, but is not limited to, the following:

- Websites.
- Social networking sites such as Facebook, LinkedIn, X (formally Twitter), and online mobile apps.
- Blogs.
- Social news sites such as Reddit and BuzzFeed.
- Video and photo sharing sites such as YouTube, Instagram, Snapchat, Vimeo, and Flickr.
- Wikis, or shared encyclopedias such as Wikipedia.

*Policy adopted June 19, 2018  
Policy revision requests May 12, 2021  
Updated December 18 2023  
01-22-2024 PAP  
2.6.24 JP  
3.13.24 JP*

- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above.

## **CREATION OF COUNTY SOCIAL MEDIA ACCOUNTS**

To ensure social media is kept to a sustainable number and policies are followed, facilities or departments wishing to have a new social media presence must submit a request to the County Marketing Committee (“Committee”). The requestor shall identify specific staff who shall be designated Social Media Administrator(s) who will be responsible for setting up the social media and for the oversight and ongoing management of the social media in accordance with this Policy. The Committee will review the request taking into consideration items like public impact, budget, and other implementation factors. If after review, the Committee supports the proposed request for the social media, the recommendation will be presented to the Redwood County Administrator for review and approval, via a social media request form.

Once the social media has been approved, the Administrator(s) will set up the social media ensuring Redwood County is listed as owner and utilize all applicable Redwood County branding, email, and/or corresponding domains. All approved social media will be linked with Redwood County’s official website.

No one may establish social media on behalf of Redwood County unless authorized in accordance with this Policy.

Upon creation, all social media credentials must be submitted to the Redwood County IT Director.

Upon adoption of this Policy by the Redwood County Commissioners, any social media accounts which were previously created will be reviewed for compliance with this Policy and approved by the County Administrator.

## **CREATION OF SOCIAL MEDIA CONTENT**

Redwood County employees, agents of Redwood County including independent contractors, and elected officials may email content requests to designated Social Media Administrators for consideration. Social Media Administrators will review the content request to ensure it complies with this Policy. If a Social Media Administrator denies a content request because it does not meet the requirements of this Policy, the requestor will be notified.

## **RULES OF USE**

Redwood County seeks to establish a positive and informative social media presence. Social Media Administrators are required to use Redwood County social media in an efficient, effective, ethical, and lawful manner pursuant to all laws, County-wide policies, and individual departmental policies.

Redwood County social media accessed and utilized during the course and scope of an employee’s, agent, or elected officials’ performance of his or her job duties may not be used for private or personal purposes, for the purpose of expressing private or personal views on personal, political or policy issues, or to express personal views or concerns pertaining to any Redwood County matters.

*Policy adopted June 19, 2018  
Policy revision requests May 12, 2021  
Updated December 18 2023  
01-22-2024 PAP  
2.6.24 JP  
3.13.24 JP*

No social media may be used to disclose private or confidential information. No social media should be used to disclose other types of sensitive information. If there is any question as to whether information is private, confidential, or sensitive, contact the County Administrator prior to dissemination of the content.

When posting content to Redwood County social media, Social Media Administrator, whether an employee, agent, or elected official, will act in a professional manner. For purposes of this Policy acting in a professional manner includes, but is not limited to, the following:

- Adhere to all Redwood County policies.
- Use of appropriate language.
- Protect Redwood County from privacy and security risks.
- Regularly review social media and take timely action against any content that violates this Policy.
- Be aware that content posted on Redwood County social media will reflect on Redwood County as a whole, including elected officials and other County employees and agents.
- Utilize images and videos which are applicable for the associated content and appropriately promote and include diverse representation.
- Understand that all content added to social media becomes public information.
- Do not negatively comment on community partners or their services or use such material as part of any content added to Redwood County social media.
- Serve as a brand advocate utilizing Redwood County.
- Verification that content is accurate and free of grammatical errors.
- Do not provide information related to pending decisions that would compromise negotiations. Always keep in mind the appropriateness of content by using good judgement when managing, responding to, or posting any content.

Outside of situations of disaster, no Redwood County social media will be used for transactions of official Redwood County business. Redwood County is not required to provide any response via social media. However, if comments are allowed, Redwood County may provide a response as a comment, the initial content of the social media may be edited, or a subsequent social media content may be created to include the information.

Social Media Administrators will not edit any posted comments. However, comments will be removed if they violate a copyright, trademark right, or other intellectual property right of any third party, are inaccurate, are abusive, obscene, defamatory, or otherwise inappropriate. The following are examples of content that may be removed:

- Potentially libelous comments
- Obscene, racist, or pornographic content
- Personal attacks, insults, or threatening language
- Material asserted to violate the intellectual property of another person.
- Information that compromises a public safety security system.
- Statutorily private, confidential, or nonpublic data.

*Policy adopted June 19, 2018  
Policy revision requests May 12, 2021  
Updated December 18 2023  
01-22-2024 PAP  
2.6.24 JP  
3.13.24 JP*

- Private, personal information published without consent.
- Comments totally unrelated to the topic of the forum.
- Commercial promotions or spam.
- Hyperlinks to material that falls into one of the foregoing categories.

In addition to removal of posted content that violates this Policy, Redwood County may consider blocking a user from Redwood County social media.

If content posted on Redwood County social media by a member of the public is removed, the individual may appeal the removal of the content and seek reconsideration of the action by contacting the County Administrator in writing within 10 days of the content's removal. The request for reconsideration must include a detailed explanation as to how the deleted content does not meet the standard for removal pursuant to this Policy. A written response shall be provided as soon as reasonably possible, but no later than 30 days after the request for reconsideration is received by the County Administrator.

The County may terminate any of its social media for any reason without notice.

#### **DATA OWNERSHIP**

All Redwood County social media and the data or materials created, shared, or utilized on such sites including social media communications or messages composed, sent, or received, regardless of who created or shared the materials on behalf of Redwood County, belong to Redwood County and will be subject to the Minnesota Government Data Practices Act.

#### **SOCIAL MEDIA RETENTION**

Minnesota state law and relevant Redwood County records retention schedules apply to all social media. Redwood County shall retain all content posted to social media as outlined below.

**Redwood County Board Agenda, Packet, Minutes, and Recordings:** All originals are kept in accordance with Redwood County's retention schedule. Any post on social media will be posted for a period of two years.

**Redwood County Code Red:** The incident report generated will be kept in accordance with Redwood County's retention schedule. Any post on social media will be posted for the duration of the notification or as needed.

**Redwood County YouTube Channel:** All originals are kept in accordance with Redwood County's retention schedule. Any post will remain posted as needed.

**Redwood County Facebook Page:** If the information posted is an original it will be kept in accordance with Redwood County's retention schedule. All other posts will remain posted for a period of two years.

**Redwood County LinkedIn:** If the information posted is an original it will be kept in accordance with Redwood County's retention schedule. All other posts will remain posted as needed.

*Policy adopted June 19, 2018  
Policy revision requests May 12, 2021  
Updated December 18 2023  
01-22-2024 PAP  
2.6.24 JP  
3.13.24 JP*



**Redwood Soil and Water Website:** If the information posted is an original it will be kept in accordance with Redwood County's retention schedule. All other posts will remain posted as needed.

**Redwood County EDA:** If the information posted is an original it will be kept in accordance with Redwood County's retention schedule. All other posts will remain posted as needed.

**Plum Creek Park Website:** If the information posted is an original it will be kept in accordance with Redwood County's retention schedule. All other posts will remain posted as needed.

**Redwood County Sheriff Facebook:** If the information posted is an original it will be kept in accordance with Redwood County's retention schedule. All other posts will remain posted for a period of two years.

**Redwood County Google Accounts:** If the information posted is an original it will be kept in accordance with Redwood County's retention schedule. All other posts will remain posted as needed.

**Redwood County Mail Chimp:** If the information posted is an original it will be kept in accordance with Redwood County's retention schedule. All other posts will remain posted as needed.

**Redwood County Survey Monkey:** If the information posted is an original it will be kept in accordance with Redwood County's retention schedule. All other posts will remain posted as needed.

To make a data request for any Redwood County Data, reference Redwood County's Data Practices Policies.

*Policy adopted June 19, 2018  
Policy revision requests May 12, 2021  
Updated December 18 2023  
01-22-2024 PAP  
2.6.24 JP  
3.13.24 JP*



## **Social Media Platform Request Form**

**Name of Platform:**

**Link to Platform:**

**Reason for implementation:**

**Cost:**

**Recommendation and date Marketing Committee approved:**

**List of names for Administrators and/or editors:**

**County Administrator approval signature and date:**

**Platform Credentials:**

**Retention location and Retention period:**



REQUEST FOR BOARD ACTION

Requested Board Date:	4/2/2024	Originating Dept.:	Road & Bridge
Preferred 2 <sup>nd</sup> Date:	Next		
Discussion Item:		Presenter:	Anthony Sellner, County Highway Engineer
Budget Report		estimated time needed:	5 minutes
Board Action: <input type="checkbox"/> Yes, action required <input checked="" type="checkbox"/> No, informational only			

If Action, Board Motion Requested:

for information budget report is attached.

Background Information:

[Large empty text box for background information]

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

Date Legal Request Submitted to County Attorney:

Date Requestor Requires Review Completion:

Administrators Comments:

[Large 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 \*\*

IFX  
3/26/24 10:37AM

\*\*\* Redwood County \*\*\*



REVENUES & EXPENDITURES BUDGET REPORT As of 03/2024

Report Basis: Modified Accrual

3 FUND ROAD AND BRIDGE

Account Number	Status	Percent of Year				25% % of BDG
		Quarter To Date	Year To Date	Budget		
301 DEPT ROAD & BRIDGE ADMINISTRATION						
----- REVENUES -----						
03-301-000-0000-5001	PROPERTY TAXES-CURRENT	0.00	0.00	2,768,182.00-	0	
03-301-000-0000-5015	WHEELAGE TAX	76,783.75-	76,783.75-	380,000.00-	21	
03-301-000-0000-5016	LOCAL SALES TAX	19,011.54-	19,011.54-	1,174,000.00-	2	
03-301-000-0000-5020	SEVERED MINERAL TAXES	5.14-	5.14-	6.00-	86	
03-301-000-0000-5201	COUNTY PROGRAM AID	0.00	0.00	435,000.00-	0	
03-301-000-0000-5205	DISPARITY REDUCTION AID	0.00	0.00	7,405.00-	0	
03-301-000-0000-5208	MARKET VALUE CREDIT	0.00	0.00	88,938.00-	0	
03-301-000-0000-5225	SPECIAL TOWN BRIDGE	0.00	0.00	2,601,531.00-	0	
03-301-000-0000-5230	TOWN BRIDGE REVENUE	0.00	0.00	1,511,000.00-	0	
03-301-000-0000-5235	TOWN ROAD REVENUE	720,556.00-	720,556.00-	728,000.00-	99	
03-301-000-0000-5240	ST. OF MN. - REG. MAINT.	1,109,122.50-	1,109,122.50-	2,302,595.00-	48	
03-301-000-0000-5242	ST. OF MN. - MUN. MAINT.	174,908.00-	174,908.00-	319,121.00-	55	
03-301-000-0000-5244	ST. OF MN. - REG.CONST.	0.00	0.00	3,462,813.00-	0	
03-301-000-0000-5246	ST. OF MN - MUN. CONST.	24,012.14-	24,012.14-	478,724.00-	5	
03-301-000-0000-5333	BRIDGE BONDING REVENUE	376,016.67-	376,016.67-	2,609,658.00-	14	
03-301-000-0000-5455	FEDERAL FUNDS - HIGHWAY	0.00	0.00	450,680.00-	0	
03-301-000-0000-6502	FEES & SERVICES	0.00	0.00	13,850.00-	0	
03-301-000-0000-6503	OVERWEIGHT TRUCK PERMITS	0.00	0.00	23,600.00-	0	
03-301-000-0000-6850	SALES OF MATERIALS	10,372.43-	10,372.43-	158,920.00-	7	
03-301-000-0000-6920	SALE OF CAPITAL ASSET	2,511.00-	2,511.00-	100,000.00-	3	
----- EXPENDITURES -----						
03-301-000-0000-6103	SALARIES & WAGES-REGULAR	58,467.80	58,467.80	340,411.00	17	
03-301-000-0000-6113	MEAL EXPENSE-TAXABLE	0.00	0.00	58.00	0	
03-301-000-0000-6153	EMPLOYER CAFETERIA CONTRIBUTION	12,795.57	12,795.57	49,122.00	26	
03-301-000-0000-6163	PERA-COUNTY SHARE	4,385.07	4,385.07	25,531.00	17	
03-301-000-0000-6172	WORKERS' COMPENSATION	36,897.00	36,897.00	37,000.00	100	
03-301-000-0000-6175	FICA-COUNTY SHARE	3,400.25	3,400.25	21,106.00	16	
03-301-000-0000-6176	MEDICARE-COUNTY SHARE	795.22	795.22	4,938.00	16	
03-301-000-0000-6202	TELEPHONE/FAX EXPENSE	4,436.72	4,436.72	19,971.00	22	
03-301-000-0000-6210	POSTAGE	164.79	164.79	2,626.00	6	
03-301-000-0000-6230	PRINTING & PUBLISHING	93.01	93.01	2,039.00	5	
03-301-000-0000-6235	DOR LOCAL SALES TAX COSTS	1,690.97	1,690.97	20,610.00	8	
03-301-000-0000-6241	SUBSCRIPTIONS	0.00	0.00	65.00	0	
03-301-000-0000-6242	DUES	2,808.00	2,808.00	5,925.00	47	

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**\*\*\* Redwood County \*\*\***  
**REVENUES & EXPENDITURES BUDGET REPORT** As of 03/2024



Report Basis: Modified Accrual

Account Number	Status	Percent of Year		25% % of BDG		
		Quarter To Date	Year To Date			
03-301-000-0000-6262	STATE AUDIT	0.00	0.00	125.00 0		
03-301-000-0000-6291	PROFESSIONAL & TECHNICAL SERVICES	8,103.00	8,103.00	14,649.00 55		
03-301-000-0000-6310	OFFICE EQUIPMENT REPAIR & MAINT.	120.92	120.92	3,135.00 4		
03-301-000-0000-6331	MILEAGE	0.00	0.00	347.00 0		
03-301-000-0000-6332	STAFF DEVELOPMENT	1,275.00	1,275.00	7,182.00 18		
03-301-000-0000-6334	LODGING & EXPENSE	0.00	0.00	1,880.00 0		
03-301-000-0000-6351	INSURANCE-PROPERTY & LIABILITY	97,651.00	97,651.00	97,500.00 100		
03-301-000-0000-6401	OFFICE SUPPLIES	1,090.66	1,090.66	6,694.00 16		
03-301-000-0000-6507	MISCELLANEOUS EXPENSES	1,232.50	1,232.50	1,415.00 87		
03-301-000-0000-6881	EXP REIMBURSEMENTS - EXTERNAL	364.52-	364.52-	9,642.00- 4		
<b>301 DEPT</b>	<b>Totals ROAD &amp; BRIDGE ADMINISTRATION</b>	<b>Revenue</b> <b>Expend.</b> <b>Net</b>	<b>2,513,299.17-</b> <b>235,042.76</b> <b>2,278,256.41-</b>	<b>2,513,299.17-</b> <b>235,042.76</b> <b>2,278,256.41-</b>	<b>19,572,001.00-</b> <b>652,685.00</b> <b>18,919,316.00-</b>	<b>13</b> <b>36</b> <b>12</b>
<b>310 DEPT</b>	<b>HIGHWAY MAINTENANCE</b>					
----- REVENUES -----						
03-310-000-0000-6249	INTERGOVERNMENTAL REIMBURSEMENTS-LC	0.00	0.00	9,845.00- 0		
----- EXPENDITURES -----						
03-310-000-0000-6103	SALARIES & WAGES-REGULAR	176,929.24	176,929.24	1,089,080.00 16		
03-310-000-0000-6105	SALARIES & WAGES-PART TIME	0.00	0.00	39,426.00 0		
03-310-000-0000-6107	SALARIES & WAGES-OVERTIME	6,774.03	6,774.03	38,199.00 18		
03-310-000-0000-6113	MEAL EXPENSE-TAXABLE	54.79	54.79	120.00 46		
03-310-000-0000-6153	EMPLOYER CAFETERIA CONTRIBUTION	66,012.00	66,012.00	287,066.00 23		
03-310-000-0000-6163	PERA-COUNTY SHARE	13,777.73	13,777.73	85,296.00 16		
03-310-000-0000-6175	FICA-COUNTY SHARE	10,396.85	10,396.85	72,956.00 14		
03-310-000-0000-6176	MEDICARE-COUNTY SHARE	2,431.49	2,431.49	17,062.00 14		
03-310-000-0000-6202	TELEPHONE/FAX EXPENSE	90.00	90.00	360.00 25		
03-310-000-0000-6292	CONTRACT PAYMENTS	0.00	0.00	108,184.00 0		
03-310-000-0000-6341	EQUIPMENT RENTAL	9,629.40	9,629.40	155,000.00 6		
03-310-000-0000-6501	ROAD MAINTENANCE SUPPLIES & MATERIALS	45,606.35	45,606.35	990,242.00 5		
03-310-000-0000-6507	MISCELLANEOUS EXPENSES	1,265.55	1,265.55	16,956.00 7		
03-310-000-0000-6508	TOWN ROAD DISTRIBUTION	720,556.00	720,556.00	728,000.00 99		
03-310-000-0000-6601	CAPITAL OUTLAY (\$5,000 AND OVER)	608,735.23	608,735.23	935,312.00 65		
<b>310 DEPT</b>	<b>Totals HIGHWAY MAINTENANCE</b>	<b>Revenue</b> <b>Expend.</b> <b>Net</b>	<b>0.00</b> <b>1,662,258.66</b> <b>1,662,258.66</b>	<b>0.00</b> <b>1,662,258.66</b> <b>1,662,258.66</b>	<b>9,845.00-</b> <b>4,571,259.00</b> <b>4,561,414.00</b>	<b>0</b> <b>36</b> <b>36</b>
<b>320 DEPT</b>	<b>HIGHWAY CONSTRUCTION &amp; ENGINEERING</b>					
----- REVENUES -----						

