

AGENDA

REDWOOD COUNTY BOARD OF COMMISSIONERS

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

TUESDAY, JANUARY 7, 2025

COMMISSIONER'S ROOM, GOVERNMENT CENTER

REDWOOD FALLS, MINNESOTA

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

8:15 a.m.

Oath of Office

Judge Rohland

8:30 a.m.

STATUTORY MEETING – (M.S. §375.07) “The Board shall meet at the County Seat for the transaction of business on the first Tuesday after the first Monday in January.”

- **AUDITOR-TREASURER**– to call the statutory meeting to order
Pledge of Allegiance
- **AUDITOR-TREASURER** – to request nominations for 2025 Chairperson of the Board
- **NEWLY ELECTED CHAIR** – to request nominations for the 2025 Vice-Chair of the Board

8:30 a.m.

- Open Forum**
- Review and approve January 7th meeting agenda.
- Identification of Conflict of Interest
- Review and approve Consent Agenda:
 - December 17th minutes
 - bills

8:35 a.m.

- **BOARD CHAIR**
 - 1) Authorize the Board Chair to act on behalf of Redwood County in case of emergencies.
 - 2) Officially adopt Roberts Rules of Order as the County Board meeting procedural guide

8:40 a.m.

- **Auditor-Treasurer**
Jean Price
 - 1) Repurchase of Tax Forfeited Property
 - 2) Resolution Designating Depositories

8:50 a.m.

- **ROAD AND BRIDGE**
Anthony Sellner
 - 1) Budget Report
 - 2) Bills
 - 3) AP Bills
 - 4) Resolution to use website advertisement
 - 5) Authorize to pay permits in 2025

9:10 a.m.

➤ **ADMINISTRATOR**

- 1) Snowmobile Grant Aid Agreement
- 2) 2025 Tax Levy Resolution- Amended
- 3) 2025 Elected Official out of State Travel Policy
- 4) 2025 Redwood County Fee Schedule
- 5) 2025 Reimbursement Policy
- 6) 2025 Tobacco License for Vesta Bar
- 7) 2025 Tobacco License for SAI Morgan LLC
- 8) 2025 Tobacco License for Lamberton C- Store
- 9) County Attorney Credit Card
- 10) SWMAMHC Contribution

9:20 a.m.

➤ **BOARD CHAIR**

- 1) Proposed Roster of the County Board – 2025 Committee Appointments

Personnel

- 1) Assistant County Attorney Staffing Coverage
- 2) Recruiting Summary
- 3) Authorize Administrator Signature on Severance Agreement

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

January 7th – 8:30 a.m. –Redwood County Board Meeting– Redwood County Government Center Board Room

January 21st – 8:30 a.m. –Redwood County Board Meeting– Redwood County Government Center Board Room

February 4th – 8:30 a.m. –Redwood County Board Meeting– Redwood County Government Center Board Room

February 10th – 9:30 a.m. – 12:00 p.m. Land Use & Zoning Training– Redwood County Government Center – MN West Training Room

February 18th – 8:30 a.m. –Redwood County Board Meeting– Redwood County Government Center Board Room

REDWOOD COUNTY, MINNESOTA

December 17, 2024

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

Present for all or portions of the meeting were Commissioners Dennis Groebner, Bob Van Hee, Jim Salfer, Rick Wakefield, and Dave Forkrud, County Attorney Jenna Peterson, Assistant County Attorney Marissa Pacheco, County Administrator Vicki Kletscher, Administrative Assistant Sierra Fluck, Environmental Director Nick Brozek, Planning & Zoning Supervisor Jeanette Pidde, Auditor/Treasurer Jean Price, Human Resource Michelle Koenig, Sheriff Jason Jacobson, Assistant County Engineer Jeff Bommersbach, Corey Theis, Trenton Dammann Redwood Falls City Attorney, Redwood Falls City Administrator Keith Muetzel, Duane Dauer, Katie Dauer & John Olcott.

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

On motion by Van Hee, second by Wakefield, the Board voted unanimously to approve the December 17 agenda.

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

CONSENT AGENDA

- On motion by Wakefield, second by Van Hee, the Board voted unanimously to approve the following:
 - December 3rd Board Minutes.
 - Payment of bills.

General Fund	\$ 62,351.86
Ditch Fund	\$ 34,533.54
Solid Waste Fund	\$ 235.38
Soil & Water	\$ 77,506.50
Debt Service Fund	\$ 296.40
EDA	\$ 573.28
R&B Fund	\$ 180.27

<u>Vendor Name</u>	<u>Amount</u>
ADVANCED CORRECTIONAL HEALTHCAR	10,499.91
AUDIO & SECURITY ENGINEERS	5,482.72
B & L LAWN & SNOW	3,500.00
BEHREND/MARK	2,307.50
BERG/BRUCE	4,290.00
BLAINE ROIGER INC	3,543.00
CHRISTENSEN/JOHN WILLIAM	3,265.00
COUDRON/RONALD P	8,625.00
COUNTIES PROVIDING TECHNOLOGY	4,790.00

GOBLIRSCH DAIRY LLC	2,016.00
HAGERT/BRYAN	10,265.00
HEPPNER CONSULTING INC	4,028.00
MAAS CONSTRUCTION CO	4,869.00
MAERTENS/TYLER	4,107.00
MAURER/RICHARD J	7,635.00
MN COUNTIES COMPUTER COOPERATIV	9,495.22
OPG3	6,011.28
REDWOOD COUNTY AUD-TREAS	7,500.00
ROHLIK/JOHN W	4,170.54
SCHMIDT CONSTRUCTION INC	9,554.64
STANTEC CONSULTING SERVICES INC	5,880.00
TOWNSHIP OF NORTH HERO	21,498.00
TROST/CURTIS	3,452.50
73 Payments less than 2 0 0 0	27,588.77
Final Total:	174,374.08

EMPLOYEE RECOGNITION

- The Board recognized Julie Zimmerman, Deputy Auditor-Treasurer, for 20 years of Service with Redwood County.
- The Board recognized Greg Boettger, Highway Maintenance Specialist Clements, for 15 years of Service with Redwood County.