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\*\*\* Redwood County \*\*\*



REVENUES & EXPENDITURES BUDGET REPORT As of 03/2024

Report Basis: Modified Accrual

3 FUND ROAD AND BRIDGE

Account Number	Status	Quarter To Date	Year To Date	Percent of Year		
				Budget	% of BDG	
03-320-000-0000-5249	INTERGOVERNMENTAL REIMBURSEMENTS-LC	40,000.00-	40,000.00-	160,000.00-	25	
----- EXPENDITURES -----						
03-320-000-0000-6103	SALARIES & WAGES-REGULAR	40,230.00	40,230.00	234,228.00	17	
03-320-000-0000-6105	SALARIES & WAGES-PART TIME	0.00	0.00	13,500.00	0	
03-320-000-0000-6107	SALARIES & WAGES-OVERTIME	0.00	0.00	20,949.00	0	
03-320-000-0000-6113	MEAL EXPENSE-TAXABLE	51.29	51.29	47.00	109	
03-320-000-0000-6153	EMPLOYER CAFETERIA CONTRIBUTION	16,474.32	16,474.32	66,408.00	25	
03-320-000-0000-6163	PERA-COUNTY SHARE	3,017.25	3,017.25	19,138.00	16	
03-320-000-0000-6175	FICA-COUNTY SHARE	2,174.83	2,174.83	16,658.00	13	
03-320-000-0000-6176	MEDICARE-COUNTY SHARE	508.63	508.63	3,896.00	13	
03-320-000-0000-6291	PROFESSIONAL & TECHNICAL SERVICES	121,148.43	121,148.43	1,007,618.00	12	
03-320-000-0000-6292	CONTRACT PAYMENTS	700,333.05	700,333.05	12,680,279.00	6	
03-320-000-0000-6295	CSAH BONDING CONTRACT PAYMENTS	0.00	0.00	4,775,288.00	0	
03-320-000-0000-6297	GO BONDING CONTRACT PAYMENTS	272,226.81	272,226.81	0.00	0	
03-320-000-0000-6366	RIGHT OF WAY - PERMANENT EASEMENTS	0.00	0.00	100,000.00	0	
03-320-000-0000-6367	RIGHT OF WAY-TEMP.EASE.& OTHER	0.00	0.00	40,000.00	0	
03-320-000-0000-6505	ENG. & CONST.MATERIALS & SUPPLIES	2,219.97	2,219.97	48,000.00	5	
----- REVENUES -----						
03-320-000-2720-5249	INTERGOVERNMENTAL REIM	420,075.00-	420,075.00-	522,400.00-	80	
----- EXPENDITURES -----						
03-320-000-2720-6702	PRINCIPAL PAYMENTS 2021A BONDS	310,000.00	310,000.00	310,000.00	100	
03-320-000-2720-6705	INTEREST PAYMENTS 2021A BONDS	110,075.00	110,075.00	212,400.00	52	
----- REVENUES -----						
03-320-000-2723-5710	2023A GENERAL OBLIGATION BONDS INTEREST	12,500.00-	12,500.00-	0.00	0	
320 DEPT	Totals HIGHWAY CONSTRUCTION & ENGINEERING	Revenue Expend. Net	472,575.00- 1,578,459.58 1,105,884.58	472,575.00- 1,578,459.58 1,105,884.58	682,400.00- 19,548,409.00 18,866,009.00	69 8 6
330 DEPT	EQUIPMENT MAINTENANCE & SHOP					
----- REVENUES -----						
03-330-000-0000-5980	INSURANCE RECOVERIES	69,995.79-	69,995.79-	0.00	0	
----- EXPENDITURES -----						
03-330-000-0000-6103	SALARIES & WAGES-REGULAR	10,688.40	10,688.40	137,309.00	8	
03-330-000-0000-6107	SALARIES & WAGES-OVERTIME	823.90	823.90	5,010.00	16	
03-330-000-0000-6153	EMPLOYER CAFETERIA CONTRIBUTION	2,991.00	2,991.00	24,561.00	12	
03-330-000-0000-6163	PERA-COUNTY SHARE	863.42	863.42	10,674.00	8	
03-330-000-0000-6175	FICA-COUNTY SHARE	676.13	676.13	8,824.00	8	
03-330-000-0000-6176	MEDICARE-COUNTY SHARE	158.13	158.13	2,064.00	8	

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3/26/24 10:37AM

\*\*\* Redwood County \*\*\*



REVENUES & EXPENDITURES BUDGET REPORT As of 03/2024

Report Basis: Modified Accrual

Account Number	Status	Quarter To Date	Year To Date	Percent of Year		25% % of BDG
				Budget		
03-330-000-0000-6251	UTILITIES	9,032.01	9,032.01	81,619.00	11	
03-330-000-0000-6305	BLDG - REPAIRS & MAINTENANCE	13,681.54	13,681.54	89,486.00	15	
03-330-000-0000-6306	MAINTENANCE - EQUIPMENT	4,098.02	4,098.02	29,475.00	14	
03-330-000-0000-6332	STAFF DEVELOPMENT	0.00	0.00	220.00	0	
03-330-000-0000-6502	SHOP MATERIALS & SUPPLIES	9,773.05	9,773.05	72,185.00	14	
03-330-000-0000-6503	EQUIPMENT REPAIR PARTS & SUPPLIES	36,069.69	36,069.69	239,268.00	15	
03-330-000-0000-6504	FUEL	49,938.18	49,938.18	462,528.00	11	
330 DEPT	Totals EQUIPMENT MAINTENANCE & SHOP	69,995.79	69,995.79	0.00	0	
		Revenue	138,813.47	138,813.47	1,163,249.00	12
		Expend.	68,817.68	68,817.68	1,163,249.00	6
		Net				
3 FUND	Totals ROAD AND BRIDGE	Revenue	3,055,869.96	3,055,869.96	20,264,246.00	15
		Expend.	3,614,574.47	3,614,574.47	25,935,602.00	14
		Net	558,704.51	558,704.51	5,671,356.00	10
FINAL TOTALS	93 Accounts	Revenue	3,055,869.96	3,055,869.96	20,264,246.00	15
		Expend.	3,614,574.47	3,614,574.47	25,935,602.00	14
		Net	558,704.51	558,704.51	5,671,356.00	10

*Anthony Selth* 3/27/2024  
 Anthony Selth, Co. Engr. Date



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b> 4/2/2024	<b>Originating Dept.:</b> Road & Bridge
<b>Preferred 2<sup>nd</sup> Date:</b> Next Available	
<b>Discussion Item:</b>	<b>Presenter:</b> Anthony Sellner, County Highway Engineer
Approve March bills	<b>estimated time needed:</b> 5 minutes
<b>Board Action:</b> <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Approve March Bills

**Background Information:**

[Empty text box for background information]

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

Date Legal Request Submitted to County Attorney:

Date Requestor Requires Review Completion:

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 \*\***



IFX  
3/27/24 1:23PM  
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	Service Dates	Paid On Bhf #	On Behalf of Name	
1	2940 ARAMARK		158.11	Uniforms, Shop Towels, Mats	890140199	SHOP MATERIALS & SUPPLIES N
	2940 ARAMARK		158.11	1 Transactions		
	76720 AUTO VALUE OF REDWOOD FALLS					
2	03-330-000-0000-6503		48.34	Oil Filters		EQUIPMENT REPAIR PARTS & SUPP N
3	03-330-000-0000-6503		1,753.05	Transfer Case Assembly,Gasket,		EQUIPMENT REPAIR PARTS & SUPP N
4	03-330-000-0000-6503		209.97	Brake Pads and Rotors		EQUIPMENT REPAIR PARTS & SUPP N
5	03-330-000-0000-6503		12.99	Power Steering Additive		EQUIPMENT REPAIR PARTS & SUPP N
6	03-330-000-0000-6503		11.99	Electronic Flasher		EQUIPMENT REPAIR PARTS & SUPP N
7	03-330-000-0000-6503		37.96	Grease Seals, CLR/NKR Lamp		EQUIPMENT REPAIR PARTS & SUPP N
8	03-330-000-0000-6502		37.98	Shop Supplies	3101825	SHOP MATERIALS & SUPPLIES N
	76720 AUTO VALUE OF REDWOOD FALLS		2,112.28	7 Transactions		
	7186 BISBEE PLUMBING & HEATING					
9	03-330-000-0000-6305		581.13	Shop Thermostat Repair	67638	BLDG - REPAIRS & MAINTENANCE N
	7186 BISBEE PLUMBING & HEATING		581.13	1 Transactions		
	7454 BLUE RIBBON SERVICE LLC					
10	03-330-000-0000-6306		660.00	Transmission Repair	5186	MAINTENANCE - EQUIPMENT N
11	03-330-000-0000-6503		151.25	Bearing, O-Rings, Seal	5186	EQUIPMENT REPAIR PARTS & SUPP N
	7454 BLUE RIBBON SERVICE LLC		811.25	2 Transactions		
	7570 BOLTON & MENK INC					
12	03-320-000-0000-6291		3,869.50	Consult Engineering Fees	329217	PROFESSIONAL & TECHNICAL SER N
13	03-320-000-0000-6291		11,622.00	Consult Engineering Fees	331733	PROFESSIONAL & TECHNICAL SER N
14	03-320-000-0000-6291		1,813.00	Consult Engineering Fees	331737	PROFESSIONAL & TECHNICAL SER N
15	03-320-000-0000-6291		1,078.00	Consult Engineering Fees	331739	PROFESSIONAL & TECHNICAL SER N
	7570 BOLTON & MENK INC		18,382.50	4 Transactions		
	11827 CHEMSEARCH					
16	03-330-000-0000-6502		280.95	Shop Supplies	8800713	SHOP MATERIALS & SUPPLIES N
	11827 CHEMSEARCH		280.95	1 Transactions		
	13242 COUNTRY ENTERPRISES INC					
17	03-310-000-0000-6501		135.00	Truck Decals	84709	ROAD MAINTENANCE SUPPLIES & M N
	13242 COUNTRY ENTERPRISES INC		135.00	1 Transactions		
	13240 COUNTY OF COTTONWOOD - HIGHWAY DE					
18	03-310-000-0000-6341		5,833.60	CR 62 Maint		EQUIPMENT RENTAL N

IFX  
3/27/24 1:23PM  
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
19	03-310-000-0000-6341		2,790.72	CSAH 41 Maint		EQUIPMENT RENTAL	N
20	03-310-000-0000-6341		2,027.98	CSAH 41 Maint	31013	EQUIPMENT RENTAL	N
	<b>13240 COUNTY OF COTTONWOOD - HIGHWAY DE</b>		<b>10,652.30</b>		<b>3 Transactions</b>		
	<b>20730 ECOWATER SYSTEMS OF REDWOOD FALL</b>						
21	03-301-000-0000-6401		60.00	Office Supplies	119053	OFFICE SUPPLIES	N
	<b>20730 ECOWATER SYSTEMS OF REDWOOD FALL</b>		<b>60.00</b>		<b>1 Transactions</b>		
	<b>21500 ELECTRIC MOTOR COMPANY</b>						
22	03-330-000-0000-6503		27.94	LP Fill	140475	EQUIPMENT REPAIR PARTS & SUPP	N
23	03-330-000-0000-6503		27.94	LP Fill	140656	EQUIPMENT REPAIR PARTS & SUPP	N
	<b>21500 ELECTRIC MOTOR COMPANY</b>		<b>55.88</b>		<b>2 Transactions</b>		
	<b>24500 FALLS AUTOMOTIVE</b>						
25	03-330-000-0000-6502		270.98	Ratchet, Battery Pack		SHOP MATERIALS & SUPPLIES	N
24	03-330-000-0000-6503		25.68	Reflectors		EQUIPMENT REPAIR PARTS & SUPP	N
26	03-330-000-0000-6503		24.80	Oil Filters	811348	EQUIPMENT REPAIR PARTS & SUPP	N
27	03-330-000-0000-6503		24.02	Reflectors	811875	EQUIPMENT REPAIR PARTS & SUPP	N
	<b>24500 FALLS AUTOMOTIVE</b>		<b>345.48</b>		<b>4 Transactions</b>		
	<b>24589 FARMWARD COOPERATIVE</b>						
28	03-310-000-0000-6501		61.75	Propane Fill	11057953	ROAD MAINTENANCE SUPPLIES & M	N
29	03-310-000-0000-6501		61.75	Propane Fill	11058274	ROAD MAINTENANCE SUPPLIES & M	N
	<b>24589 FARMWARD COOPERATIVE</b>		<b>123.50</b>		<b>2 Transactions</b>		
	<b>24594 FASTENAL COMPANY</b>						
30	03-330-000-0000-6502		34.30	Shop Supplies		SHOP MATERIALS & SUPPLIES	N
31	03-310-000-0000-6507		74.16	Safety Glasses	101453	MISCELLANEOUS EXPENSES	N
	<b>24594 FASTENAL COMPANY</b>		<b>108.46</b>		<b>2 Transactions</b>		
	<b>26517 FORCE AMERICAN DISTRIBUTING LLC</b>						
32	03-330-000-0000-6503		1,024.13	Spreader Controller	1812653	EQUIPMENT REPAIR PARTS & SUPP	N
	<b>26517 FORCE AMERICAN DISTRIBUTING LLC</b>		<b>1,024.13</b>		<b>1 Transactions</b>		
	<b>30500 GREAT PLAINS NATURAL GAS CO</b>						
33	03-301-000-0000-6334		8.26	Fuel Reimbursement		LODGING & EXPENSE	N
	<b>30500 GREAT PLAINS NATURAL GAS CO</b>		<b>8.26</b>		<b>1 Transactions</b>		
	<b>43095 JOHN DEERE FINANCIAL</b>						
34	03-330-000-0000-6503		1,607.52	Hose & Hose Fittings		EQUIPMENT REPAIR PARTS & SUPP	N

IFX  
3/27/24 1:23PM  
3 ROAD AND BRIDGE

\*\*\* Redwood County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
35	03-330-000-0000-6503			604.80	Camera		EQUIPMENT REPAIR PARTS & SUPP	N
36	03-330-000-0000-6503			116.56	Hydraulic Hose	12595704	EQUIPMENT REPAIR PARTS & SUPP	N
37	03-330-000-0000-6503			219.66	Repair Parts	4166342	EQUIPMENT REPAIR PARTS & SUPP	N
38	03-330-000-0000-6503			37.62	Relay	4176650	EQUIPMENT REPAIR PARTS & SUPP	N
39	03-330-000-0000-6503			250.32	Hose & Hose Fittings	4178901	EQUIPMENT REPAIR PARTS & SUPP	N
40	03-330-000-0000-6503			226.84	Camera	4183511	EQUIPMENT REPAIR PARTS & SUPP	N
<b>43095</b>	<b>JOHN DEERE FINANCIAL</b>			<b>2,963.42</b>				
					7 Transactions			
<b>45745</b>	<b>KECK TREE SERVICE</b>							
43	03-310-000-0000-6501			5,525.00	Clearing Trees in Right of Way		ROAD MAINTENANCE SUPPLIES & M	Y
42	03-320-000-0000-6291			9,800.00	Removal of Trees		PROFESSIONAL & TECHNICAL SER	Y
<b>45745</b>	<b>KECK TREE SERVICE</b>			<b>15,325.00</b>				
					2 Transactions			
<b>48215</b>	<b>KOKESCH/ROBIN</b>							
41	03-301-000-0000-6507			6.00	Parking @ MN Historical Societ		MISCELLANEOUS EXPENSES	N
<b>48215</b>	<b>KOKESCH/ROBIN</b>			<b>6.00</b>				
					1 Transactions			
<b>53227</b>	<b>LOFFLER COMPANIES INC</b>							
44	03-301-000-0000-6310			176.94	Copier Maint Contract		OFFICE EQUIPMENT REPAIR & MAIN	N
<b>53227</b>	<b>LOFFLER COMPANIES INC</b>			<b>176.94</b>				
					1 Transactions			
<b>55610</b>	<b>M-R SIGN CO INC</b>							
45	03-310-000-0000-6501			82.65	Post Puller	223378	ROAD MAINTENANCE SUPPLIES & M	N
<b>55610</b>	<b>M-R SIGN CO INC</b>			<b>82.65</b>				
					1 Transactions			
<b>56665</b>	<b>MIDSTATES EQUIPMENT &amp; SUPPLY INC</b>							
46	03-330-000-0000-6503			140.00	Swivel Plate	224178	EQUIPMENT REPAIR PARTS & SUPP	N
<b>56665</b>	<b>MIDSTATES EQUIPMENT &amp; SUPPLY INC</b>			<b>140.00</b>				
					1 Transactions			
<b>57940</b>	<b>MN COUNTIES INTERGOVERNMENTAL TRU</b>							
47	03-301-000-0000-6351			578.00	2024 Add'l Premium for New Equ		INSURANCE-PROPERTY & LIABILITY	N
<b>57940</b>	<b>MN COUNTIES INTERGOVERNMENTAL TRU</b>			<b>578.00</b>				
					1 Transactions			
<b>57397</b>	<b>MN DEPT OF TRANSPORTATION</b>							
48	03-320-000-0000-6291			690.03	Material Testing & Inspection	P00018404	PROFESSIONAL & TECHNICAL SER	N
<b>57397</b>	<b>MN DEPT OF TRANSPORTATION</b>			<b>690.03</b>				
					1 Transactions			
<b>62010</b>	<b>NEWMAN SIGNS INC</b>							
49	03-310-000-0000-6501			1,271.76	10' 2# U-Channel		ROAD MAINTENANCE SUPPLIES & M	N
50	03-310-000-0000-6501			1,037.76	8' 2# U-Channel	052613	ROAD MAINTENANCE SUPPLIES & M	N

IFX  
3/27/24 1:23PM  
3 ROAD AND BRIDGE

\*\*\* Redwood County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
51	62010 NEWMAN SIGNS INC			2,991.52 5,301.04	8" 3# U-Channel 3 Transactions	052614	ROAD MAINTENANCE SUPPLIES & M	N
	63540 NORTH CENTRAL INTERNATIONAL INC							
52	03-330-000-0000-6503			1,285.10	Repair Parts for ABS Module		EQUIPMENT REPAIR PARTS & SUPP	N
53	03-330-000-0000-6503			95.72	Couplings		EQUIPMENT REPAIR PARTS & SUPP	N
54	03-330-000-0000-6503			31.80	Couplings	582178	EQUIPMENT REPAIR PARTS & SUPP	N
55	03-330-000-0000-6306			1,185.00	Replace ABS Module	77194	MAINTENANCE - EQUIPMENT	N
	63540 NORTH CENTRAL INTERNATIONAL INC			2,597.72	4 Transactions			
	63622 NORTHERN SAFETY TECHNOLOGY INC							
56	03-330-000-0000-6306			1,600.00	Labor to install Backrack and		MAINTENANCE - EQUIPMENT	N
57	03-330-000-0000-6503			1,594.76	Backrack and Lights	57260	EQUIPMENT REPAIR PARTS & SUPP	N
	63622 NORTHERN SAFETY TECHNOLOGY INC			3,194.76	2 Transactions			
	64208 O'REILLY AUTO PARTS							
58	03-330-000-0000-6502			13.98	Injector Cleaner		SHOP MATERIALS & SUPPLIES	N
59	03-330-000-0000-6503			33.68	Transmission Filter	261765	EQUIPMENT REPAIR PARTS & SUPP	N
60	03-330-000-0000-6503			25.58	Wiper Blades	262317	EQUIPMENT REPAIR PARTS & SUPP	N
	64208 O'REILLY AUTO PARTS			73.24	3 Transactions			
	64521 OLSON CHEVROLET							
61	03-330-000-0000-6503			175.50	Bed Mat		EQUIPMENT REPAIR PARTS & SUPP	N
62	03-330-000-0000-6503			973.35	New Tailgate		EQUIPMENT REPAIR PARTS & SUPP	N
63	03-330-000-0000-6503			597.48	Wheel Guard, Floor Mats		EQUIPMENT REPAIR PARTS & SUPP	N
64	03-330-000-0000-6503			1,553.74	Wheel Guard, Floor Mats	110240	EQUIPMENT REPAIR PARTS & SUPP	N
65	03-330-000-0000-6306			231.00	Body Work - Tailgate	80849	MAINTENANCE - EQUIPMENT	N
	64521 OLSON CHEVROLET			3,531.07	5 Transactions			
	76350 REDWOOD COUNTY RECORDER							
66	03-320-000-0000-6291			1,425.00	Owners & Encumbrance Search		PROFESSIONAL & TECHNICAL SER	N
	76350 REDWOOD COUNTY RECORDER			1,425.00	1 Transactions			
	76758 REDWOOD TIRE SERVICE							
67	03-330-000-0000-6306			50.00	Tire Repair	11194	MAINTENANCE - EQUIPMENT	Y
68	03-330-000-0000-6306			112.00	Tire Mount & Disposal	11419	MAINTENANCE - EQUIPMENT	Y
69	03-330-000-0000-6503			988.00	Tires	11419	EQUIPMENT REPAIR PARTS & SUPP	Y
	76758 REDWOOD TIRE SERVICE			1,150.00	3 Transactions			
	78104 ROAD GROOM MFG LLC							

IFX  
3/27/24 1:23PM  
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
70	03-330-000-0000-6503		193.00	Wing Cylinder		EQUIPMENT REPAIR PARTS & SUPP N
71	03-330-000-0000-6503		2,142.00	Rear Cutting Edges		EQUIPMENT REPAIR PARTS & SUPP N
<b>78104</b>	<b>ROAD GROOM MFG LLC</b>		<b>2,335.00</b>			<b>2 Transactions</b>
<b>78815</b>	<b>RSS GROUP INTERNATIONAL INC</b>					
72	03-330-000-0000-6502		201.89	Misc Shop Supplies	79299	SHOP MATERIALS & SUPPLIES N
73	03-330-000-0000-6502		450.41	Misc Shop Supplies	79376	SHOP MATERIALS & SUPPLIES N
74	03-330-000-0000-6503		20.52	Adapter	79464	EQUIPMENT REPAIR PARTS & SUPP N
<b>78815</b>	<b>RSS GROUP INTERNATIONAL INC</b>		<b>672.82</b>			<b>3 Transactions</b>
<b>79500</b>	<b>RUNNINGS FARM &amp; FLEET</b>					
76	03-330-000-0000-6502		23.89	Wrench		SHOP MATERIALS & SUPPLIES N
78	03-330-000-0000-6502		33.88	Misc Shop Supplies		SHOP MATERIALS & SUPPLIES N
79	03-330-000-0000-6502		199.99	Shop Vac		SHOP MATERIALS & SUPPLIES N
75	03-330-000-0000-6503		86.87	Repair Parts		EQUIPMENT REPAIR PARTS & SUPP N
77	03-330-000-0000-6503		49.98	Mat & Seat Cover		EQUIPMENT REPAIR PARTS & SUPP N
<b>79500</b>	<b>RUNNINGS FARM &amp; FLEET</b>		<b>394.71</b>			<b>5 Transactions</b>
<b>80075</b>	<b>SAFETY-KLEEN SYSTEMS INC</b>					
81	03-330-000-0000-6502		135.48	Parts Washer		SHOP MATERIALS & SUPPLIES N
<b>80075</b>	<b>SAFETY-KLEEN SYSTEMS INC</b>		<b>135.48</b>			<b>1 Transactions</b>
<b>80491</b>	<b>SCHARFENCAMP/CURT</b>					
80	03-310-000-0000-6507		200.00	Boot Reimbursement		MISCELLANEOUS EXPENSES N
<b>80491</b>	<b>SCHARFENCAMP/CURT</b>		<b>200.00</b>			<b>1 Transactions</b>
<b>88135</b>	<b>TOTAL GLASS OF REDWOOD FALLS INC</b>					
86	03-330-000-0000-6306		200.00	Replace 2 Half Windshields	22858	MAINTENANCE - EQUIPMENT N
<b>88135</b>	<b>TOTAL GLASS OF REDWOOD FALLS INC</b>		<b>200.00</b>			<b>1 Transactions</b>
<b>88680</b>	<b>TOWNSHIP OF SPRINGDALE</b>					
87	03-310-000-0000-6501		2,140.00	Stabilization Channel at Brid		ROAD MAINTENANCE SUPPLIES & M N
<b>88680</b>	<b>TOWNSHIP OF SPRINGDALE</b>		<b>2,140.00</b>			<b>1 Transactions</b>
<b>88971</b>	<b>TRACY BUILDERS SUPPLY INC</b>					
82	03-330-000-0000-6305		281.45	Walnut Shop Insurance Claim		BLDG - REPAIRS & MAINTENANCE Y
<b>88971</b>	<b>TRACY BUILDERS SUPPLY INC</b>		<b>281.45</b>			<b>1 Transactions</b>
<b>88743</b>	<b>TRUCK CENTER COMPANIES</b>					
84	03-330-000-0000-6306		4,012.00	Labor to Install Wiring Harnes		MAINTENANCE - EQUIPMENT Y

IFX  
3/27/24 1:23PM  
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
83	03-330-000-0000-6503		1,147.22	Windshields		EQUIPMENT REPAIR PARTS & SUPP	Y
85	03-330-000-0000-6503		3,073.15	Wiring Harness & Supplies		EQUIPMENT REPAIR PARTS & SUPP	Y
<b>88743</b>	<b>TRUCK CENTER COMPANIES</b>		<b>8,232.37</b>		<b>3 Transactions</b>		
<b>91080</b>	<b>VANTAGEPOINT MARKETING CONSULTAN</b>						
88	03-301-000-0000-6230		615.00	County Highway Video	2296	PRINTING & PUBLISHING	N
89	03-301-000-0000-6230		100.00	Website Updates	4789	PRINTING & PUBLISHING	N
<b>91080</b>	<b>VANTAGEPOINT MARKETING CONSULTAN</b>		<b>715.00</b>		<b>2 Transactions</b>		
<b>91159</b>	<b>VAULT HEALTH</b>						
90	03-310-000-0000-6507		61.16	Drug Screening	625749	MISCELLANEOUS EXPENSES	N
<b>91159</b>	<b>VAULT HEALTH</b>		<b>61.16</b>		<b>1 Transactions</b>		
<b>92281</b>	<b>WALMART COMMUNITY</b>						
91	03-330-000-0000-6502		17.82	Office Supplies		SHOP MATERIALS & SUPPLIES	N
<b>92281</b>	<b>WALMART COMMUNITY</b>		<b>17.82</b>		<b>1 Transactions</b>		
<b>48203</b>	<b>WEELBORG FORD INC</b>						
92	03-330-000-0000-6503		768.00	Floor Mats & Seat Covers	61160	EQUIPMENT REPAIR PARTS & SUPP	N
<b>48203</b>	<b>WEELBORG FORD INC</b>		<b>768.00</b>		<b>1 Transactions</b>		
<b>93110</b>	<b>WIDSETH SMITH NOLTING &amp; ASSOCIATES I</b>						
93	03-320-000-0000-6291		755.00	Consult Engineering Fees	228854	PROFESSIONAL & TECHNICAL SER	N
94	03-320-000-0000-6291		6,836.50	Consult Engineering Fees	228855	PROFESSIONAL & TECHNICAL SER	N
95	03-320-000-0000-6291		5,195.00	Consult Engineering Fees	229096	PROFESSIONAL & TECHNICAL SER	N
96	03-320-000-0000-6291		4,335.00	Consult Engineering Fees	229097	PROFESSIONAL & TECHNICAL SER	N
97	03-320-000-0000-6291		160.00	Consult Engineering Fees	229098	PROFESSIONAL & TECHNICAL SER	N
98	03-320-000-0000-6291		1,007.50	Consult Engineering Fees	229099	PROFESSIONAL & TECHNICAL SER	N
99	03-320-000-0000-6291		160.00	Consult Engineering Fees	229100	PROFESSIONAL & TECHNICAL SER	N
100	03-320-000-0000-6291		9,555.00	Consult Engineering Fees	229101	PROFESSIONAL & TECHNICAL SER	N
101	03-320-000-0000-6291		860.00	Consult Engineering Fees	229102	PROFESSIONAL & TECHNICAL SER	N
102	03-320-000-0000-6291		1,160.00	Consult Engineering Fees	229103	PROFESSIONAL & TECHNICAL SER	N
103	03-320-000-0000-6291		1,747.49	Consult Engineering Fees	229104	PROFESSIONAL & TECHNICAL SER	N
104	03-320-000-0000-6291		2,722.50	Consult Engineering Fees	229105	PROFESSIONAL & TECHNICAL SER	N
105	03-320-000-0000-6291		370.00	Consult Engineering Fees	229415	PROFESSIONAL & TECHNICAL SER	N
106	03-320-000-0000-6291		6,710.00	Consult Engineering Fees	229416	PROFESSIONAL & TECHNICAL SER	N
<b>93110</b>	<b>WIDSETH SMITH NOLTING &amp; ASSOCIATES I</b>		<b>41,573.99</b>		<b>14 Transactions</b>		
<b>99200</b>	<b>Z DOORMEN LLC</b>						
107	03-330-000-0000-6305		140.00	Repair Door Opener on Cold Sto		BLDG - REPAIRS & MAINTENANCE	Y

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 3/27/24 1:23PM  
 3 ROAD AND BRIDGE

\*\*\* Redwood County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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No.	Account/Formula						Paid On Bhf #	On Behalf of Name		
99200	Z DOORMEN LLC			140.00						1 Transactions
99470	ZIMMERMANN MAINTENANCE									
108	03-310-000-0000-6341			1,430.00	Blading Sept 2023 & Jan 2024				EQUIPMENT RENTAL	N
109	03-310-000-0000-6341			4,455.00	Snow Removal Jan 2024				EQUIPMENT RENTAL	N
110	03-310-000-0000-6341			1,359.63	Mowing Sept 2023				EQUIPMENT RENTAL	N
111	03-310-000-0000-6341			1,365.00	Blading Sept 2023 & Jan 2024		2023082		EQUIPMENT RENTAL	N
99470	ZIMMERMANN MAINTENANCE			8,609.63						4 Transactions
<b>3 Fund Total:</b>				<b>138,531.53</b>	<b>ROAD AND BRIDGE</b>			<b>46 Vendors</b>		<b>111 Transactions</b>
<b>Final Total:</b>				<b>138,531.53</b>	<b>46 Vendors</b>					<b>111 Transactions</b>

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3/27/24

1:23PM

\*\*\* **Redwood County** \*\*\*

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



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>	
	3	138,531.53	ROAD AND BRIDGE	
<b>All Funds</b>		<b>138,531.53</b>	<b>Total</b>	Approved by, .....
				.....
				.....



ROAD & BRIDGE

ABSTRACT OF SALARIES AND MEALS PAYABLE ALLOWED BY THE BOARD OF REDWOOD COUNTY COMMISSIONERS

AT THE COUNTY BOARD MEETING OF April 2, 2024.

FUND 03-301

SALARIES (PER DIEMS) PAYABLE

Y=184-0

N=184-3

-----COMMISSIONER-----	---NO.---	--PERA Y/N--	-----AMOUNT-----
Dave Forkrud	120		
Bob VanHee	119		
Dennis Groebner	118		
Jim Salfer	117		
Rick Wakefield	1205		
<b>TOTAL</b>			\$ _____

MEALS PAYABLE (182-3)

-----EMPLOYEE-----	---NO.---	-----AMOUNT-----
Guetter, Matt	1437	77.57
<b>TOTAL</b>		77.57

APPROVED AND ORDERED PAID BY ORDER OF THE BOARD OF REDWOOD COUNTY COMMISSIONERS ON THIS 2 DAY OF April, 2024.

\_\_\_\_\_  
Chair, Redwood County Board of Commissioners



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b> 4/2/2024	<b>Originating Dept.:</b> Road & Bridge
<b>Preferred 2<sup>nd</sup> Date:</b> Next	
<b>Discussion Item:</b>	<b>Presenter:</b> Anthony Sellner, County Highway Engineer
Declare motor grader excess equipment for sale	<b>estimated time needed:</b> 5 minutes
<b>Board Action:</b> <input type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Declare the 2010 140M motor grader #4111 excess equipment and authorize sale.

**Background Information:**

The motor grader that was purchased on September 6, 2022 arrived in March of 2024. The purchase price was \$453,635, which included all plow equipment, lift equipment and a 60 month, 5,000 hour warranty.

CAT would only offer a trade value of \$85,350 on the 2010 140M (S/N B9D02202) (6371 hours), with wing, front lift group and one way blade. The Highway Department knows we can get a better price for the motor grader and are proposing to sell the equipment on MnBID, instead of trading.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

Date Legal Request Submitted to County Attorney: NA

Date Requestor Requires Review Completion: NA

**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**

<b>Requested Board Date:</b> 4/2/2024	<b>Originating Dept.:</b> Road & Bridge
<b>Preferred 2<sup>nd</sup> Date:</b> Next	
<b>Discussion Item:</b>	<b>Presenter:</b> Anthony Sellner, County Highway Engineer
Remove trade from motor grader purchase	<b>estimated time needed:</b> 5 minutes
<b>Board Action:</b> <input type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Approve updated purchase order of 150J motor grader from Ziegler Inc., WITHOUT TRADE, in the amount of \$453,635.00 through the State Contract #201141, Release M-439(5).

**Background Information:**

The motor grader that was purchased on September 6, 2022 arrived in March of 2024. The purchase price was \$453,635, which included all plow equipment, lift equipment and a 60 month, 5,000 hour warranty.

CAT would only offer a trade value of \$85,350 on the 2010 140M (S/N B9D02202) (6371 hours), with wing, front lift group and one way blade. The Highway Department knows we can get a better price for the motor grader and are proposing to sell the equipment on MnBID, instead of trading.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

Date Legal Request Submitted to County Attorney: NA

Date Requestor Requires Review Completion: NA

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

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



**PRODUCT PURCHASE AGREEMENT**

PURCHASER <u>Redwood County Highway Department</u>		STREET ADDRESS <u>1820 E Bridge St</u>	
CITY/STATE <u>Redwood Falls, MN</u>	COUNTY <u>Redwood</u>	PHONE NO. <u>507-637-4056</u>	
POSTAL CODE <u>56283</u>	EQUIPMENT <u>Anthony Sellner</u>		
CUSTOMER CONTACT: PRODUCT SUPPORT <u>Jamie Larson</u>		F.O.B. AT: <u>Customer Location</u>	
INDUSTRY CODE: <u>Public Services</u>	EST. DELIVERY DATE:		
ACCOUNT NUMBER <u>7411600</u>	Sales Tax Exemption # (if applicable)	PURCHASER PO NUMBER	
PAYMENT TERMS: (All terms and payments are subject to Finance Company - OAC approval)			
NET PAYMENT ON RECEIPT OF INVOICE <input type="checkbox"/>		NET ON DELIVERY <input type="checkbox"/>	FINANCIAL SERVICES <input type="checkbox"/> CSC <input type="checkbox"/> LEASE <input type="checkbox"/>
CASH WITH ORDER	BALANCE TO FINANCE	CONTRACT INTEREST RATE	
PAYMENT PERIOD	PAYMENT AMOUNT	NUMBER OF PAYMENTS	OPTIONAL BUY-OUT

QUANTITY	DESCRIPTION OF EQUIPMENT ORDERED / PURCHASED	PRICE
1	New Caterpillar Motorgrader ID: TBD S/N: TBD	\$ 453,635.00
	State of Minnesota Bid for Motor Graders	
	Contract # 201141	
	Release # M-439(5)	
	Valid Until: September 30, 2022	
	**SEE DETAILED QUOTE**	

YEAR	BILL OF SALE - TRADE-IN EQUIPMENT	SERIAL NO.	SELL PRICE	\$
				453,635.00
			LESS GROSS TRADE ALLOWANCE	\$
			OTHER	\$
			<b>SUBTOTAL</b>	<b>\$ 453,635.00</b>
			SALES TAX <u>0.000%</u>	\$ 0.00
			TRADE BALANCE OWED	\$
			OTHER	\$
			OTHER	\$
			<b>TOTAL</b>	<b>\$ 453,635.00</b>

PURCHASER REPRESENTS AND WARRANTS ANY TRADE-IN EQUIPMENT IS FREE OF ALL LIENS, ENCUMBRANCES, LIABILITIES, AND ADVERSE CLAIMS OF EVERY NATURE WHATSOEVER EXCEPT AS NOTED BELOW:

GROSS TRADE ALLOWANCE \_\_\_\_\_ AMOUNT OWING: \_\_\_\_\_

PAYOUT TO \_\_\_\_\_ PURCHASER TO PAYOUT  ZIEGLER INC. TO PAYOUT

PURCHASER HEREBY SELLS THE TRADE-IN EQUIPMENT DESCRIBED ABOVE TO ZIEGLER INC. SUBJECT TO THE TERMS ON PAGE 2.