COUNTY ATTORNEY

- On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve the 2025 appeals agreement with the law firm of Smith & Johnson.
- On motion by Van Hee, second by Salfer, the Board voted unanimously to approve the Law Enforcement Center Lease Agreement Addendum between the city of Redwood Falls and the County of Redwood.
- On motion by Wakefield, second by Forkrud, the Board voted unanimously to approve the Legal Services Agreement for Commitment A241914 appeal with the law from of Smith & Johnson.
- On motion by Wakefield, second by Forkrud, the Board voted unanimously to acknowledge the resignation of County Attorney Jenna Peterson, effective January 2, 2025.
- On motion by Van Hee, second by Wakefield, the Board voted unanimously to appoint Shannon Ness as County Attorney to fulfill the unexpired term of County Attorney Peterson, effective January 3, 2025, and set salary at Grade 21, Step 5 \$130,980.24 and after a successful 6-month evaluation, July 3, 2025, set salary at Grade 21, step 6 \$134,696.88.

AUDITOR/TREASURER

- On motion by Wakefield, second by Van Hee, the Board voted unanimously to approve the November 2024 Disbursements in the amount of \$1,760,745.24.
- Bills exceeding \$2,000:

<u>Vendor Name</u>	<u>Amount</u>
BLUE CROSS BLUE SHIELD OF MINNESO	41,018.71
BLUE CROSS BLUE SHIELD OF MINNESO	45,086.73
BLUE CROSS BLUE SHIELD OF MINNESO	30,924.58
MINNESOTA DEPARTMENT of REVENUE	23,794.72
MN COMMISSION OF FINANCE	189,662.42

NATIONWIDE RETIREMENT SOLUTIONS	4,823.00
PAYCOM CORPORATE HEADQUARTERS	2,458.45
WEX LEAP	7,426.11
WEX LEAP	7,426.11
36 Payments less than 2 0 0 0	19,186.73
Final Total:	371,807.56

<u>Vendor Name</u>	<u>Amount</u>
SCHOOL DISTRICT 2190	2,847.02
SCHOOL DISTRICT 2754	80,495.72
SCHOOL DISTRICT 2884	84,643.97
SCHOOL DISTRICT 2897	590,023.03
SCHOOL DISTRICT 2898	49,624.18
SCHOOL DISTRICT 2904	7,651.51
SCHOOL DISTRICT 635	45,919.64
SCHOOL DISTRICT 640	92,893.26
SCHOOL DISTRICT 85	19,108.99
Final Total:	973,207.32

<u>Vendor Name</u>	<u>Amount</u>
METLIFE	3,916.23
MN COMMISSION OF FINANCE	4,260.50
WABASSO PLUMBING & HEATING	19,555.84
16 Payments less than 2 0 0 0	3,053.52
Final Total:	30,786.09

<u>Vendor Name</u>	<u>Amount</u>
8 Payments less than 2 0 0 0	1,389.07
Final Total:	1,389.07

<u>Vendor Name</u>	<u>Amount</u>
MILROY SPARTAN PROPERTIES LLC	2,201.04
SOUTHWEST HEALTH & HUMAN SERVICE	38,086.56
8 Payments less than 2 0 0 0	2,764.37
Final Total:	43,051.97

<u>Vendor Name</u>	<u>Amount</u>
COMPASS MINERALS AMERICA INC	28,829.46
JACKSON'S HEAVY EQUIPMENT TRAININ	3,950.00
5 Payments less than 2 0 0 0	881.00
Final Total:	33,660.46

<u>Vendor Name</u>	<u>Amount</u>
6 Payments less than 2 0 0 0	1,491.68
Final Total:	1,491.68

<u>Vendor Name</u>	<u>Amount</u>
COMPASS MINERALS AMERICA INC	2,281.86
7 Payments less than 2 0 0 0	2,795.96
Final Total:	5,077.82

<u>Vendor Name</u>	<u>Amount</u>
ENERGY SOLUTION PARTNERS, LLC	18,928.55
MEADOWLAND FARMERS COOP	11,305.00

MR PAVING & EXCAVATING INC	213,836.54
1 Payments less than 2 0 0 0	232.77
Final Total:	244,302.86

<u>Vendor Name</u>	<u>Amount</u>
RRRSWA	50,533.00
15 Payments less than 2 0 0 0	5,437.41
Final Total:	55,970.41

- Price updated the Board on the amounts transferred to the Ditch Fund that have now been repaid back to the General Fund between July 2024 through September 2024 in the amount of \$516,132.21.
- On motion by Van Hee, second by Wakefield, in a roll call vote with Salfer, Forkrud, Van Hee, Groebner, and Wakefield all voting aye the Board adopted the following Resolution:

WHEREAS, Minnesota Statute 471.38 Subd. 3. allows a local government to make an electronic funds transfer for the following:

- (1) for a claim for a payment from an imprest payroll bank account or investment of excess money;
- (2) for a payment of tax or aid anticipation certificates;
- (3) for a payment of contributions to pension or retirement fund;
- (4) for vendor payments; and
- (5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

WHEREAS, Minnesota Statute 471.38 Subd. 3a. authorizes electronic funds transfer to only those local governments that have enacted policy controls.

NOW, THEREFORE, BE IT RESOLVED, That the Redwood County Auditor/Treasurer is authorized to make electronic funds transfer per Minnesota Statute 471.38 Subd. 3.