<input type="checkbox"/> <b>NEW EQUIPMENT WARRANTY</b>  New equipment is subject to a limited warranty ("Limited Warranty") as provided by the manufacturer or Seller, which will either be included in a written warranty statement with the Product or the manufacturer's standard limited warranty in force when the Product is delivered to Purchaser. Limited Warranties extend only to parts or attachments sold by manufacturer, and Purchaser's failure to follow warranty conditions may result in voiding the Limited Warranty, as further stated on Page 2. Neither manufacturer nor Seller will be responsible for any other warranty. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, ARE DISCLAIMED AS FURTHER STATED ON PAGE 2.	<input type="checkbox"/> <b>USED EQUIPMENT WARRANTY</b>  ALL WARRANTIES, EXPRESS OR IMPLIED, ARE EXPRESSLY DISCLAIMED AS FURTHER STATED ON PAGE 2. All used equipment is sold "as is with all faults," and no warranty is offered except as specified here:
--	---

CSA: \_\_\_\_\_

NOTES: \_\_\_\_\_

**THIS AGREEMENT INCLUDES THE TERMS ON PAGE 2 AND WEBSITES REFERRED TO THEREIN.**

ORDER RECEIVED BY

ZIEGLER INC. "Seller"

Ty Brouwer

PURCHASER APPROVED AND ACCEPTED ON \_\_\_\_\_

DocuSigned by: \_\_\_\_\_ REPRESENTATIVE

*Ty Brouwer*

698684353E88491... REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
PURCHASER

BY \_\_\_\_\_ PURCHASER SIGNATURE

\_\_\_\_\_  
PURCHASER TITLE

**TERMS**

By purchasing or financing the equipment listed on page 1 (collectively, "Products"), Purchaser hereby agrees to the preceding and following terms (collectively, the "Terms").

1. **ACCEPTANCE.** All sales are subject to availability of Products. Seller may accept or reject this agreement and will not be required to give any reason for rejection. Seller rejects any terms submitted by Purchaser not contained herein. Purchaser may issue a purchase order for administrative purposes only, and any terms in any purchase order are rejected, not binding on Seller, and are of no force.
2. **TAXES.** Purchaser agrees to pay all taxes, assessments, licenses, and governmental charges of any kind resulting on account of Purchaser's purchase, possession, or use of Products.
3. **FINANCING.** If Purchaser finances Products, Seller's acceptance of this agreement is subject to the approval of Seller's or Purchaser's lender, and Purchaser shall sign any security agreement and financing statement required by such lender.
4. **ADDITIONAL DOCUMENTATION.** On Seller's request, Purchaser shall, at its sole expense, sign and deliver all such further documents and instruments, and take all such further acts, necessary to give full effect to this agreement or otherwise required by Seller. If Purchaser fails to sign and deliver such documents or instruments to Seller, the entire balance of the purchase price will, upon Seller's tender of performance and at Seller's option, become immediately due and payable.
5. **SECURITY INTEREST.** To secure Purchaser's prompt and complete payment of any present and future indebtedness of Purchaser to Seller under this agreement, or any document or instrument signed in connection with this agreement, Purchaser hereby grants Seller a security interest, in Products, wherever located, whether now existing or hereafter arising from time to time, and all accessions thereto and replacements or modifications thereof, as well as all proceeds (including insurance proceeds) of the foregoing. Purchaser acknowledges that the security interest granted under this Section 5 is a purchase-money security interest under applicable law. Seller may file a financing statement to perfect the security interest, and Purchaser shall sign any statements or other documents necessary to perfect Seller's security interest. Purchaser also authorizes Seller to sign, on Purchaser's behalf, statements or other documentation necessary to perfect Seller's security interest. Seller may exercise all rights and remedies of a secured party under applicable law.
6. **TITLE AND RISK OF LOSS; DELIVERY.** Title and risk of loss to Products passes to Purchaser upon Delivery. "Delivery" occurs upon Seller's delivery of the Products to the carrier in the event of shipment, or Purchaser's receipt of Products at Seller's location.
7. **SHIPMENT.** Seller shall deliver Products FOB at the location specified on Page 1. Purchaser shall pay all shipping charges and insurance costs.
8. **INSURANCE.** Upon Delivery, and at all times thereafter while there is any balance due under this agreement, Purchaser shall, at its own expense, have and keep Products insured against loss by fire, theft, collision, vandalism, and any other hazard as Seller may require by an insurance company acceptable to Seller and in an amount no less than the balance due under or in connection with this agreement. On Seller's request, Purchaser shall provide Seller with a certificate of insurance from Purchaser's insurer evidencing the coverages specified in this Section. Purchaser shall provide Seller with 10 business days' advance notice in the event of cancellation or a material change in its policy.
9. **BILL AND HOLD.** If Purchaser requests to be billed prior to Delivery, in its sole determination, notwithstanding any provisions to the contrary herein, Purchaser assumes all risk of ownership and liability for Products as of the date of the invoice, including insuring Products in accordance with Section 8. Purchaser shall indemnify, hold harmless, and defend Seller and its parent, officers, directors, partners, members, shareholders, employees, agents, affiliates, successors, and permitted assigns against any loss or damage to Products between the invoice date and the date and time of Delivery. Purchaser acknowledges, other than Delivery, the transaction with respect to Products is complete, and there are no outstanding obligations preventing Delivery.
10. **DAMAGES; MAXIMUM LIABILITY.** IN NO EVENT WILL SELLER BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, ENHANCED, INDIRECT, OR PUNITIVE DAMAGES, LOST PROFITS OR REVENUES, OR DIMINUTION OF VALUE, ARISING OUT OF OR RELATING TO THIS AGREEMENT OR PRODUCTS, REGARDLESS OF: (A) WHETHER THE DAMAGES WERE FORESEEABLE; (B) WHETHER OR NOT SELLER WAS ADVISED OF THE POSSIBILITY OF DAMAGES; AND (C) THE LEGAL OR EQUITABLE THEORY (CONTRACT, TORT, OR OTHERWISE) ON WHICH THE CLAIM IS BASED. IN NO EVENT SHALL SELLER'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT OR PRODUCTS, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT, OR OTHERWISE, EXCEED THE TOTAL OF THE AMOUNTS PAID TO SELLER UNDER THIS AGREEMENT. THE FOREGOING LIMITATIONS APPLY EVEN IF PURCHASER'S REMEDIES UNDER THIS AGREEMENT FAIL THEIR ESSENTIAL PURPOSE.
11. **WARRANTY LIMITATIONS.** Limited Warranties do not apply where Products: (a) are subjected to abuse, misuse, neglect, negligence, accident, improper testing, improper installation, improper handling, abnormal physical stress, abnormal environmental conditions, or use contrary to any instructions issued by Seller or manufacturer; (b) have been reconstructed, repaired, or altered by any persons other than Seller or its authorized representative; or (c) have been used with any third-party product, hardware, or product that has not been previously approved in writing by Seller. Notwithstanding anything in this agreement to the contrary, Seller's liability under any Limited Warranty is discharged, in Seller's sole discretion and at its expense, by repairing or replacing any defective Products, or crediting or refunding the price of any defective Products, less any applicable discounts, rebates, or credits.
12. **WARRANTY DISCLAIMER.** EXCEPT FOR THE LIMITED WARRANTY IDENTIFIED ON PAGE 1, NEITHER SELLER NOR ANY PERSON ON SELLER'S BEHALF HAS MADE OR MAKES ANY EXPRESS OR IMPLIED REPRESENTATION OR WARRANTY, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, WHETHER ARISING BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE, ALL OF WHICH ARE EXPRESSLY DISCLAIMED. PURCHASER ACKNOWLEDGES IT HAS NOT RELIED ON ANY REPRESENTATION OR WARRANTY MADE BY SELLER, OR ANY OTHER PERSON ON SELLER'S BEHALF, EXCEPT AS SPECIFICALLY DESCRIBED ON PAGE 1.
13. **TRADE-IN EQUIPMENT.** Purchaser assigns, sells, transfers, and conveys title of any trade-in equipment described on Page 1 ("Trade-In Equipment") to Seller. Purchaser represents to Seller that Purchaser is the lawful owner with full authority to sell and transfer Trade-In Equipment, and that the Trade-In Equipment is free of all liens, encumbrances, liabilities, and adverse claims of every nature except as noted on Page 1. Purchaser shall indemnify, hold harmless, and defend Seller against all claims and demands of all persons who claim any interest to Trade-In Equipment. This Bill of Sale on Trade-In Equipment will be effective as of the time of Delivery to Purchaser of the replacement Products purchased hereunder, or at such earlier time that Seller obtains physical possession of the Trade-In Equipment. All trade-ins are subject to Trade-In Equipment being in "As Inspected Condition" by Seller at the time of Delivery of replacement Products.
14. **DATA AND PRIVACY.** Seller and its partners, affiliates, subsidiaries, and third parties, including but not limited to manufacturers, dealers, and service providers (collectively, "Seller Parties"), collect and share information relating to products, services, and customers as detailed in Seller's Privacy Statement located at [www.zieglercat.com/privacy](http://www.zieglercat.com/privacy) as well as applicable manufacturers' statements, which are hereby incorporated into this agreement by this reference. Manufacturers' statements may be updated at any time without notice. Products equipped with telematics or other tools, applications, or devices to assess information, such as machine locations, operating hours, health of equipment, and basic utilization (collectively "Telematics"), whether manufactured by Caterpillar or by other companies, collect and transmit information to Seller Parties with a legitimate business reason to access the information, including but not limited to providing services and support, developing new products and services, personalizing user experiences, improving products, or compliance with legal obligations. Purchaser understands that Telematics may have been activated on Products by Seller or the manufacturer, and may be subject to or required by specific manufacturer user agreements available to Purchaser upon request. Purchaser consents to the collection, use, storage, processing, sharing, and disclosure of such information by Seller Parties in accordance with this agreement, Seller's Privacy Statement, and applicable manufacturers' statements.
15. **INTELLECTUAL PROPERTY.** All intellectual property rights in the Products, including patents, trademarks, internet domain names, works of authorship, expressions, designs, and design registrations, whether are not copyrightable, trade secrets, and all other intellectual property rights related to or associated with Products (collectively, "Intellectual Property") are the sole and exclusive property of manufacturer. Purchaser will not acquire any ownership interest in any Intellectual Property Rights under this agreement. If Purchaser acquires any Intellectual Property Rights in or relating to any Products by operation of law or otherwise, these rights are deemed and are hereby irrevocably assigned to manufacturer or its licensors, as the case may be, without further action by either party.
16. **ENTIRE AGREEMENT; AMENDMENT.** Purchaser may not revoke its purchase of Products. The order will not be binding upon Seller until it is accepted in writing by an authorized representative of Seller. This agreement, including the purchase order transaction terms on page 1, constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, written and oral, regarding such subject matter. No modification of this agreement is effective unless it is in writing and signed by each party.
17. **FORCE MAJEURE.** Seller will not be liable to Purchaser, and will not be deemed to have breached this agreement, for any failure or delay in performing any term of this agreement, to the extent the failure or delay is caused by or results from acts beyond Seller's control, including acts of God, flood, fire, earthquake, explosion, war, invasion, hostilities, terrorist threats or acts, riot or other civil unrest, requirements of law, embargoes or blockades, actions by any governmental authority, national or regional emergencies, labor stoppages or slowdowns or other industrial disturbances, delays in manufacture, supply shortages, or shortages of adequate power or transportation facilities (collectively, "Force Majeure Events"). Any Force Majeure Event that has an adverse effect on Seller's ability to perform will absolve Seller from any liability to Purchaser.
18. **DISPUTES.** Purchaser shall pay Seller's legal fees, court costs, and any other costs of recovery incurred in enforcing the terms of this agreement. This agreement is governed by and to be construed in accordance with the laws of the State of Minnesota, without regard to its principles of conflicts of law. If legal action is brought to enforce this agreement, the Federal District Court of Minnesota (4th Division) or Hennepin County District Court (4th Judicial District) will be the exclusive jurisdiction and venue for said action unless Seller, in its sole discretion, commences proceedings in a different jurisdiction or venue.
19. **UCC.** All terms used but not defined in this agreement that are defined in the Minnesota Uniform Commercial Code, as amended from time to time (the "UCC") have the meanings set forth in the UCC, and such meanings will automatically change at the time any amendment to the UCC, which changes such meanings, becomes effective.
20. **COUNTERPARTS.** This agreement may be separately signed by Seller and Purchaser in any number of counterparts, each of which, when signed and delivered, will be deemed to be an original, and all of which will constitute the same agreement.
21. **ELECTRONIC SIGNATURES.** Purchaser agrees that the Electronic Signatures (whether digital or encrypted) included in this agreement are intended to authenticate this writing and have the same effect as manual signatures. "Electronic Signature" means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a person with the intent to sign the record, including facsimile or email electronic records, in accordance with the Uniform Electronic Transactions Act, Minnesota Statutes 325L.01-325L.19, as amended from time to time. A signed copy of this agreement delivered by facsimile, email, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this agreement.

# Admin Minnesota

Office of State Procurement

Room 112 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155; Phone: 651.296.2600, Fax: 651.297.3996  
Persons with a hearing or speech disability can contact us through the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

## CONTRACT RELEASE: M-439(5)

DATE: OCTOBER 25, 2021

PRODUCT/SERVICE: MOTORGRADERS AND RELATED ACCESSORIES

CONTRACT PERIOD: OCTOBER 1, 2021, THROUGH SEPTEMBER 30, 2022

EXTENSION OPTIONS: UP TO 48 MONTHS

ACQUISITION MANAGEMENT SPECIALIST (AMS): MICHAEL SUTTON

PHONE: 651.201.3170    E-MAIL: [michael.sutton@state.mn.us](mailto:michael.sutton@state.mn.us)    WEB SITE: [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us)

### NOTIFICATION OF MULTIPLE AWARDS

THIS RELEASE CONTAINS MULTIPLE AWARDS FOR SIMILAR OR LIKE ITEMS. STATE AGENCIES AND CPV MEMBERS SHOULD REVIEW AND COMPARE ALL MULTIPLE AWARD CONTRACT VENDORS IN ORDER TO ENSURE THE BEST VALUE FOR THEIR POTENTIAL PURCHASE. FACTORS SUCH AS, BUT NOT LIMITED TO, COST, EQUIPMENT WARRANTY TERMS, VENDOR LOCATION, DELIVERY LEAD TIMES, AVAILABLE SUBSTITUTES, SELECTED OPTIONS AND CURRENT FLEET AND EQUIPMENT OR PARTS INVENTORY LEVELS ALL MAY CONTRIBUTE TO THE TOTAL COST/VALUE OF AN INDIVIDUAL PURCHASE. MULTIPLE VENDORS MAY BE ABLE TO SATISFY THE REQUIREMENTS OF THE PURCHASER AND THEREFORE IT IS IMPORTANT FOR THE PURCHASER TO REVIEW ALL CONTRACTS AND CONTRACT PRICES BEFORE EXECUTING AN ORDER.

<u>CONTRACT VENDOR</u>	<u>CONTRACT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
LANO EQUIPMENT, INC. 6140 Hwy 10 NW Anoka, MN 55303	201143	NET 30	30-90 DAYS ARO
VENDOR NO.: 0000193199	CONTACT: Scott Fahey, Gov't Sales EMAIL: <a href="mailto:scott_f@lanoequip.com">scott_f@lanoequip.com</a>		PHONE: 612.223.0510 FAX: 763.422.3949

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RDO EQUIPMENT COMPANY 12500 DuPont Avenue South Burnsville, MN 55337	201142	NET 30	60-90 DAYS
VENDOR NO.: 0000199158-001	CONTACT: Jesse Miller EMAIL: <a href="mailto:jmiller@rdoequipment.com">jmiller@rdoequipment.com</a>		PHONE: 612.202.6906 or 800.950.3298

[Click Here to View Authorized Distributor List](#)

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ROAD MACHINERY & SUPPLIES CO. 5633 W Hwy 13 Savage, MN 55378	201139	NET 30	60 DAYS
VENDOR NO.: 0000244135-002	CONTACT: Spencer Werness EMAIL: <a href="mailto:swerness@rmseq.com">swerness@rmseq.com</a>		PHONE: 952.895.7059 CELL: 952.979.6321

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**TITAN MACHINERY SHAKOPEE**  
6340 Highway 101  
Shakopee, MN 55379

**201138**

**NET 30**

**1-360 DAYS**

**CONTACT:** Andy Bethel  
**EMAIL:** [andy.bethel@titanmachinery.com](mailto:andy.bethel@titanmachinery.com)

**PHONE:** 952.445.5400  
**FAX:** 952.445.0365

**VENDOR NO.:** 0000251892-018

[Click Here to View Authorized Distributor List](#)

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**ZIEGLER, INC.**  
901 W. 94<sup>th</sup> Street  
Minneapolis, MN 55420

**201141**

**NET 30**

**16-20 WEEKS**

**CONTACT:** Alan El-Darazi  
**EMAIL:** [alan.eldarazi@zieglercat.com](mailto:alan.eldarazi@zieglercat.com)

**PHONE:** 952.888.4121  
**FAX:** 952.887.5820

**VENDOR NO.:** 0000208585-001

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**CONTRACT USERS.** This Contract is available to the following entities as indicated by the checked boxes below.

- State agencies
- Cooperative Purchasing Venture (CPV) members

**STATE AGENCY CONTRACT USE.** State agencies should make every effort to use the Contract Vendor(s) listed. However, this Contract does not prohibit State agencies from using their delegated local purchasing authority to procure similar products and services from other vendors.

**STATE AGENCY ORDERING INSTRUCTIONS.** Orders are to be placed directly with the Contract Vendor. State agencies should use a Contract release order (CRO) or a blanket purchase order (BPC). The person ordering should include his or her name and phone number. Orders may be submitted via fax.

**CONTRACT FEEDBACK.** If these commodities or service can be better structured to help you with your business needs, let us know. We solicit your comments and suggestions to improve all of our contracts so that they may better serve your business needs. If you have a need for which no contract currently exists, or you would like to be able to use an existing state contract that is not available to your entity, whether a state agency or CPV, please contact us. If you have specific comments or suggestions about an individual contract you can submit those via the [Contract Feedback Form](#).

## HOW TO USE THIS MASTER CONTRACT

### **Step 1: Request a Quote**

Request a quote from one of the Contract Vendors listed on this Contract Release. **Note that you should not request a quote from a Contract Vendor whose contract is not fully executed or on a contract that is expired.**

**At a minimum the quote must include:**

1. Contract vendor's name.
2. Name of contract vendor's representative providing the quote.
3. Date of quote.
4. State Contract Release M-439(5) and the Vendor's Contract number.
5. Detailed description of the Contract product(s) or item(s) being provided. Individual price, quantity and the agreed upon ARO.
6. Detailed description of the products that will be order and the title of the person accepted the order. Price per product ordered and state the agreed upon ARO per order.
7. Total price for all products/items quoted.
8. Expiration date of quote.
9. Delivery charges must clearly state the delivery charge per loaded mile and the delivery starting point.

Mileage distance will be the distance from the delivery starting point to the Customer's delivery point only. Mileage distances will be determined from <https://www.google.com/maps> or <https://www.mapquest.com>. The ordering agency may use the Contract Vendor delivery, may pick up the equipment, or may contract for delivery with anyone it chooses. The delivery charge may be a factor in the award.

### **Step 2: The Ordering Entity is to verify the quote to confirm contract pricing and that the After Receipt of Order (ARO), offered meets the business need.**

**Detailed Pricing for the Motor Grader Equipment Models and Accessories is available on the MnDOT Contract Specifications Index web page:**

**[www.dot.state.mn.us/maintenance/equipment/contracts/contracts.html](http://www.dot.state.mn.us/maintenance/equipment/contracts/contracts.html)**

**The following information explains the methods for calculating and/or confirming the contract prices.**

For FIXED PRICING, LOCATE the contract price by following these steps:

- 1) Locate the appropriate price list using this release and the MnDOT web page.
- 2) Calculate the Contract Price by locating the Fixed Price on the Appropriate Price List.
- 3) Confirm the price offered is equal to, or lower than, the price calculated in step 2.

For PERCENTAGE DISCOUNT OFF OF LIST pricing, calculate the contract price by following these steps:

- 4) Locate the appropriate price list using this release and the MnDOT web page.
- 5) Calculate the Contract Price by applying the Percentage Discount Off of the Appropriate Price List to the appropriate Price List.
- 6) Confirm the price offered is equal to, or lower than, the price calculated in step 2.

Only accept Contract Vendor quotes that provide itemized contract pricing (lump sum price quotes must be rejected and revised by the contract vendor to show itemized State contract pricing).

Prior to accepting an order and/or issuing an invoice, inspect the products received to ensure they match both the terms and pricing of the contract.



Contact the AMS/Buyer detailed on the first page of this Contract Release to report any pricing discrepancies or for assistance in confirming/calculating contract pricing.

**Step 3: Establish a Purchase Order.**

Once the ordering plan has been approved, a purchase order (PO) may be issue before any products is shipped by the Contract Vendor.

State agencies issuing purchase orders should use a Contract Release Order (CRO) or a Blanket Purchase Order (BPC).

**Step 4: Paying the final Invoice**

Before issuing payment on an invoice, the Ordering Entity must inspect the contracted products to ensure they match both the terms and pricing on the contract. Only accept invoices from Contract Vendors that itemized contract products and delivery charges as stated in the Special Terms & Conditions. Lump sum prices must be rejected and reworked by the Contract Vendor to show itemized State contract pricing. The invoice must include enough detail for the Ordering Entity to verify that the products were delivered on the invoice have been provided.

The Contract(s) pricing structure can be either FIXED PRICING or PERCENTAGE DISCOUNT OFF OF LIST PRICE. To calculate the Contract Price, follow the processes provided in Step 2 above.

Note that the delivery method (Drop Ship or Inside Delivery) must be stated on the invoice.

## END OF HOW TO USE THIS MASTER CONTRACT INSTRUCTIONS

## PRICING

- **Price Lists:** Contact the Contract Vendor to confirm the equipment brand and model to satisfy your operational requirements. The Contract Vendor shall confirm the equipment brand and model to the Ordering Entity. The contract was executed with a fixed price or a percent discount off a list price. The pricing offered to the Ordering Entity must match the prices in the price book found on the Minnesota Department of Transportation Maintenance Contracts link below.
- **Verifying Contract Prices:** Ordering Entity's must calculate and confirm all contract prices when placing any order.  
Follow these steps:
  1. Confirm your equipment selection, delivery date, delivery method and location with the Contract Vendor.
  2. Locate the required equipment in the table below and then refer to the contract price book link below.
  3. Confirm the correct prices from the Contract Vendor to the State using the price book.
  4. Contact the Contract Vendor if you identify any discrepancies.

### PRICE SCHEDULES:

Go to the MnDOT postings web page using the Link below:

<http://www.dot.state.mn.us/maintenance/equipment/contracts/contracts.html>

Items on the Price Pages that did not include a fixed price or did not include a percentage discount to be applied to a Price List or stated "Call Dealer for Quote" in the price column are not on Contract and are removed from the Price Schedule.

## **SPECIFICATIONS, DUTIES, AND SCOPE OF WORK:**

- 1. Scope.** State Agencies and CPV members use Motor Graders and OEM Attachments to perform a variety of duties throughout the entire State of Minnesota. They need to purchase and/or rent Motor Graders and Attachments to fulfill these duties, as well as receive training and/or training materials on their use, maintenance, and operation.

This unit must be the most current advertised production model as modified per specifications and approved by Mn/DOT, furnished with all standard equipment advertised whether or not specifically called for here, except where the item is replaced by optional over standard equipment, or conflicting equipment is specified. The unit must be complete with all equipment required for immediate operation to function as listed below. The unit must meet all applicable codes and standards.

### **2. Motor Grader Base Model Requirements.**

- 2.1. Motor Grader must have backup alarm.
- 2.2. Motor Grader must have operator warning system.
- 2.3. Motor Grader must have inside cab gauges or electronic monitoring which include fuel, articulation, engine coolant temp, hour meter, speedometer, tachometer, oil pressure, and voltmeter/alternator amp.
- 2.4. Motor Grader must have inside cab wide angle rearview mirror and outside mounted mirrors.
- 2.5. Motor Grader cab must have R.O.P.S.
- 2.6. Motor Grader must have seat belt.
- 2.7. Motor Grader must have hand and foot throttle.
- 2.8. Motor Grader must have front windshield washer and wiper system.
- 2.9. Motor Grader must have hydraulic blade shift and tip.
- 2.10. Motor Grader must have parking brake.
- 2.11. Motor Grader must have vandal proof cab and engine compartment.
- 2.12. Motor Grader must have moldboard with replaceable edges.
- 2.13. Motor Grader must have work lights.
- 2.14. Motor Grader must have cab/bar mounted lights.
- 2.15. Motor Grader must have cab heater with front and rear window defroster.
- 2.16. Motor Grader engine must be liquid cooled diesel.
- 2.17. Motor Grader must have engine coolant heater with weatherproof plug.
- 2.18. Motor Grader must have cold starting aid system.
- 2.19. Attachments such as (but not limited to) V-plows, scarifier, wing plows, etc., must include all components needed so unit is complete, installable, and ready to use by the operator from the cab.
- 2.20. Motor Grader must be delivered with 1 complete additional set of OEM air and fluid filters.
- 2.21. Manufacturer's standard color is acceptable; must be lead free paint.
- 2.22. Motor Grader and any additional equipment must meet all current Federal and Minnesota safety codes.
- 2.23. Motor Grader must be supplied with one complete set of parts, service, repair, and operations manuals.
- 2.24. Contractor must provide adequate instruction pertaining to operation, safety, maintenance, and any attachment mounting or removal for supplied equipment.

### **3. Motor Grader Base Model Page.**

- 3.1. Base unit specs and option content.
  - 3.1.1. Base unit pricing at the bottom of the page.
  - 3.1.2. One new page for every model offered.

### **4. Motor Grader Fixed Pricing Options Page.**

- 4.1. Operator environment/cab options (seats, AC, mirrors, etc.).
- 4.2. Engine and powertrain options (AWD, autoshift, cold weather pkg., etc.)
- 4.3. Electrical and light options.
- 4.4. Tire and Rim options.
- 4.5. Hydraulic options.
- 4.6. Moldboard, cutting edge, end bits, circle drive, etc. options.

- 4.7. Front Attachments.
- 4.8. Rear Attachments.
- 4.9. Side Attachments.
- 4.10. Other Attachments.
- 4.11. Deduction for used hours on rental return/demo units (if offered).
- 4.12. Rental rates for new equipment (if offered).
- 4.13. Delivery starting point (city, state, zip), price per loaded mile, and minimum delivery charge.
- 4.14. Extended or performance warranties offered.
- 4.15. Hourly shop rate for any as-needed installation or miscellaneous service type work.
- 4.16. Price for additional manuals (1 set of each must be included at no additional cost).

**5. Motor Grader Discount Off List Pricing Page.**

- 5.1. Manufacturer names.
- 5.2. Date or ID of catalog or list price.
- 5.3. Discount percentage off list pricing offered.
- 5.4. Deduction for used hours on rental return/demo units (if offered).
- 5.5. Rental rates for new equipment (if offered).
- 5.6. Delivery starting point (city, state, zip), price per loaded mile, and minimum delivery charge.
- 5.7. Extended warranty options (if offered).
- 5.8. Hourly shop rate for any as needed installation or miscellaneous service work.
- 5.9. Pricing for additional manuals (1 set of each must be included at no additional cost).

6. All equipment offered should be available during the initial term of the contract. If the manufacturer discontinues a model number during the initial term of the contract, the contractor must notify the AMS immediately.

7. If, applicable, the contractor may request to have the manufacturer's replacement model number supersede the contracted model number. The contractor must provide written documentation from the manufacturer verifying both the discontinued and replacement model numbers. The replacement model number must meet the original specifications and must be the same price as originally contracted, unless otherwise agreed to by the AMS through a fully executed amendment.

8. No replacement models will be allowed unless confirmed in writing by the AMS through a fully executed amendment. The State is under no obligation to accept a replacement model.

**9. Installation Services.**

Installation and/or mounting services may be applicable or may be requested on an as needed basis by the Customer. Equipment prices offered do not include installation or mounting cost unless otherwise indicated in the Equipment Specifications and/or Price Schedule. The Price Schedule includes an hourly labor rate intended for use on Installation Services if needed.

**10. Billing Requirements.**

The Contractor must submit separate detailed invoices for each purchase order to the "bill-to" address as shown on the purchase order.

If requested, the Contractor must submit one copy of the original purchase order issued from the State agency or CPV member and one copy of the final invoice for each transaction against the Contract to the AMS. The invoice must be itemized per the detail in the Manufacturer's Vendor Price Schedule that is submitted with the RFP. The State intends that the final invoice is generated only after the equipment has been delivered, inspected, approved and accepted.

**11. Interest Rate on Unpaid Balance.**

The Contractor may not charge interest on unpaid balances over and above what is allowed in State law. Contractors may not calculate additional interest into the price offered for the equipment to cover expenses on unpaid balances.

**12. Equipment Sales Literature.**

Upon request by a State agency or CPV member, the Contractor must provide equipment sales literature at no cost to the requestor. Equipment sales literature should include items such as, but not limited to, product information, product functionality, and operation instructions. A link to the manufacturer's website that includes technical data must be provided.

**13. Equipment Specifications.**

All equipment offered on the Contract must meet the specifications as outlined in the Equipment Specifications section of the Contract and all federal and State safety codes. The Contractor certifies that any offer submitted to participate in the State's Solicitation process is for equipment that will meet the specification as outlined. The specification as defined by the OEM prevails unless otherwise modified by the specifications included in the Solicitation.

All optional equipment ordered must be OEM unless otherwise stated in the Equipment Specification.

It is agreed that any equipment delivered that fails to meet the specifications will be replaced at no additional expense to the Customer and that all equipment quoted will comply with the State and federal regulations in effect at the date of manufacture. Any exceptions from specifications must be clearly indicated by the Contractor, otherwise the offer will be considered in strict compliance.

**14. Equipment Orientation.**

The cost of the equipment must include orientation to the end user that will familiarize the end user on how the vehicle will operate, the mounting and removal of accessories and/or options and all operating and safety instruction. The orientation is normally provided where the customer takes possession. Orientation for drop shipped goods may be accomplished via video or via other customer approved media.

**15. New Equipment for Rent Program.**

If requested on the Price Schedule, the Contractor may offer new equipment for rent if the equipment is the same make and model on contract. The Contractor agrees to accept a State agency or CPV member purchase order and will not require the State agency or CPV member to sign a rental agreement. The Contractor retains the title of the equipment during the rental term. The Contractor will provide the Customer with the make, model and VIN number and equipment replacement value prior to delivery. State agencies will provide the Contractor with proof of property insurance on the equipment during the rental term. CPV members should follow their local requirements for property insurance on un-owned equipment.

If approved by the Contract or, the routine and daily maintenance will be performed by the Customer as defined and required according to the Original Equipment Operator's (OEM) manual, as long as doing so does not void the OEM's warranty. Oil and lube changes will be accomplished by the Customer at the required intervals as stated in the OEM manual. All oil and filters must be provided by the Contractor during the rental term. If the Contractor does not approve the Customer for routine and daily maintenance, the Contractor must make the arrangements and bear all costs for the routine and daily maintenance including any equipment moves from or to the Customer location. The customer will not be responsible and will not pay any rental costs when the equipment is non-operational or away from their site for repairs or routine maintenance.

During the rental term, any warranty repairs needed due to OEM warranty requirements or equipment failures will be the responsibility of the Contractor including all transportation and costs. The location of where the repairs will occur will be mutually agreed by the Customer and the Contractor.

If the Customer damages the equipment through negligence, the Customer will be responsible for the repairs. The location of where the repairs will occur will be mutually agreed by the Customer and the Contractor. The Customer will only be responsible for actual, verifiable repair costs.

If mutually agreed, the rental term may exceed the term of the Contract providing the purchase order is issued, and the rental term begins, prior to the end of the Contract term. The rental term cannot go past the State Fiscal Year end date (June 30th) after the Contract term has ended. If the Customer desires to purchase the rental equipment, it must be purchased prior to the end of the term of the Contract.

The Contractor will pay all costs associated with replacing or swapping out the equipment.

**16. Purchase of Rented Equipment.**

If there are options for the Customer to purchase rented equipment after the equipment has been received and rented, then the final equipment price will be based on the number of engine hours, or miles prior to delivery to the Customer (see 21b below). New rented equipment is defined as rented equipment with zero hours, or miles prior to the delivery to the Customer. Used rental or demo equipment is defined as rental or demo equipment with registered engine hours or miles prior to delivery to the Customer.

16.1. Purchase New Rented Equipment. New rented equipment is defined as new equipment with zero engine hours, or miles prior to the delivery to the Customer and rented by the Customer prior to purchase. If there is an option to purchase new rental equipment, and if included on the Price Schedule, the Contractor will indicate the percentage of the rental price paid to be applied to the final purchase price. This percent will be deducted from the contracted price for the equipment.

The Contractor must list on the Price Schedule if additional interest and finance charges would be added to the purchase price for the rental period only so the Customer can determine if it desires to purchase the rental equipment. If this includes a finance charge, the percent must be indicated on the Price Schedule. If the Prime Interest Rate is also used as a calculator in the formula for calculation, it may only be the average Prime Interest Rate for the rental term only. The Contractor must provide any documentation requested to substantiate the Prime Interest Rate being charged.

16.2. Purchase of Used Rented Equipment. Used rental equipment is defined as equipment rented by the Customer with registered engine hours or miles prior to delivery to the Customer. If requested on the Price Schedule, the Contractor may offer used rental equipment for sale. The rental equipment for sale must be the same make and model on contract. The manufacturer's warranty must be transferred to the new owner. The Contractor should consider all associated costs involved if the rental equipment is purchased and no additional interest or finance charges will be allowed.

The final equipment purchase price will be based on two factors:

16.2.1. A price per hour or mile deducted for each registered engine hour or mile prior to the delivery to the Customer from the current State Contract base price, and

16.2.2. The percentage of the Customer rental price paid and applied to the final equipment purchase price.

16.3. Equipment Contract Base Price.

Minus (-) Used Equipment Deduction (registered hours or miles prior to delivery multiplied (x) by the contract price per used hour) Subtotal

Minus (-) Percent (%) of paid rental fees

Equals (=) Final Equipment Purchase Price

EXAMPLE: Contract User rents a used piece of equipment which has a contract price of \$20,000.00 to purchase new. The equipment has 100 registered engine hours prior to delivery to the Contract User. The equipment is rented for three (3) months at a contracted cost of \$2000.00 per month totaling \$6000.00. The contracted price for each used engine hour is \$1.00 per hour. The contracted rental price percentage to be applied to the purchase of the rented equipment is 20%. When the Contract User decides to purchase the Used Rental Equipment their final equipment purchase price will be as follows:

\$20,000.00 (Equipment Contract Base Price)

-\$100.00 (\$1.00 x 100 hours = the Used Equipment Deduction)

-\$1200.00 (20% of the \$6000.00 total rent paid = the Percent of Paid Rental Fees)

\$18,700.00 (final equipment purchased price)

If extended warranty options are available, Contractors should list the costs on the Price Schedule under "Options." The price should include all associated costs and indicate the number of years, miles or hours the extended warranty term covers.