BE IT FURTHER RESOLVED, that the authority to make electronic funds transfer is further extended to include the Auditor/Treasurer office staff under the supervision of the Auditor/Treasurer and payroll office staff under the supervision of the Administrator as necessary to initiate and complete electronic funds transfers to pay expenditures of and for Redwood County.

BE IT FURTHER RESOLVED, That as part of the policy control procedures, a list of all claims paid which includes electronic funds transfer be presented to the Board at its next regularly scheduled meeting.

- On motion by Wakefield, 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, Minnesota Statute 375.16 allows the County Board to authorize the County Auditor/Treasurer to pay incidental expenses of the county upon the presentation of a properly itemized and verified bill; and

WHEREAS, Minnesota Statute 375.18 allows delegation by the County Board for paying certain claims to a county administrative official;

NOW, THEREFORE, BE IT RESOLVED, that the County Auditor/Treasurer is authorized to pay incidental expenses per Minnesota Statute 375.16 (such as postage, express, freight, telephone, water, light, and other utility charges);

BE IT FURTHER RESOLVED, that the County Board delegates and authorizes that the County Auditor/Treasurer may pay the following types of claims made against the County;

- Payroll activity, including insurance (medical, dental, etc.), all other withholdings, and
- other taxable expenses
- Insurance costs of retirees
- Insurance claims/costs – medical, pharmacy, administrative services, etc.
- Insurance premiums and deductibles – workers’ comp, property casualty, liability, auto, etc.
- Court-ordered payments, including restitution
- Payments with statutory requirements (such as coroner and sexual assault)
- Expenses related to the jail canteen
- Subpoena/service fees
- Leased vehicle costs
- Monthly support and maintenance (CPT, SWHHS, copier leases, etc.)
- Credit cards and/or other charge cards or accounts with supporting detail for transaction(s) -- to company/business only; not reimbursements to employees for use of a personal card or account
- Expenses that would receive a discount if paid before claims submitted at the next regularly scheduled meeting would be issued by the County and reasonably expected to be received by the vendor
- Expenses that would incur a penalty if not paid before claims submitted at the next regularly scheduled meeting would be issued by the County and reasonably expected to be received by the vendor
- Miscellaneous taxes, including property tax and special assessment distributions
- State aid distributions (such as market value credit)
- Refunding overpayments, including tax
- Loans for septic system installations
- Payments to Recorder for document/lien recordings or releases
- Debt payments or other claims with fixed payment schedules (such as clean water partnership loans and capital leases)
- Expenses related to elections
- Payments on board approved contracts or agreements (such as highway projects), including final payments after board approval
- Registrations and dues approved by the department manager
- Reimbursement to employees for travel related expenses (hotel, mileage, parking, overnight meals, etc.) approved by the department manager

- Costs authorized by the County Board but not submitted that meeting as part of Commissioner warrants (such as ditch expenses, Commissioner mileage, and professional and technical services)
 - Appropriations authorized by the County Board via the budget
 - Pass-through state monies
 - To reissue any Commissioner warrant, due to a lost check
 - Post office box rental and/or safety deposit box rental
- Transactions authorized by other boards or those boards that have delegated authority for claim payment to the County Auditor/Treasurer (including, but not limited to, Southwest Health and Human Services);

BE IT FURTHER RESOLVED, that on considering the sum charged excessive or for any claims with other possible questions or issues, as determined by the County Auditor/Treasurer, those bills will not be issued but will be presented to the board for action at its next regularly scheduled meeting;

BE IT FURTHER RESOLVED, that the County Auditor/Treasurer will not be held personally liable for payment for any claim falling into the above authorized types the County Board later disagrees with, disapproves of, or questions;

BE IT FURTHER RESOLVED, the above delegation and authority conferred shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to the County Auditor/Treasurer; and

BE IT FURTHER RESOLVED, that as part of internal accounting and administrative control procedures and for informational purposes, a list of all such claims paid be presented to the County Board on a monthly basis.

- 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, the Governmental Accounting Standards Board (GASB) issued GASB #54 Fund Balance Reporting; and

WHEREAS, the statement substantially changes how fund balances are categorized; and

WHEREAS, to provide a financial environment for Redwood County's operations which allows the County to provide quality services to its residents in a fiscally responsible manner designed to keep services and taxes as consistent as possible over time, a policy will serve as the framework upon which consistent operations may be built and sustained;

BE IT THEREFORE RESOLVED, that pursuant to GASB #54, Redwood County is committing fund balance for the following purposes stated below for the year ending 2024, and the dollars used to commit will be used from current fund balance:

- Encumbrances for contracts entered into at year end

- RCEDA Revolving Loan - 2008
- Septic System Revolving Loan - 2017
- Retiree Health Insurance
- Sheriff Canteen
- United Community Action Area Transit

BE IT FURTHER RESOLVED, the County Administrator and the County Auditor/Treasurer are hereby authorized and directed to adjust the amounts for each of the committed stated purposes above in regards to the transactions made during the 2024 year and amounts budgeted for the 2025 year; and

BE IT FURTHER RESOLVED, the County Administrator and the County Auditor/Treasurer are hereby authorized and directed to adjust and determine assigned balance amounts.

- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the terms and conditions for the initial Sale of Tax Forfeited to be held on February 19, 2025, at 9:00 a.m. in the Redwood County Board room, with an alternate date of February 21, 2025.

PUBLIC HEARING

- The Board acknowledged the Affidavit of Publication.
- The Board called for testimony, there was none.
- The Chair announced that the Public Hearing is closed for further testimony.
- On motion by Wakefield, second by Forkrud, the Board voted unanimously to Adopt ordinance to Regulate Cannabis Businesses.

SHERIFF

- On motion by Forkrud, second by Van Hee, the board voted unanimously to accept the donation from Joseph Goblisch in the amount of \$50.00 to the Redwood County Sheriff's Office.

WHEREAS, Joseph Goblisch wishes to donate \$50.00 to Redwood County Sheriff's Office and;

WHEREAS, the Sheriff's Office will utilize the donation of \$50.00 for the purpose of a K9 program and/or equipment; and

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

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby approves the acceptance of \$50.00 from Joseph Goblisch to the Redwood County Sheriff's Office, on behalf of the County.

- Jacobson reviewed with the Board the November 2024 Jail Population.
- On motion by Van Hee, second by Wakefield, the Board voted unanimously to approve the 2025 Law Enforcement Contract with the City of Wabasso providing 15 hours of law enforcement coverage per week.

ROAD & BRIDGE

- On motion by Van Hee, second by Wakefield, the Board voted unanimously to approve Road & Bridge December 2024 bills in the amount of \$198,573.64.

<u>Vendor Name</u>	<u>Amount</u>
BOLTON & MENK INC	26,900.00
DOBOSZENSKI & SONS INC	104,626.08
LAMBERTON HEATING & PLUMBING INC	3,333.30
MN DEPT OF TRANSPORTATION	9,575.20
NORTH CENTRAL INTERNATIONAL LLC	4,348.49
PLUM CREEK CABINETS & CONSTRUCTI	3,000.00
WIDSETH SMITH NOLTING & ASSOCIATE	38,459.24
ZIEGLER INC	2,626.51
20 Payments less than 2 0 0 0	5,704.82
Final Total:	198,573.64

- On motion by Groebner, second by Van Hee, the Board voted unanimously to approve the Final Pay Request for Construction Contract 24-3 to Morris Sealcoat & Trucking Inc in the amount of \$143,997.39.
- On motion by Groebner, second by Wakefield, the Board voted unanimously to approve the Final Pay Request for Traffic Solutions Inc, for 2024 Striping Project CMP-24-PM in the amount of \$6,121.72.

ENVIRONMENTAL

- The Board Tabled the Claim of Duane Dauer and Katie Dauer for damages against JD 36 to January 21, 2025, Board meeting.

ADMINISTRATION

- On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve the 2025 Solid Waste Hauler Licenses for Clobes, Renville-Sibley, River View, Southwest, Sweetman, Waste Management, and West Central Sanitation.
- On motion by Groebner, second by Wakefield, the Board voted unanimously to approve the 2025 Liquor License application from Expressway in Sanborn.
- On motion by Van Hee, second by Groebner, the Board voted unanimously to approve the Certification of Trail Completion 1st Benchmark for the MN Valley Snow Riders Snowmobile Assistance Program.
- On motion by Van Hee, second by Wakefield, the Board voted unanimously to approve the contract for Services with Squires, Waldspurger, & Mace for Land Use and Zoning training on February 10, 2025.
- On motion by Van Hee, second by Wakefield, in a roll call vote with Salfer, Forkrud, Van Hee, Groebner, and Wakefield all voting aye the Board adopted the following Resolution:

WHEREAS, Redwood County (“County”) received Federal Coronavirus Local Fiscal Recovery Funds under the American Rescue Plan Act (“ARP”), to provide relief to the county impacted by the coronavirus disease 2019 (“COVID-19”);

WHEREAS, Redwood County Building Maintenance Director, Loren Gewerth has identified a necessary expense to upgrade the water heater at the Redwood County Law Enforcement building;

WHEREAS, the authority under the ARP Act allows this expenditure, per the Final Rule published on January 6, 2022, 31 C.F.R § 35

§35.6(d) Providing government services. A recipient may use funds for the provision of government services to the extent of the reduction in the recipient's general revenue due to the public health emergency, calculated according to this paragraph (d). A recipient must make a one-time election to calculate the amount of the reduction in the recipient's general revenue due to the public health emergency according to either paragraph (d)(1) or (d)(2) of this section:

§35.6(d)(1) Standard allowance. The reduction in the recipient's general revenue due to the public health emergency over the period of performance will be deemed to be ten million dollars; or

WHEREAS, The Redwood County Board of Commissioners voted to authorize Redwood County to expend

American Rescue Plan Coronavirus State and Local Fiscal Recovery Funds utilizing the Standard (Revenue Loss) Allowance at their Regular Board Meeting held on March 1, 2022;

WHEREAS, multiple bids were solicited for the water heater upgrade and the low bid for the Law Enforcement water heater upgrade is \$30,229.00;

NOW, THEREFORE, BE IT RESOLVED, the County Board of Commissioners is encumbering up to \$30,229.00 to be used to complete the water heater upgrade and certifies that the funds appropriated from the ARP Act fund will be used only in a manner consistent with the Department of the U.S. Treasury guidance and incurred during the covered period.

Personnel

- On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve the Personnel Policy Revisions to section 3.01 through 3.06 of the Personnel Policy for recruiting and to include the Redwood County Boot Policy.
- On motion by Wakefield, second by Forkrud, the Board voted unanimously to approve the 2025 Drug Court Contracts for Michelle Koenig and Douglas Nichols not to exceed the Drug Court budget of \$5,204 to complete weekly drug testing services in connection with Southwest Community Durg Court Program.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve to hire Larry Kronback as Part Time Veterans Service Office driver, on AFSCME salary schedule at Grade 6 Step 1 \$17.33, effective December 30, 2024.
- On motion by Salfer, second by Wakefield, the Board voted unanimously to acknowledge the resignation of Samantha Harmon, License Center Technician, effective December 27, 2024.

Safety

- On motion by Wakefield, second by Van Hee, the Board voted unanimously to approve the Contract with Safe Assure for 2025-2027 annual employee safety training, safety inspections, accident investigations, new hire online safety training, OSHA compliance and safety program development, and OSHA visit assistance.

- In closed session at 10:45 a.m.

CLOSED SESSION- Attorney/Client Privilege

- No action taken
- Out of closed session at 10:54 a.m.