**17. Rental Return or Demo Equipment for Sale.**

During the term of the Contract, if a Contractor owned rental return or demo equipment and it becomes available for purchase and the equipment is currently on contract, the equipment may be purchased by the Customer.

The remaining manufacturer's warranty must be transferred to the new owner. The Contractor should consider all associated costs involved if the rental or demo owned equipment is purchased and no additional interest or finance charges will be allowed if purchase occurs. The final equipment price will be based on the price deduction per used hour or mile offered from the current State Contract base price.

If extended warranty options are available for rental or demo equipment sales, the Contractor should list the options and costs on the Price Schedule under "Options." The price should include all associated costs and indicate the number of years, miles or hours the extended warranty term covers.

Used equipment that has been purchased by a Contractor customer, whether the purchase was made under the Contract or not and has been returned to the Contractor is not part of this Contract and may not be offered. Customers must acquire used equipment according to their local purchasing requirements.

**18. Miscellaneous Items**

State agencies may purchase incidental miscellaneous parts, accessories and labor that are not listed on the Price Schedule but are directly related to a specific item(s) included on the Contract. The total cost for these miscellaneous items may not exceed \$5,000.00 for an individual purchase order. If the Customer's entity requires a lower threshold for competitive bidding other than \$5,000.00, they must follow their local entity's requirements. Any purchase order must be issued to the Contractor.

<b>USPSNC</b>	<b>DESCRIPTION</b>
21101701	Motor Graders
78111808	Motor Grader Rental
25174800	Attachments
78181507	Labor / Shop Rate

**REVISIONS:**

**See Following Page for List of Motor Grade Equipment**

**MOTOR GRADER EQUIPMENT LIST:**

<b><u>Make/Model</u></b>	<b><u>Vendor</u></b>
SANY SMG200C-8	Lano Equipment
John Deere 620G	RDO Equipment/McCoy Construction
John Deere 622G	RDO Equipment/McCoy Construction
John Deere 670G	RDO Equipment/McCoy Construction
John Deere 672G	RDO Equipment/McCoy Construction
John Deere 770G	RDO Equipment/McCoy Construction
John Deere 772G	RDO Equipment/McCoy Construction
John Deere 870G	RDO Equipment/McCoy Construction
John Deere 872G	RDO Equipment/McCoy Construction
Little Falls Attachments	RDO Equipment/McCoy Construction
Handy Hitch Attachments	RDO Equipment/McCoy Construction
Komatsu GD655-6	Road Machinery & Supplies
Komatsu GD655-7	Road Machinery & Supplies
Case 836C 4WD	Titan Equipment
Case 836C AWD	Titan Equipment
Case 856C 4WD	Titan Equipment
Case 856C AWD	Titan Equipment
Caterpillar 140GC	Ziegler, Inc.
Caterpillar 140JOY	Ziegler, Inc.
Caterpillar 140LVR	Ziegler, Inc.
Caterpillar 150JOY	Ziegler, Inc.
Caterpillar 160JOY	Ziegler, Inc.



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b> 4/2/2024	<b>Originating Dept.:</b> Road & Bridge
<b>Preferred 2<sup>nd</sup> Date:</b> Next	
<b>Discussion Item:</b> Authorize Walnut Grove Shop Repairs	<b>Presenter:</b> Anthony Sellner, County Highway Engineer
	<b>estimated time needed:</b> 5 minutes
<b>Board Action:</b> <input type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Authorize Redwood Building Center, Redwood Design and Contracting, Inc. to complete ceiling demo and repair at the Walnut Grove shop in the amount of \$56,603.76.

**Background Information:**

The weekend of March 16-17, 2024 Redwood County experienced high winds. On Monday morning, March 18, 2024 maintenance personnel discovered that the Walnut Grove Shop ceiling collapsed. See attached photos.

Additional quotes were requested from Bladholm Construction and Sussner Construction. Sussner Construction did not have time to complete a quote or to work on this project. No quote was received from Bladholm Construction at the time of this publication.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

Date Legal Request Submitted to County Attorney:

Date Requestor Requires Review Completion:

**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 Design and Contracting INC  
811 East Bridge Street  
Redwood Falls MN, 56283

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**New ceiling Redwood County**

**36'x80'**

**Demo**

Put in temporary walls  
Remove cellulose insulation  
Remove steel and 2x4  
Labor  
Dumpsters

**Demo \$30,985.00**

**Re-install**

New 2x4  
New J channel  
New steel  
New cellulose insulation r-40  
New vapor barrier  
2x4 Nailed with 3" RS nails and screwed.  
Labor for reinstall.

**Re-install \$17,756.00**

**Electrical**

3 Rows of lights  
2 ceiling fans  
Electrical Labor

Redwood Design and Contracting INC  
811 East Bridge Street  
Redwood Falls MN, 56283

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**Electrical \$7,862.76**

**Grand Total \$56,603.76**

**Notice:**

This notice is to advise you of your rights under Minnesota law in connection with the improvement or your property:

- a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- b) Under Minnesota law, you have the right to pay persons who supplied labor or material for this improvement directly and deduct this amount from our contract price, or withhold the amounts due to them from us until 120 days after completion of the improvement unless we give a lien waiver signed by persons who supplied and labor or material for the improvement and who gave you timely notice.

\_\_\_\_\_  
**Redwood Design and Contracting INC**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Customer**

\_\_\_\_\_  
**Date**



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	4/2/2024	<b>Originating Dept.:</b>	Road & Bridge
<b>Preferred 2<sup>nd</sup> Date:</b>	Next		
<b>Discussion Item:</b>		<b>Presenter:</b>	Anthony Sellner, County Highway Engineer
Authorize Board Chair and Administrator to sign Walnut Grove Shop Repairs Contract		<b>estimated time needed:</b>	5 minutes
<b>Board Action:</b> <input type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

**If Action, Board Motion Requested:**

Authorize County Board Chair and County Administrator to sign awarded construction contract to Redwood Building Center, Redwood Design and Contracting, Inc. to complete ceiling demo and repair at the Walnut Grove shop in the amount of \$56,603.76, pending obtaining signatures from the awarded Contractor and county attorney approval.

**Background Information:**

The weekend of March 16-17, 2024 Redwood County experienced high winds. On Monday morning, March 18, 2024 maintenance personnel discovered that the Walnut Grove Shop ceiling collapsed. See attached photos.

Additional quotes were requested from Bladholm Construction and Sussner Construction. Sussner Construction did not have time to complete a quote or to work on this project. No quote was received from Bladholm Construction at the time of this publication.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

Date Legal Request Submitted to County Attorney: 3/28/2024

Date Requestor Requires Review Completion: 4/4/2024

**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, Minnesota Service Contract

## A.1 DATES AND PARTIES

A.1.1 THIS CONTRACT, made this 02 day of April, 2024, by and between the County of Redwood, herein called the “County,” and Redwood Design and Contracting, Inc, located at 811 East Bridge Street, Redwood Falls MN 56283, herein called the “Vendor.”

## B.1 AGREEMENT

B.1.1 NOW, THEREFORE, it is mutually agreed that, in consideration of the payments to be made to said Vendor, subject to the conditions, hereinafter set forth, the County shall purchase **ceiling demolition, repair and electrical replacement** from said Vendor, upon orders furnished by the County at the agreed price(s) submitted, and the Vendor shall perform said services all in accordance with the specifications of Vendor’s Proposal dated March 25, 2024, accepted by the County as of April 2, 2024. Vendor’s Proposal dated March 25, 2024 is hereby made a part of this Contract.

## C.1 TERM OF CONTRACT

C.1.1 The term of this Contract is from April 2, 2024 to December 31, 2024, inclusive.

## D.1 SPECIAL CONDITIONS

D.1.1 This Contract is subject to such special conditions as are set forth in the special Conditions Supplement attached hereto and made a part hereof and marked Exhibit(s): N/A.

## E.1 CONTRACT AMOUNT

E.1.1 This Agreement when fully completed and fulfilled on the part of said Vendor to the satisfaction of the County or its duly authorized agent, is \$56,603.76.

## F.1 INCREASE

F.1.1 No increases to the above said Contract amount will be allowed to the Vendor during the term of this Contract unless approved in writing by the County through an official Change Order or amendment to this Contract.

## **G.1 PAYMENT**

- G.1.1 The County does hereby agree, to pay said Vendor monthly as services are performed to the satisfaction of the County, or its duly authorized agent. Vendor shall submit an itemized invoice monthly in a form acceptable the County's Authorized Representative.

The County will promptly pay Vendor after Vendor presents an itemized invoice for the services actually performed and the County's Authorized Representative accepts the invoiced services. The County shall mail payment of the approved amount to the Vendor for all services satisfactorily performed or make reasonable arrangements for payment acceptable to the Vendor. 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 Vendor will be made by the County when all work and services have been satisfactorily performed as determined by the County in accordance with this Agreement. All payments shall be issued to:

**Redwood Design and Contracting INC**  
**811 East Bridge Street**  
**Redwood Falls MN 56283**

## **H.1 GUARANTEE**

- H.1.1 The Vendor further agrees to guarantee all materials and services supplied under this Contract against inferiority as to specifications, such guarantee to be unconditional. Failure or neglect of the County or its Authorized Representative to require compliance with any term or condition of this Contract or the specifications shall not be deemed a waiver of such term or condition.

## **I.1 BOND**

- I.1.1 Except as provided in Minn. Stat. 574.26, subd. 1, Minn. Stat. 574.263 and Minn. Stat. 574.264, Minn. Stat. 574.26 requires Vendor to furnish a Performance Bond and a Labor & Materials Payment Bond in an amount no less than the contract price, for any contract over \$175,000, in favor of the County, to protect the County against any breach of contract. The Surety company providing the bond(s) must be registered to do business in the State of Minnesota and be satisfactory to the County.

## **J.1 INSURANCE**

- J.1.1 The following insurance must be maintained for the duration of this Contract. A Certificate of Insurance for each policy must be on file with the County within 10 days of execution of this Contract and prior to commencement of any work under this Contract. 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 Contract a new Certificate of Insurance must be provided to the County at least 10 days prior to the expiration date. The new insurance must meet all the same terms as outlined in this Section J.1.
- J.1.2 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 Vendor. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request. All subcontractors shall provide evidence of similar coverage.
- J.1.3 General Liability Insurance
  - J.1.3.1 Minimum of \$1,500,000 each occurrence  
Minimum of \$3,000,000 aggregate
  - J.1.3.2 Policy shall include at least premises, operations, completed operations, independent contractors and subcontractors, and contractual liability.
  - J.1.3.3 **Redwood County must be named as additional insured.**
  - J.1.3.4 An excess or umbrella liability policy may be used in conjunction with primary coverages to meet the minimum limit requirements. Redwood County must also be named as additional insured on the excess or umbrella policy.
- J.1.4 Business Automobile Liability Insurance
  - J.1.4.1 Minimum of \$1,500,000 each occurrence  
Minimum of \$3,000,000 aggregate
  - J.1.4.2 Must cover owned, nonowned, and hired vehicles.
  - J.1.4.3 **Redwood County must be named as additional insured.**
  - J.1.4.4 An excess or umbrella liability policy may be used in conjunction with primary coverages to meet the minimum limit requirements. Redwood County must also be named as additional insured on the excess or umbrella policy.



J.1.5 Workers' Compensation and Employer's Liability Coverage

J.1.5.1 Workers' compensation limits should follow statutory limits per applicable state and federal laws.

J.1.5.2 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

J.1.5.3 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 bidder.

J.1.6 Indemnification Clause

J.1.6.1 Except as may be caused by the sole negligence of the County or its employees, Vendor shall indemnify and save harmless the County, its employees, and its agents from all claims, actions, demands, and judgments of any kind arising in whole or in part from any act or omission of Vendor, its subcontractors, and their agents, servants, or employees, incidental to the performance of the Contract and from all expenses in connection with such claims, actions, demands and judgments, and shall assume, without expense to the County, the defense of any such claims, actions, demands and judgments, irrespective of whether it is alleged, claimed, or proved in connection with such act or omission that negligence of the County or its representatives caused or contributed thereto.

J.1.6.2 Vendor agrees, that in order to protect itself and the County under the indemnity provisions set forth above, it will at all times during the term of this Agreement keep in force policies of insurances indicated in paragraph entitled, "INSURANCE."

J.1.6.3 This provision is not intended to create any cause of action in favor of any third party against the Vendor or the County or to enlarge in any way the Vendor's liability, but it is intended solely to provide for indemnification of the County from liability for damages or injuries to third persons or property arising from the Vendor's or the Vendor's agents' performance hereunder.

**K.1 UNAVOIDABLE CIRCUMSTANCES**

K.1.1 The Vendor shall not be held responsible for damages caused by delay or failure to perform hereunder, when such delay or failure is due to Fires, Strikes, Acts of God, Legal acts of the public authorities, or delays or defaults caused by public carriers, or acts or demands of the Government in time of war or national emergency.

**L.1 RIGHT TO TERMINATE**

L.1.1 County reserves the right to terminate this Contract immediately without penalty, at any time during the contract period for failure of Vendor to perform as specified in Vendor's Proposal dated March 25, 2024, or to the reasonable satisfaction of County, upon notification to Vendor.

**M.1 ASSIGNMENT**

M.1.1 Vendor shall not enter into any subcontract for performance of any services contemplated under this Contract except as outlined in Vendor's Proposal dated March 25, 2024, nor assign any part of this Contract, without the prior written approval of the County and subject to such conditions and provisions as the County may deem necessary. The Vendor shall be responsible for the performance of all subcontractors.

**N.1 INDEMNIFICATION**

N.1.1 Vendor shall indemnify, hold harmless and defend the County, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the County, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of Vendor, its agents, its subcontractors, servants or employees, in the execution, performance, or failure to adequately perform Vendor's obligations pursuant to this Contract.

**O.1 COMPLIANCE WITH LAWS**

O.1.1 Vendor shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which Vendor is responsible.

**P.1 RECORDS AUDITING AND RETENTION**

P.1.1 Vendor's books, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription and audit by the County and either the legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. Vendor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress required a longer retention period.

**Q.1 WAIVER**

Q.1.1 Any waiver by either party of any provision of this Contract shall not imply a subsequent waiver of that or any other provision.

**R.1 MODIFICATIONS/AMENDMENT**

R.1.1 Any alterations, variations, modifications, amendments or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing, and signed by authorized representative of the County and Vendor.

**S.1 SEVERABILITY**

S.1.1 The provisions of this Contract shall be deemed severable. If any part of this Contract is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Contract unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Contract with respect to either party.

**T.1 FINAL AGREEMENT**

T.1.1 This Contract and Vendor's Proposal dated March 25, 2024 are 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. There are no representations, warranties, or stipulations, either oral or written, not herein contained.

**U.1 EXECUTION**

U.1.1 IN WITNESS WHEREOF, the County has caused this Contract to be signed by its duly authorized officers and the Vendor has hereunto set its hand.

Dated this 02 day of April, 2024.

REDWOOD DESIGN AND  
CONTRACTING INC

COUNTY OF REDWOOD

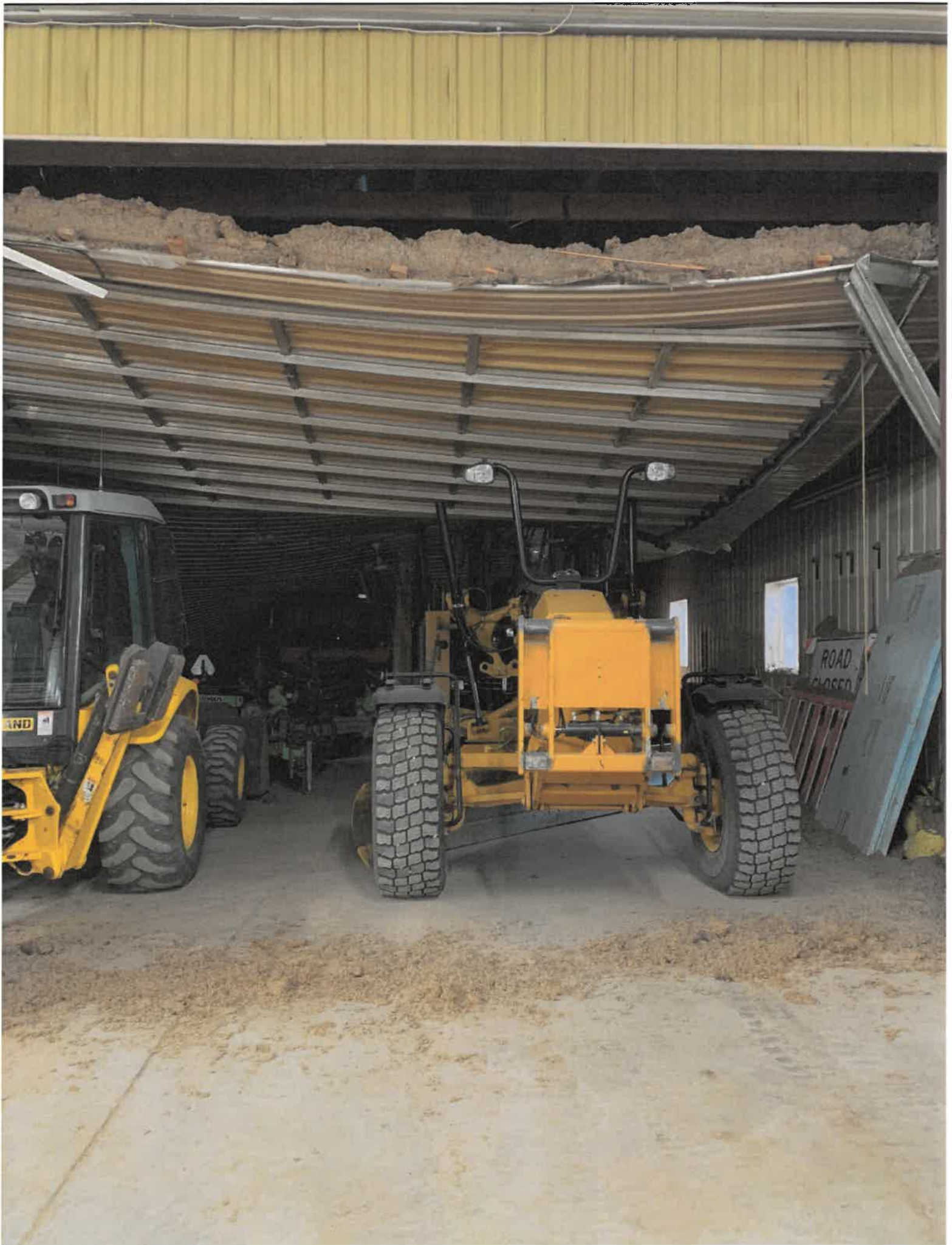
By: \_\_\_\_\_  
Its \_\_\_\_\_

By: \_\_\_\_\_  
James Salfer, Board Chair

By: \_\_\_\_\_  
Vicki Kletscher, County Administrator

APPROVED AS TO FORM

By: \_\_\_\_\_  
County Attorney





Redwood Design and Contracting INC  
811 East Bridge Street  
Redwood Falls MN, 56283

---

**New ceiling Redwood County**  
**36'x80'**

**Demo**

Put in temporary walls  
Remove cellulose insulation  
Remove steel and 2x4  
Labor  
Dumpsters

**Demo \$30,985.00**

**Re-install**

New 2x4  
New J channel  
New steel  
New cellulose insulation r-40  
New vapor barrier  
2x4 Nailed with 3" RS nails and screwed.  
Labor for reinstall.