ADJOURN

- There being no further business, Chair Salfer declared the meeting adjourned at 10:55 a.m.

Jim Salfer, Chair
Board of County Commissioners

Attest: _____
Vicki Kletscher
County Administrator



REQUEST FOR BOARD ACTION

Requested Board Date:	1/7/2025	Originating Department:	Aud/Treas
Preferred 2nd Date:			
Discussion Item:	Presenter: Jean		
Repurchase of tax forfeited property	estimated time needed:		5 min
Board Action: <input type="checkbox"/> Yes, action required <input checked="" type="checkbox"/> No, informational only			

If Action, Board Motion Requested:

Sara Pealer, heir to Robert E. Pealer, has repurchased parcel 72-017-3020 (Vesta Twp) therefore parcel has been removed from the public auction to be held on February 19, 2025.

All delinquent taxes, assessments, penalties, interests and costs have been collected as required by MN Statute 282.005.

A repurchase prior to the Initial Sale does not require County Board Approval. This is for your information only.

Background Information:

Repurchase of a tax forfeited property under MN Statute 282.005:
 Prior to the public sale required under this section, an interested party may repurchase the property by payment of the sum of all delinquent taxes and assessments computed under section 282.251, together with penalties, interest, and costs, that accrued or would have accrued if the parcel of land had not forfeited. A property repurchased under this subdivision is no longer subject to the requirements of this section. All rights and interests of all interested parties remain unaffected if a property is repurchased under this subdivision.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

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



REQUEST FOR BOARD ACTION

Requested Board Date:	1/7/2025	Originating Department:	Aud/Treas
Preferred 2nd Date:			
Discussion Item:	Presenter: Jean		
Resolution Designating Depositories	estimated time needed:	5 min	
Board Action: <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

If Action, Board Motion Requested:

Motion to pass resolution:

1) Resolution for Designation of Depositories

Background Information:

Each year the board must pass the designation of depositories.

Supporting Documents: Attached None

County Attorney Reviewed Information: Completed In Progress Not applicable

Administrators Comments:

Reviewed by Administrator: Yes No

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

Redwood County Board of Commissioners

P.O. Box 130 Redwood Falls, MN 56283



MN Statute 118A.02 subd. 1 (a) The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.

DESIGNATION OF DEPOSITORIES

(for Deposit Accounts)

DEPOSITOR: County of Redwood
403 South Mill Street
Redwood Falls, MN 56283

FINANCIAL INSTITUTIONS: Bremer Bank, NA
Bremer Wealth Management
Hometown Bank
Integrity Bank Plus
Minnwest Bank M.V.
U.S. Bank
Wanda State Bank
MAGIC Fund
Wells Fargo Advisors
Multi-Bank Securities
State Bank of Taunton

I, the undersigned Administrator of the County named above, hereby certify that the County of Redwood is organized and existing under and by virtue of the laws of the state of Minnesota as a corporation for profit, with its principal address at 403 South Mill Street, Redwood Falls, MN 56283.

Account Holder: County of Redwood is the complete and correct name of the Account Holder.

I FURTHER CERTIFY that at a meeting of the Board of Commissioners of the County of Redwood, duly and regularly called and held on January 2, 2024, at which a quorum was present and voting, the following resolutions were adopted:

RESOLVED, that the Financial Institutions named above at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of the County, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: Any one (1) of the following named officers or employees of the County (“Agents”), whose actual signatures are shown below:

1st District
RICK WAKEFIELD
P.O. Box 473
Walnut Grove, MN 56180
(507) 859-2369
Rick_W@co.redwood.mn.us

2nd District
JIM SALFER
865 Pine Street
Wabasso, MN 56293
(507) 342-2431
Jim_S2@co.redwood.mn.us

3rd District
DENNIS GROEBNER
250 Center Street
Clements, MN 56224
(507) 692-2235
Dennis_G@co.redwood.mn.us

4th District
BOB VANHEE
503 Fallwood Road
Redwood Falls, MN 56283
(507) 616-1000
Bob_V@co.redwood.mn.us

5th District
COREY THEIS
121 W. 4th St.
Redwood Falls, MN 56283
(507) 430-4150
Corey_T@co.redwood.mn.us

Redwood County Board of Commissioners

403 South Mill Street
P.O Box 130
Redwood Falls, MN 56283
Phone: (507) 637-4016 Fax: (507) 637-4017
redwoodcounty-mn.us



Jean Price
Authorized Signer Printed Name

Vicki Kletscher
Authorized Signer Printed Name

Authorized Signature

Authorized Signature

And that the Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agent’s signing the same.

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item drawn against any of the County’s accounts with the Financial Institution bearing the signature or signatures of Agents, as authorized above or otherwise even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent’s personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by Redwood County for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the County may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. Financial Institution shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

Redwood County Board of Commissioners

P.O. Box 130 Redwood Falls, MN 56283



I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of Redwood County; that they are in full force and effect and have not been modified in any manner whatsoever.

The above resolution was adopted by the Board of Commissioners of Redwood County on this 7th day of January 2025.

Board Chair
Redwood County Board of Commissioners

Vicki Kletscher
County Administration

1st District
RICK WAKEFIELD
P.O. Box 473
Walnut Grove, MN 56180
(507) 859-2369
Rick_W@co.redwood.mn.us

2nd District
JIM SALFER
865 Pine Street
Wabasso, MN 56293
(507) 342-2431
Jim_S2@co.redwood.mn.us

3rd District
DENNIS GROEBNER
250 Center Street
Clements, MN 56224
(507) 692-2235
Dennis_G@co.redwood.mn.us

4th District
BOB VANHEE
503 Fallwood Road
Redwood Falls, MN 56283
(507) 616-1000
Bob_V@co.redwood.mn.us

5th District
COREY THEIS
121 W. 4th St.
Redwood Falls, MN 56283
(507) 430-4150
Corey_T@co.redwood.mn.us



REQUEST FOR BOARD ACTION

Requested Board Date:	1/7/2025	Originating Dept.:	Road & Bridge
Preferred 2nd 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 only

Background Information:

See attached budget report

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 ****

IFX
12/24/24 8:46AM

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



REVENUES & EXPENDITURES BUDGET REPORT

Budget Name for Report:	2024 BUDGET (ACTIVE)	Page Break Option:	1	1 - Page Break by FUND
Include on the Report:	1 B - Both Revenues And Expenditures			2 - Page Break by DEPT
	E - Expenditure Accounts Only	Report Basis:	2	1 - Cash
	R - Revenue Accounts Only			2 - Modified Accrual
Report Thru:	12/2024			3 - Full Accrual
Save Report:	N			
Comment:				

*** Redwood County ***



REVENUES & EXPENDITURES BUDGET REPORT As of 12/2024

Report Basis: Modified Accrual

3 FUND

ROAD AND BRIDGE

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Percent of Year Budget</u>	<u>100% % of BDG</u>
301 DEPT					
ROAD & BRIDGE ADMINISTRATION					
----- REVENUES -----					
03-301-000-0000-5001		1,129,812.16-	2,733,129.70-	2,768,162.00-	99
03-301-000-0000-5004		2,795.38-	8,326.20-	0.00	0
03-301-000-0000-5007		119.56-	119.56-	0.00	0
03-301-000-0000-5015		134,015.08-	334,913.23-	360,000.00-	93
03-301-000-0000-5016		332,872.18-	954,902.95-	1,174,000.00-	81
03-301-000-0000-5020		0.00	5.14-	6.00-	86
03-301-000-0000-5201		0.00	217,500.00-	435,000.00-	50
03-301-000-0000-5205		0.00	3,760.22-	7,405.00-	51
03-301-000-0000-5208		33,621.52-	33,621.52-	66,936.00-	50
03-301-000-0000-5225		0.00	915,249.80-	2,601,531.00-	35
03-301-000-0000-5230		0.00	999,151.10-	1,511,000.00-	66
03-301-000-0000-5235		0.00	720,556.00-	728,000.00-	99
03-301-000-0000-5240		0.00	2,200,673.50-	2,302,595.00-	96
03-301-000-0000-5242		0.00	292,530.19-	319,121.00-	92
03-301-000-0000-5244		0.00	3,205,559.34-	3,462,813.00-	93
03-301-000-0000-5246		0.00	0.00	478,724.00-	0
03-301-000-0000-5333		598,426.00-	1,139,769.33-	2,609,658.00-	44
03-301-000-0000-5455		107,119.85-	174,327.22-	450,680.00-	39
03-301-000-0000-5502		11,110.00-	11,385.00-	13,850.00-	82
03-301-000-0000-5503		1,450.00-	27,400.00-	23,600.00-	116
03-301-000-0000-5830		0.00	185.84-	0.00	0
03-301-000-0000-5850		58,796.56-	159,720.89-	158,920.00-	101
03-301-000-0000-5920		25,485.50-	224,620.27-	100,000.00-	225
----- EXPENDITURES -----					
03-301-000-0000-6103		66,338.75	307,384.03	340,411.00	90
03-301-000-0000-6113		0.00	19.87	58.00	34
03-301-000-0000-6153		10,537.65	48,743.22	49,122.00	99
03-301-000-0000-6163		4,975.41	23,053.81	25,531.00	90
03-301-000-0000-6172		0.00	36,897.00	37,000.00	100
03-301-000-0000-6175		3,885.62	18,059.81	21,106.00	86
03-301-000-0000-6176		908.75	4,223.67	4,936.00	86
03-301-000-0000-6202		4,783.72	19,144.12	19,971.00	96
03-301-000-0000-6210		164.79	1,547.16	2,626.00	59
03-301-000-0000-6230		67.69-	1,181.23	2,039.00	58