**Re-install \$17,756.00**

**Electrical**

3 Rows of lights  
2 ceiling fans  
Electrical Labor

Redwood Design and Contracting INC  
811 East Bridge Street  
Redwood Falls MN, 56283

---

**Electrical \$7,862.76**

**Grand Total \$56,603.76**

**Notice:**

This notice is to advise you of your rights under Minnesota law in connection with the improvement or your property:

- a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- b) Under Minnesota law, you have the right to pay persons who supplied labor or material for this improvement directly and deduct this amount from our contract price, or withhold the amounts due to them from us until 120 days after completion of the improvement unless we give a lien waiver signed by persons who supplied and labor or material for the improvement and who gave you timely notice.

\_\_\_\_\_  
**Redwood Design and Contracting INC**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Customer**

\_\_\_\_\_  
**Date**





**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	4/2/2024	<b>Originating Dept.:</b>	Road & Bridge
<b>Preferred 2<sup>nd</sup> Date:</b>	Next		
<b>Discussion Item:</b>		<b>Presenter:</b>	Anthony Sellner, County Highway Engineer
Authorize Walnut Grove Shop Repairs		<b>estimated time needed:</b>	5 minutes
<b>Board Action:</b> <input type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

**If Action, Board Motion Requested:**

Authorize Z Door Men to complete overhead door replacement at the Walnut Grove shop in the amount of \$9,180.

**Background Information:**

The weekend of March 16-17, 2024 Redwood County experienced high winds. On Monday morning, March 18, 2024 maintenance personnel discovered that the Walnut Grove Shop ceiling collapsed. See attached photos.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

Date Legal Request Submitted to County Attorney:

Date Requestor Requires Review Completion:

Administrators Comments:

Reviewed by Administrator:  Yes  No

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







P.O. Box 71 Lucan, MN 56255

**Tom Zeug ~ Matt Zeug**

507-829-7500

507-828-2591

**PROPOSAL AND  
ACCEPTANCE**

PROPOSAL SUBMITTED TO <b>Redwood County Hwy Dept.</b>		PHONE <b>507-829-8485</b>	DATE <b>3-26-2024</b>
STREET <b>PO Box 6</b>		JOB NAME <b>Jamie Larson</b>	
CITY, STATE AND ZIP CODE <b>Redwood Falls, MN 56283</b>		JOB LOCATION <b>jamie_l@co.redwood.mn.us</b>	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

**Walnut Grove interior shop door**

**Remove existing tracks and hardware from damaged door off of frame.**

**Install:**

**1- 24'0" x 14' Midland Steel rib door, 24 Gauge, non-insulated, white  
with two 24" x 5" windows, 3" low headroom track, rear torsion \$9180.00**

**We Propose** hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:

**Total due within 30 days of completion** \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b> 4/2/2024	<b>Originating Dept.:</b> Road & Bridge
<b>Preferred 2<sup>nd</sup> Date:</b> Next	
<b>Discussion Item:</b>	<b>Presenter:</b> Anthony Sellner, County Highway Engineer
Authorize Board Chair and Administrator to sign Walnut Grove Shop Repairs Contract	<b>estimated time needed:</b> 5 minutes
<b>Board Action:</b> <input type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Authorize County Board Chair and County Administrator to sign awarded construction contract to Z Door Men to complete overhead door replacement at the Walnut Grove shop in the amount of \$9,180, pending obtaining signatures from the awarded Contractor and county attorney approval.

**Background Information:**

The weekend of March 16-17, 2024 Redwood County experienced high winds. On Monday morning, March 18, 2024 maintenance personnel discovered that the Walnut Grove Shop ceiling collapsed. See attached photos.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

Date Legal Request Submitted to County Attorney: 3/28/2024

Date Requestor Requires Review Completion: 4/4/2024

**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, Minnesota Service Contract**

## **A.1 DATES AND PARTIES**

A.1.1 THIS CONTRACT, made this 02 day of April, 2024, by and between the County of Redwood, herein called the "County," and Z Door Men, located at PO Box 71, Lucan MN 56255, herein called the "Vendor."

## **B.1 AGREEMENT**

B.1.1 NOW, THEREFORE, it is mutually agreed that, in consideration of the payments to be made to said Vendor, subject to the conditions, hereinafter set forth, the County shall purchase **overhead door replacement** from said Vendor, upon orders furnished by the County at the agreed price(s) submitted, and the Vendor shall perform said services all in accordance with the specifications of Vendor's Proposal dated March 26, 2024, accepted by the County as of April 2, 2024. Vendor's Proposal dated March 26, 2024 is hereby made a part of this Contract.

## **C.1 TERM OF CONTRACT**

C.1.1 The term of this Contract is from April 2, 2024 to December 31, 2024, inclusive.

## **D.1 SPECIAL CONDITIONS**

D.1.1 This Contract is subject to such special conditions as are set forth in the special Conditions Supplement attached hereto and made a part hereof and marked Exhibit(s): N/A.

## **E.1 CONTRACT AMOUNT**

E.1.1 This Agreement when fully completed and fulfilled on the part of said Vendor to the satisfaction of the County or its duly authorized agent, is \$9,180.00.

## **F.1 INCREASE**

F.1.1 No increases to the above said Contract amount will be allowed to the Vendor during the term of this Contract unless approved in writing by the County through an official Change Order or amendment to this Contract.

## **G.1 PAYMENT**

- G.1.1 The County does hereby agree, to pay said Vendor monthly as services are performed to the satisfaction of the County, or its duly authorized agent. Vendor shall submit an itemized invoice monthly in a form acceptable the County's Authorized Representative.

The County will promptly pay Vendor after Vendor presents an itemized invoice for the services actually performed and the County's Authorized Representative accepts the invoiced services. The County shall mail payment of the approved amount to the Vendor for all services satisfactorily performed or make reasonable arrangements for payment acceptable to the Vendor. 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 Vendor will be made by the County when all work and services have been satisfactorily performed as determined by the County in accordance with this Agreement. All payments shall be issued to:

Z Door Men  
PO Box 71 Lucan MN 56255

## **H.1 GUARANTEE**

- H.1.1 The Vendor further agrees to guarantee all materials and services supplied under this Contract against inferiority as to specifications, such guarantee to be unconditional. Failure or neglect of the County or its Authorized Representative to require compliance with any term or condition of this Contract or the specifications shall not be deemed a waiver of such term or condition.

## **I.1 BOND**

- I.1.1 Except as provided in Minn. Stat. 574.26, subd. 1, Minn. Stat. 574.263 and Minn. Stat. 574.264, Minn. Stat. 574.26 requires Vendor to furnish a Performance Bond and a Labor & Materials Payment Bond in an amount no less than the contract price, for any contract over \$175,000, in favor of the County, to protect the County against any breach of contract. The Surety company providing the bond(s) must be registered to do business in the State of Minnesota and be satisfactory to the County.

## **J.1 INSURANCE**

- J.1.1 The following insurance must be maintained for the duration of this Contract. A Certificate of Insurance for each policy must be on file with the County within 10 days of execution of this Contract and prior to commencement of any work under this Contract. 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 Contract a new Certificate of Insurance must be provided to the County at least 10 days prior to the expiration date. The new insurance must meet all the same terms as outlined in this Section J.1.

J.1.2 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 Vendor. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request. All subcontractors shall provide evidence of similar coverage.

J.1.3 General Liability Insurance

J.1.3.1 Minimum of \$1,500,000 each occurrence  
Minimum of \$3,000,000 aggregate

J.1.3.2 Policy shall include at least premises, operations, completed operations, independent contractors and subcontractors, and contractual liability.

J.1.3.3 Redwood County **must be named as additional insured.**

J.1.3.4 An excess or umbrella liability policy may be used in conjunction with primary coverages to meet the minimum limit requirements. Redwood County must also be named as additional insured on the excess or umbrella policy.

J.1.4 Business Automobile Liability Insurance

J.1.4.1 Minimum of \$1,500,000 each occurrence  
Minimum of \$3,000,000 aggregate

J.1.4.2 Must cover owned, nonowned, and hired vehicles.

J.1.4.3 Redwood County **must be named as additional insured.**

J.1.4.4 An excess or umbrella liability policy may be used in conjunction with primary coverages to meet the minimum limit requirements. Redwood County must also be named as additional insured on the excess or umbrella policy.

J.1.5 Workers' Compensation and Employer's Liability Coverage

J.1.5.1 Workers' compensation limits should follow statutory limits per applicable state and federal laws.



J.1.5.2 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

J.1.5.3 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 bidder.

J.1.6 Indemnification Clause

J.1.6.1 Except as may be caused by the sole negligence of the County or its employees, Vendor shall indemnify and save harmless the County, its employees, and its agents from all claims, actions, demands, and judgments of any kind arising in whole or in part from any act or omission of Vendor, its subcontractors, and their agents, servants, or employees, incidental to the performance of the Contract and from all expenses in connection with such claims, actions, demands and judgments, and shall assume, without expense to the County, the defense of any such claims, actions, demands and judgments, irrespective of whether it is alleged, claimed, or proved in connection with such act or omission that negligence of the County or its representatives caused or contributed thereto.

J.1.6.2 Vendor agrees, that in order to protect itself and the County under the indemnity provisions set forth above, it will at all times during the term of this Agreement keep in force policies of insurances indicated in paragraph entitled, "INSURANCE."

J.1.6.3 This provision is not intended to create any cause of action in favor of any third party against the Vendor or the County or to enlarge in any way the Vendor's liability, but it is intended solely to provide for indemnification of the County from liability for damages or injuries to third persons or property arising from the Vendor's or the Vendor's agents' performance hereunder.

**K.1 UNAVOIDABLE CIRCUMSTANCES**

K.1.1 The Vendor shall not be held responsible for damages caused by delay or failure to perform hereunder, when such delay or failure is due to Fires, Strikes, Acts of God, Legal acts of the public authorities, or delays or defaults caused by public carriers, or acts or demands of the Government in time of war or national emergency.

**L.1 RIGHT TO TERMINATE**

L.1.1 County reserves the right to terminate this Contract immediately without penalty, at any time during the contract period for failure of Vendor to perform as specified in Vendor's Proposal dated March 26, 2024, or to the reasonable satisfaction of County, upon notification to Vendor.

**M.1 ASSIGNMENT**

M.1.1 Vendor shall not enter into any subcontract for performance of any services contemplated under this Contract except as outlined in Vendor's Proposal dated March 26, 2024, nor assign any part of this Contract, without the prior written approval of the County and subject to such conditions and provisions as the County may deem necessary. The Vendor shall be responsible for the performance of all subcontractors.

**N.1 INDEMNIFICATION**

N.1.1 Vendor shall indemnify, hold harmless and defend the County, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the County, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of Vendor, its agents, its subcontractors, servants or employees, in the execution, performance, or failure to adequately perform Vendor's obligations pursuant to this Contract.

**O.1 COMPLIANCE WITH LAWS**

O.1.1 Vendor shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which Vendor is responsible.

**P.1 RECORDS AUDITING AND RETENTION**

P.1.1 Vendor's books, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription and audit by the County and either the legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. Vendor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress required a longer retention period.

**Q.1 WAIVER**

Q.1.1 Any waiver by either party of any provision of this Contract shall not imply a subsequent waiver of that or any other provision.

**R.1 MODIFICATIONS/AMENDMENT**

R.1.1 Any alterations, variations, modifications, amendments or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing, and signed by authorized representative of the County and Vendor.

**S.1 SEVERABILITY**

S.1.1 The provisions of this Contract shall be deemed severable. If any part of this Contract is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Contract unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Contract with respect to either party.

**T.1 FINAL AGREEMENT**

T.1.1 This Contract and Vendor’s Proposal dated March 26, 2024 are 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. There are no representations, warranties, or stipulations, either oral or written, not herein contained.

**U.1 EXECUTION**

U.1.1 IN WITNESS WHEREOF, the County has caused this Contract to be signed by its duly authorized officers and the Vendor has hereunto set its hand.

Dated this 02 day of April, 2024.

Z DOOR MEN

COUNTY OF REDWOOD

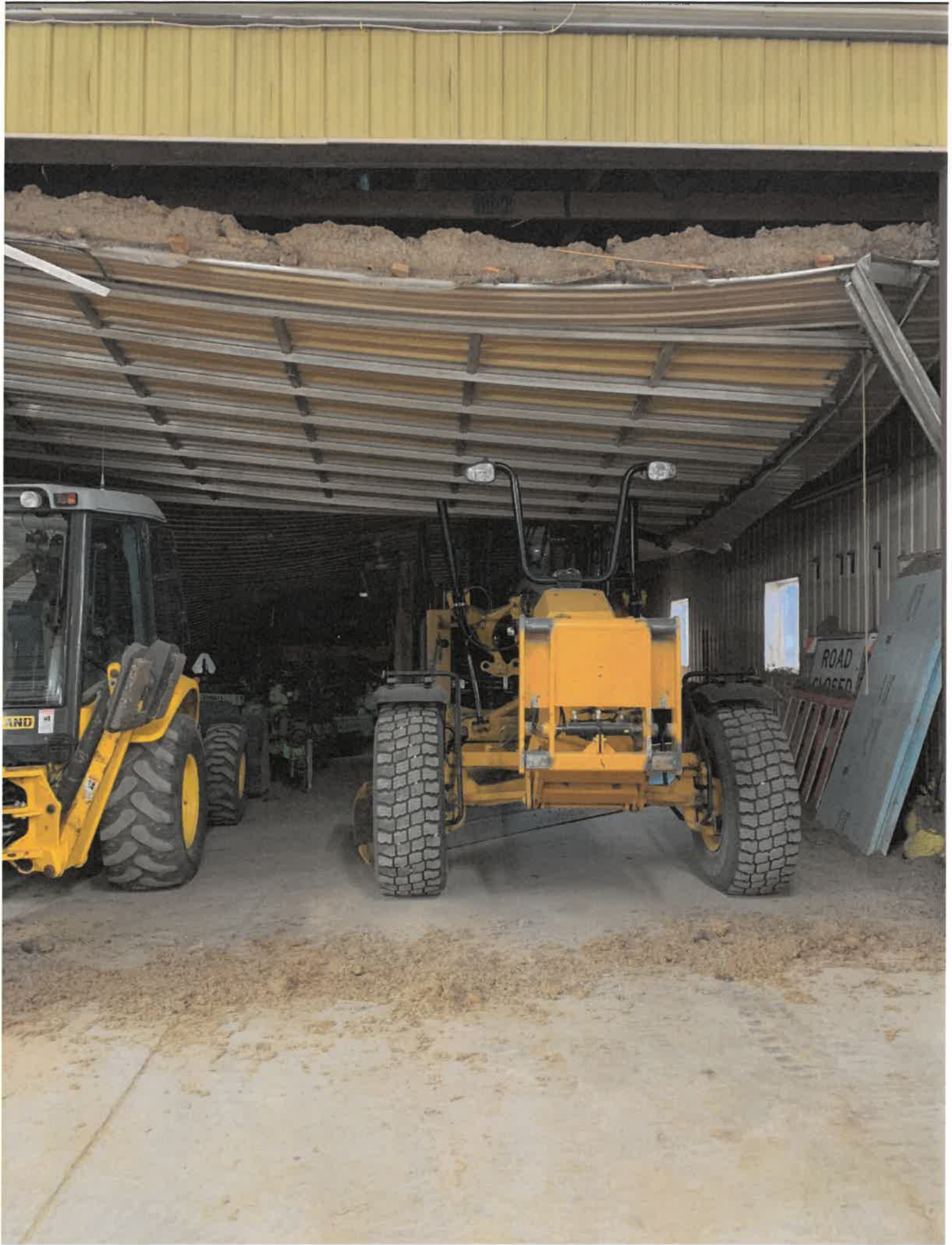
By: \_\_\_\_\_  
Its \_\_\_\_\_

By: \_\_\_\_\_  
James Salfer, Board Chair

By: \_\_\_\_\_  
Vicki Kletscher, County Administrator

APPROVED AS TO FORM

By: \_\_\_\_\_  
County Attorney







P.O. Box 71 Lucan, MN 56255

**Tom Zeug ~ Matt Zeug**

507-829-7500

507-828-2591

**PROPOSAL AND ACCEPTANCE**

PROPOSAL SUBMITTED TO <b>Redwood County Hwy Dept.</b>		PHONE <b>507-829-8485</b>	DATE <b>3-26-2024</b>
STREET <b>PO Box 6</b>		JOB NAME <b>Jamie Larson</b>	
CITY, STATE AND ZIP CODE <b>Redwood Falls, MN 56283</b>		JOB LOCATION <b>jamie_l@co.redwood.mn.us</b>	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

**Walnut Grove interior shop door**

**Remove existing tracks and hardware from damaged door off of frame.**

**Install:**

**1- 24'0" x 14' Midland Steel rib door, 24 Gauge, non-insulated, white with two 24" x 5" windows, 3" low headroom track, rear torsion** **\$9180.00**

**We Propose** hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:

**Total due within 30 days of completion** \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_



**REQUEST FOR BOARD ACTION**

Requested Board Date:	4/2/2024	Originating Dept.:	Road & Bridge
Preferred 2 <sup>nd</sup> Date:	Next		
Discussion Item:	Gravel Road Update	Presenter:	Anthony Sellner, County Highway Engineer
		estimated time needed:	5 minutes
Board Action:	<input type="checkbox"/> Yes, action required <input checked="" type="checkbox"/> No, informational only		

**If Action, Board Motion Requested:**

Gravel Road Update

**Background Information:**

[Empty text box for background information]

Supporting Documents:     Attached     None   

County Attorney Reviewed Information:     Completed     In Progress     Not applicable

Date Legal Request Submitted to County Attorney:

Date Requestor Requires Review Completion:

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 \*\***



## Redwood County 4-H 2023 impact report

**41,580** total participants

**442** participants in Redwood County 4-H 3/2024

**9,191** new Minnesota 4-H'ers

**115** new 4-H'ers in Redwood County 4-H 3/2024

**6,214** first-generation new 4-H'ers in Minnesota

**60** first generation new 4-H'ers in Minnesota

Retained **72%** of youth from 2022

Youth average **7 years** in 4-H

### Learn

Delivered nearly **2,000** events statewide

Over **24,000** youth across Minnesota showcased learning, demonstrating their growth and mastery in project areas, and **321** in Redwood County 4-H

**Giving youth platforms to share their learning**

"I gave up a lot to go to the MN State Fair. This was my first year going and I learned so much! I wish I tried it years ago.