*** Redwood County ***



REVENUES & EXPENDITURES BUDGET REPORT As of 12/2024

3 FUND ROAD AND BRIDGE

Report Basis: Modified Accrual

Account Number	Status	Quarter To Date	Year To Date	Percent of Year	
				Budget	% of BDG
03-301-000-0000-6235	DOR LOCAL SALES TAX COSTS	0.00	5,346.35	20,610.00	26
03-301-000-0000-6241	SUBSCRIPTIONS	0.00	0.00	65.00	0
03-301-000-0000-6242	DUES	0.00	3,433.00	5,925.00	58
03-301-000-0000-6262	STATE AUDIT	668.00	668.00	125.00	534
03-301-000-0000-6291	PROFESSIONAL & TECHNICAL SERVICES	775.00	15,679.22	14,649.00	107
03-301-000-0000-6310	OFFICE EQUIPMENT REPAIR & MAINT.	328.38	2,084.92	3,135.00	67
03-301-000-0000-6331	MILEAGE	0.00	0.00	347.00	0
03-301-000-0000-6332	STAFF DEVELOPMENT	4,648.32	7,999.81	7,182.00	111
03-301-000-0000-6334	LODGING & EXPENSE	15.37	1,910.92	1,880.00	102
03-301-000-0000-6351	INSURANCE-PROPERTY & LIABILITY	69.00	99,315.00	97,500.00	102
03-301-000-0000-6401	OFFICE SUPPLIES	7,525.70	9,752.26	6,694.00	146
03-301-000-0000-6507	MISCELLANEOUS EXPENSES	953.24	2,191.74	1,415.00	155
03-301-000-0000-6891	EXP REIMBURSEMENTS - EXTERNAL	1,761.30	5,923.48	9,642.00	61
301 DEPT	Totals ROAD & BRIDGE ADMINISTRATION			19,572,001.00-	73
		Revenue	2,435,623.79-	14,357,407.00-	
		Expend.	104,610.71	602,711.66	92
		Net	2,331,013.08-	13,754,695.34-	73
310 DEPT	HIGHWAY MAINTENANCE				
----- REVENUES -----					
03-310-000-0000-5249	INTERGOVERNMENTAL REIMBURSEMENTS-LC	0.00	12,100.63-	9,845.00-	123
03-310-000-0000-5301	STATE GRANTS	0.00	332.57-	0.00	0
----- EXPENDITURES -----					
03-310-000-0000-6103	SALARIES & WAGES-REGULAR	196,057.88	924,461.13	1,099,080.00	84
03-310-000-0000-6105	SALARIES & WAGES-PART TIME	0.00	33,994.77	39,426.00	86
03-310-000-0000-6107	SALARIES & WAGES-OVERTIME	1,962.84	24,159.44	38,199.00	63
03-310-000-0000-6113	MEAL EXPENSE-TAXABLE	0.00	132.36	120.00	110
03-310-000-0000-6153	EMPLOYER CAFETERIA CONTRIBUTION	50,626.50	245,671.50	287,066.00	86
03-310-000-0000-6163	PERA-COUNTY SHARE	13,683.46	68,598.53	85,296.00	80
03-310-000-0000-6175	FICA-COUNTY SHARE	10,375.44	54,772.69	72,956.00	75
03-310-000-0000-6176	MEDICARE-COUNTY SHARE	2,426.52	12,809.73	17,062.00	75
03-310-000-0000-6202	TELEPHONE/FAX EXPENSE	120.00	390.00	360.00	108
03-310-000-0000-6292	CONTRACT PAYMENTS	6,121.72	114,131.36	106,184.00	107
03-310-000-0000-6332	STAFF DEVELOPMENT	3,950.00	11,150.00	0.00	0
03-310-000-0000-6341	EQUIPMENT RENTAL	8,399.00	43,840.93	155,000.00	28
03-310-000-0000-6501	ROAD MAINTENANCE SUPPLIES & MATERIALS	346,217.99	907,025.37	990,242.00	92
03-310-000-0000-6506	MINOR EQUIP. PURCHASES	0.00	24,384.00	0.00	0
03-310-000-0000-6507	MISCELLANEOUS EXPENSES	4,505.54	10,264.79	16,956.00	61
03-310-000-0000-6508	TOWN ROAD DISTRIBUTION	0.00	720,556.00	728,000.00	99

*** Redwood County ***



REVENUES & EXPENDITURES BUDGET REPORT As of 12/2024

3 FUND ROAD AND BRIDGE

Report Basis: Modified Accrual

Account Number	Status	Quarter To Date	Year To Date	Percent of Year	
				Budget	% of BDG
03-310-000-0000-6601	CAPITAL OUTLAY (\$5,000 AND OVER)	177,720.98	2,129,831.99	935,312.00	228
310 DEPT	Totals HIGHWAY MAINTENANCE	0.00	12,433.20-	9,845.00-	126
		822,167.87	5,326,174.59	4,571,259.00	117
		822,167.87	5,313,741.39	4,561,414.00	116
320 DEPT	HIGHWAY CONSTRUCTION & ENGINEERING				
----- REVENUES -----					
03-320-000-0000-5249	INTERGOVERNMENTAL REIMBURSEMENTS-LC	0.00	99,164.00-	160,000.00-	62
03-320-000-0000-5383	MN IT SERVICES GEOSPATIAL INFO OFF GRAN	39,519.54-	47,353.59-	0.00	0
----- EXPENDITURES -----					
03-320-000-0000-6103	SALARIES & WAGES-REGULAR	45,079.81	210,479.46	234,228.00	90
03-320-000-0000-6105	SALARIES & WAGES-PART TIME	0.00	5,584.41	13,500.00	41
03-320-000-0000-6107	SALARIES & WAGES-OVERTIME	0.00	14,908.08	20,949.00	71
03-320-000-0000-6113	MEAL EXPENSE-TAXABLE	0.00	51.29	47.00	109
03-320-000-0000-6153	EMPLOYER CAFETERIA CONTRIBUTION	13,514.85	62,305.17	66,408.00	94
03-320-000-0000-6163	PERA-COUNTY SHARE	3,380.98	16,893.60	19,138.00	88
03-320-000-0000-6175	FICA-COUNTY SHARE	2,461.37	12,869.25	16,658.00	77
03-320-000-0000-6176	MEDICARE-COUNTY SHARE	575.63	3,009.74	3,896.00	77
03-320-000-0000-6291	PROFESSIONAL & TECHNICAL SERVICES	291,911.77	746,266.90	1,007,618.00	74
03-320-000-0000-6292	CONTRACT PAYMENTS	1,866,326.68	7,391,176.90	12,680,279.00	58
03-320-000-0000-6297	GO BONDING CONTRACT PAYMENTS	30,558.29	3,852,008.26	4,775,288.00	81
03-320-000-0000-6331	MILEAGE	0.00	46.74	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	121.98	2,983.53	40,000.00	7
03-320-000-0000-6505	ENG. & CONST.MATERIALS & SUPPLIESS	18,357.82	132,610.92	48,000.00	276
03-320-000-0000-6507	MISCELLANEOUS EXPENSES	13,988.59	13,988.59	0.00	0
----- REVENUES -----					
03-320-000-2720-5240	2021A GO BOND INTEREST REIM - REG MAINT	0.00	212,400.00-	0.00	0
03-320-000-2720-5244	2021A GO BOND PRINCIPAL REIM - REG CONST	0.00	310,000.00-	310,000.00-	100
03-320-000-2720-5249	2021A GO BOND INTEREST REIM - REG MAINT	0.00	0.00	212,400.00-	0
----- EXPENDITURES -----					
03-320-000-2720-6701	ADMINISTRATIVE FEES 2021A BONDS	180.27	180.27	0.00	0
03-320-000-2720-6702	PRINCIPAL PAYMENTS 2021A BONDS	0.00	310,000.00	310,000.00	100
03-320-000-2720-6705	INTEREST PAYMENTS 2021A BONDS	0.00	212,400.00	212,400.00	100
----- REVENUES -----					
03-320-000-2723-5710	2023A GENERAL OBLIGATION BONDS INTEREST	0.00	18,291.67-	0.00	0