— Redwood County 4-H'er



## Lead

**5,882** 4-H'ers across the state participated in leadership events and groups  
**92%** reported gaining confidence in their leadership through Minnesota 4-H  
**91%** reported having an opportunity to lead in Redwood County 4-H

## Make a difference

**3 in 4** 4-H'ers reported serving their community  
**57%** 4-H'ers reported serving their community in Redwood County 4-H in 2023  
**7,439** screened adult volunteers in Minnesota 4-H  
**109 with 17 new to 4-H** screened adult volunteers in Redwood County 4-H in 2023

### We couldn't do it without our volunteers

Our volunteers mean everything to our 4-H program and our 4-H'ers. The connections made to a caring adults help our youth grow into community minded, community connected, resilient and confident adults.

—Sjohnson, Redwood County 4-H





**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	April 2, 2024	<b>Originating Department:</b>	Environmental
<b>Preferred 2<sup>nd</sup> Date:</b>	April 16, 2024		
<b>Discussion Item:</b>		<b>Presenter:</b>	Nick B.
Archaeological Survey -Plum Creek Park Grant		<b>estimated time needed:</b>	10 minutes
<b>Board Action:</b>		<input checked="" type="checkbox"/> <b>Yes, action required</b> <input type="checkbox"/> <b>No, informational only</b>	

**If Action, Board Motion Requested:**

Approve proposal from Metcalf Archaeological Consultants for Phase I Archaeological Survey. Estimate for completion is \$6,500.

Approve Professional Services Contract with Metcalf Archaeological Consultants not to exceed \$6,500.

**Background Information:**

In 2022 Redwood County was awarded a grant from the Greater Minnesota Parks and Trails Commission in the amount of \$818,539 for park expansion and improvement. One requirement of the grant is to complete a Phase I Archaeological Survey of the project site.

Other estimates received were Blondo Consulting LLC - Kettle River: \$10,622.20 and 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 \*\***



**Metcalf**  
ARCHAEOLOGICAL CONSULTANTS

January 18, 2024

Nick Brozek  
Environmental Director  
Redwood County Environmental Dept.  
Redwood Falls, MN 56283

*Submitted via email: [nick\\_b@co.redwood.mn.us](mailto:nick_b@co.redwood.mn.us)*

RE: Work and Cost Proposal – Plum Creek County Park Improvements 2024 Phase 1 Archaeological Survey, Redwood County, Minnesota.

Mr. Brozek,

Metcalf Archaeological Consultants, Inc. is pleased to offer our cultural resource services for the above-named project. Metcalf understands the SHPO has reviewed the plans and is requesting a Phase 1 survey be conducted.

We are providing you with an estimate of fees to complete the survey and prepare a report. We can conduct the fieldwork when weather permits, in the spring of 2024 after the snow has melted and the ground thawed. Our costs broken down by project component as follows:

#### Background Research

- File Search of the project area and surrounding section(s) for prior surveys and recorded sites.

#### Class III Fieldwork

- Class III Survey of ca. 4-ac.
- One day of field work for one Principal Investigator.
- No cultural resources are expected.

#### Final Report

- Preparation of a report that meets MN-SHPO and MN-OSA standards.
- Agencies typically can review the project within 15 days after submission.

**Estimate for project completion: \$6,500.**

The above cost estimates rely on the following assumptions:

- No cultural resource sites are anticipated.
- No tribal involvement needs coordination.
- Direct effects study only.
- The estimate covers all Metcalf time and materials for the project including equipment, travel, project administration, and GIS.
- Anything not specifically mentioned in this letter is outside the scope of work.

The addition of project components or adjustments to the project area may necessitate an adjustment in our cost estimation. Metcalf bills on a time and materials basis so the final cost could be different from our original estimate. If the level of effort to complete all tasks is less than estimated, you will only be charged for the time and materials expended. This estimate is good for 30 days.

Metcalf has over 40 years of professional experience in providing quality cultural resource management services for private sector and government clients. Metcalf strives to meet or surpass the expectations of our clients and we will do what we can to respond to your needs and meet the demands of your schedule. We sincerely appreciate the opportunity to work with you on this project. Please do not hesitate to contact me directly if you have any questions or concerns: (701) 330-8084.

Thank you for considering Metcalf for your project needs.



Michael A. Jackson, MA, RPA  
Principal Investigator  
[mjackson@metcalfarchaeology.com](mailto:mjackson@metcalfarchaeology.com)  
(701) 258 1215 (office)  
(701) 330 8084 (mobile)

**REDWOOD COUNTY  
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024 (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 Metcalf Archaeological Consultants, Inc. (the “Consultant”), 11495 W. 8<sup>th</sup> Avenue, Suite 104, Lakewood, Colorado 80215.

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 Project as set forth in the Consultant’s Work and Cost Proposal 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. Michael A. Jackson, MA, RPA, 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 \$ 6,500.00 (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:

Metcalf Archaeological Consultants, Inc.  
11495 W. 8<sup>th</sup> Avenue, Suite 104  
Lakewood, Colorado 80215

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 Environmental 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 C, 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**

**METCALF ARCHAEOLOGICAL  
CONSULTANTS, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

By:  \_\_\_\_\_  
Redwood County Attorney

Date: 03.26.2024

## **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 Work and Cost Proposal – Plum Creek County Park Improvements 2024 Phase 1 Archaeological Survey, Redwood County, Minnesota

## **EXHIBIT B**

### **PROJECT SCHEDULE**

The Consultant will provide the County with the services in **Exhibit A** beginning upon the Effective Date of the Agreement and shall end on September 30, 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.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/09/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Phone: 970-328-6868 Fax: 970-328-6671

ALLEN INSURANCE AGENCY, INC.  
PO BOX 610  
EAGLE CO 81631

CONTACT NAME: Allen Insurance Agency, Inc.

PHONE (A/C No. Ext): 970-328-6868

FAX (A/C No.): 970-328-6671

E-MAIL ADDRESS: alleninsurance@centurytel.net

PRODUCER CUSTOMER ID: 357

INSURED  
METCALF ARCHAEOLOGICAL CONSULTANT, INC  
17301 W COLFAX AVE, SUITE 305  
GOLDEN, CO 80401

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	EVANSTON INSURANCE COMPANY	35378
INSURER B :	GENERAL INSURANCE COMPANY OF AMERICA	24732
INSURER C :	Pinnacle Assurance	
INSURER D :	Landmark American Ins. CO	
INSURER E :		
INSURER F :		

### COVERAGES

CERTIFICATE NUMBER: 9630

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INBR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	2DE0725	05/15/23	05/15/24	EACH OCCURRENCE	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X	X	AZG64689489	05/15/23	05/15/24	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	X	X	MKLV4EUL104537	05/15/23	05/15/24	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? <input type="checkbox"/> Y/N N/A (Mandatory in MO) If yes, describe under DESCRIPTION OF OPERATIONS below		X	1201342	04/01/23	04/01/24	E.I. EACH ACCIDENT	\$ 1,000,000.
							E.I. DISEASE-EA EMPLOYEE	\$ 1,000,000.
							E.I. DISEASE-POLICY LIMIT	\$ 1,000,000.
D	PROFESSIONAL LIABILITY			LHR852706	11/02/23	11/02/24		\$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

### CERTIFICATE HOLDER

### CANCELLATION

Attention:

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	April 2, 2024	<b>Originating Department:</b>	Environmental
<b>Preferred 2<sup>nd</sup> Date:</b>	April 16, 2024		
<b>Discussion Item:</b>		<b>Presenter:</b>	Nick B.
Petition to Outlet - Lat2F J36 - Leona Prokosch		<b>estimated time needed:</b>	5 minutes
<b>Board Action:</b>		<input checked="" type="checkbox"/> <b>Yes, action required</b> <input type="checkbox"/> <b>No, informational only</b>	

**If Action, Board Motion Requested:**

Accept Petition for Authority to Use Lat2F J36 as an Outlet, submitted by landowner Leona Prokosch.

Appoint Bill Moldestad viewer.

(Optional) - Set final hearing date May 7, 2024.

**Background Information:**

Leona Prokosch owns the N1/2 NE1/4 of Section 5, Sundown Township. The land is farmed by her son, Steve Prokosch. The farm's drainage benefits are divided between four different ditch systems: CD25, CD 51, JD 36 R&B, and Lat2F J36.

Steve is seeking to redirect water currently flowing into CD 51, into Lat2F J36. He wants to construct a main tile along the north edge of the farm, draining west into Lat2F J36. This will intercept existing private field tile currently outletting to CD51 (see map attached to the petition).

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**  
*Before the*  
**<Redwood County>**  
**SITTING AS THE DRAINAGE AUTHORITY FOR**  
**<Lat2F J36 >**

**In the Matter of:**

**Petition for Authority to Use Lat2F J36  
as an Outlet**

**PETITION**

Pursuant to Minn. Stat. § 103E.401, Petitioners seek authority to use <Lat2F J36 > as an outlet for drainage. For their Petition, the undersigned Petitioners state and allege the following:

**Findings:**


1. Petitioners request express authority from **Redwood County**, acting as the drainage authority for **Lat2F J36**, to use the **Lat2F J36** as an outlet for a private **drainage tile system** installed to benefit the following properties:
  - a) Sundown 5 - N1/2 NE1/4, 77.48A;  
Parcel ID 67-005-1020  
Sec/Twp/Rng 5-110-35
2. Petitioners request the drainage authority, concurrent with this petition, appoint a viewer to view the properties described above and make a recommendation to the drainage authority on an appropriate outlet fee for the beneficial use received through the < **Lat2F J36** > outlet and to determine a benefit amount for future assessments.
3. This petition may be signed in counterparts.

Respectfully submitted this 20<sup>th</sup> day of March, 2024 by:

[Note: All signatories to the Petition must indicate the capacity in which they sign, i.e. owner, co-owner, corporate official, or government lot. In the case of a partnership, only one general partner needs sign. In

[Note: This template is only a suggestion and is not the format required under Minn. Stat. ch. 103E or Minnesota Law. This template is not a substitute for legal advice. You may want to consult with an attorney regarding customizing this template to a unique individual, entity, or situation.]

the case of a corporation, only one corporate official need sign. In the case of co-ownership, all co-owners must sign. In the case of a trust, all trustees must sign. Be sure all signature blocks are fully completed. If you are unsure of whom must sign please contact the petitioner's attorney.]

Owner Signature	Property Owned	Mailing Address	Dated
<p>____Leona Prokosch____</p> 	<p>Parcel ID      67-005-1020            Sec/Twp/Rng    5-110-35</p>	<p>615 West Middle St.            Redwood Falls, MN,            56283</p>	<p>_____</p> <p>3-20-2024</p>

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Dear Commissioners,

Thank you for your continued support of the Plum Creek Library System (PCLS) and the services we provide to the nine-county region. We are please to share the updates and initiatives that we have undertaken during the last year to continue to enhance library services in our communities.

In the upcoming year, PCLS has outlined several priorities aimed at facilitating access to library resources:

1. Prioritizing broadband internet access to member libraries that receive federal e-rate funding
2. Increasing awareness of digital resources
3. Supporting continuing education for staff at our member libraries.

As we approach the budget planning process, we respectfully request your continued financial support for PCLS. We are requesting \$3,250 from each of the nine counties we serve to support our operations. This funding level aligns with previous years and allows PCLS to support the shared services between our member libraries, ultimately benefiting communities throughout our region.

We are deeply grateful your prior support of PCLS and our member libraries and hope that you will consider our request as you prepare your annual budget.

Thank you again for your support and we look forward to continuing our communities through the Plum Creek Library System.

Warm Regards,

Elizabeth Hoffman  
Director  
Plum Creek Library System

# Plum Creek Library System

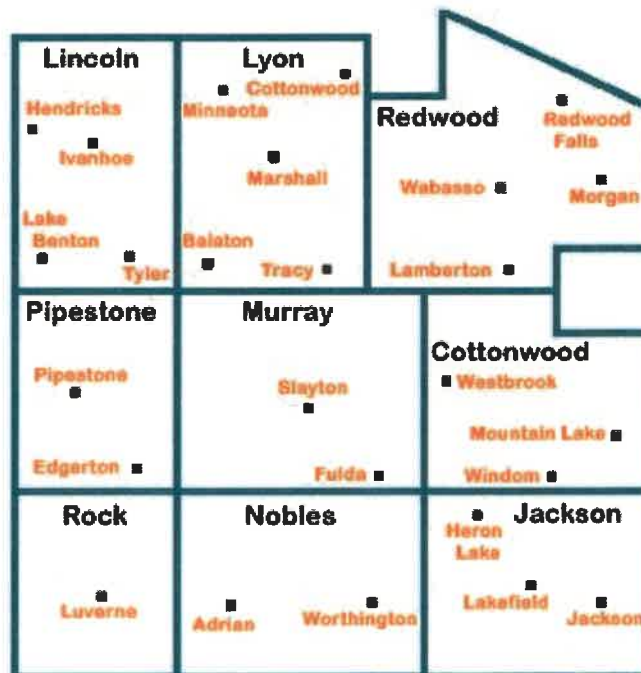
[www.plumcreeklibrary.org](http://www.plumcreeklibrary.org)



Serving libraries in Cottonwood, Jackson,  
Lincoln, Lyon, Murray, Nobles, Pipestone,  
Redwood & Rock Counties

## Annual Update

2024





## **OUR MISSION THEN AND NOW**

The mission of the Plum Creek Library System is to support and collaborate with its member libraries to provide excellence in library services. During the last 50 years, the way that collaboration and support have been provided has changed, but the high quality of service has continued. Our vision is to be a catalyst for improvement and growth by providing leadership and facilitating access to resources advocating professional development, technology, and support services.

## **REVIEW OF 2023**

- Unveiling of a fresh strategic vision
- Revisions to operational procedures for shared automation and delivery services, programs supported by the Arts and Cultural Heritage Fund, and financial matters
- Forming partnerships with fellow library systems and other organizations to support educational opportunities and enrich programming
- Evaluating system resources to provide better services

## **GOALS FOR 2024**

- Prioritize stable broadband internet connections for member libraries benefiting from federal e-rate funding.
- Enhance ongoing continuing education for member library staff.
- Foster community engagement by providing information about available library services to residents.
- Strengthen partnerships to improve services to member libraries.

## **CONNECT WITH US**

**Plum Creek Library System  
290 South Lake St.  
P.O. Box 697  
Worthington, MN 56187-0697  
Phone: 507-376-5803  
[www.plumcreeklibrary.org](http://www.plumcreeklibrary.org)**

# Minnesota Arts and Cultural Heritage Fund

## Uniquely Minnesota

In 2008 Minnesota voters passed the Clean Water and Legacy Amendment that authorized an increase to the state sales tax by  $\frac{3}{8}$  of 1%. Funding began on July 1, 2009 and will run through 2034.

The Clean Water, Land and Legacy Amendment established 4 funds:

- Clean Water
- Parks & Trails
- Outdoor Heritage
- Arts & Cultural Heritage

ACHF projects provide educational opportunities in these areas:

- Arts
- History
- Literary Arts
- Cultural Heritage of Minnesota

Legacy funding will invest more than \$1.2 billion in arts and cultural heritage funds projects and programs in the life of the tax.



# Plum Creek Library System's Legacy Milestones 2010 - 2023:



**Projects: 1,708**



**Attendance: 75,810**



**Partnerships: 2,020**



**Total Allotments:  
\$1,652,286.84**