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



REVENUES & EXPENDITURES BUDGET REPORT As of 12/2024

3 FUND ROAD AND BRIDGE

Report Basis: Modified Accrual

Account Number	Status	Percent of Year		100%
		Budget	% of BDG	
		Quarter To Date	Year To Date	
320 DEPT	Totals HIGHWAY CONSTRUCTION & ENGINEERING	Revenue 39,519.54-	687,209.26-	682,400.00- 101
		Expend. 2,286,458.04	12,987,763.11	19,548,409.00 66
		Net 2,246,938.50	12,300,553.85	18,866,009.00 65
330 DEPT	EQUIPMENT MAINTENANCE & SHOP			
----- REVENUES -----				
03-330-000-0000-5980	INSURANCE RECOVERIES	459.75-	150,744.32-	0.00 0
----- EXPENDITURES -----				
03-330-000-0000-6103	SALARIES & WAGES-REGULAR	23,936.00	101,327.47	137,309.00 74
03-330-000-0000-6107	SALARIES & WAGES-OVERTIME	0.00	1,625.53	5,010.00 32
03-330-000-0000-6153	EMPLOYER CAFETERIA CONTRIBUTION	4,985.00	18,943.00	24,561.00 77
03-330-000-0000-6163	PERA-COUNTY SHARE	1,795.20	7,721.47	10,674.00 72
03-330-000-0000-6175	FICA-COUNTY SHARE	1,430.89	6,170.98	8,824.00 70
03-330-000-0000-6176	MEDICARE-COUNTY SHARE	334.65	1,443.22	2,064.00 70
03-330-000-0000-6251	UTILITIES	8,562.06	58,713.16	81,619.00 72
03-330-000-0000-6291	PROFESSIONAL & TECHNICAL SERVICES	155.00	155.00	0.00 0
03-330-000-0000-6305	BLDG - REPAIRS & MAINTENANCE	19,519.72	208,530.58	89,486.00 233
03-330-000-0000-6306	MAINTENANCE - EQUIPMENT	9,901.03	33,353.32	29,475.00 113
03-330-000-0000-6332	STAFF DEVELOPMENT	25.98	63.54	220.00 29
03-330-000-0000-6502	SHOP MATERIALS & SUPPLIES	24,068.50	61,169.54	72,185.00 85
03-330-000-0000-6503	EQUIPMENT REPAIR PARTS & SUPPLIES	71,111.73	204,103.46	239,296.00 85
03-330-000-0000-6504	FUEL	56,034.48	268,067.39	462,526.00 58
03-330-000-0000-6601	CAPITAL OUTLAY (\$5,000 AND OVER)	2,151.00	2,151.00	0.00 0
330 DEPT	Totals EQUIPMENT MAINTENANCE & SHOP	Revenue 459.75-	150,744.32-	0.00 0
		Expend. 224,011.24	973,538.66	1,163,249.00 84
		Net 223,551.49	822,794.34	1,163,249.00 71
340 DEPT	ROAD & BRIDGE OTHER COSTS			
----- EXPENDITURES -----				
03-340-000-0000-6507	MISCELLANEOUS EXPENSES	31,111.32	31,111.32	0.00 0
340 DEPT	Totals ROAD & BRIDGE OTHER COSTS	Revenue 31,111.32	31,111.32	0.00 0
		Expend. 31,111.32	31,111.32	0.00 0
		Net 31,111.32	31,111.32	0.00 0
3 FUND	Totals ROAD AND BRIDGE	Revenue 2,475,603.08-	15,207,793.78-	20,264,246.00- 75
		Expend. 3,468,359.18	19,921,299.34	25,935,602.00 77
		Net 992,756.10	4,713,505.56	5,671,356.00 83

IFX
12/24/24 8:46AM

*** Redwood County ***



REVENUES & EXPENDITURES BUDGET REPORT As of 12/2024

3 FUND ROAD AND BRIDGE

Report Basis: Modified Accrual

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Percent of Year Budget</u>	<u>100% % of BDG</u>	
FINAL TOTALS	107 Accounts	Revenue	2,475,603.08-	15,207,793.78-	20,264,246.00-	75
		Expend.	3,468,359.18	19,921,299.34	25,935,602.00	77
		Net	992,756.10	4,713,505.56	5,671,356.00	83



REQUEST FOR BOARD ACTION

Requested Board Date:	1/7/2025	Originating Dept.:	Road & Bridge
Preferred 2nd Date:	Next		
Discussion Item:		Presenter:	Anthony Sellner, County Highway Engineer
Approve bills		estimated time needed:	5 minutes
Board Action: <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

If Action, Board Motion Requested:

Approve Highway Department bills

Background Information:

.

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

Requested Board Date:	1/7/2025	Originating Dept.:	Road & Bridge
Preferred 2nd Date:	Next		
Discussion Item:		Presenter:	Anthony Sellner, County Highway Engineer
Approve AP bills		estimated time needed:	5 minutes
Board Action: <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

If Action, Board Motion Requested:

Approve Highway Department AP bills

Background Information:

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 ****

IFX
12/30/24 2:31PM

*** Redwood County ***

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



Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals 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

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	76720 AUTO VALUE OF REDWOOD FALLS						
1	03-330-000-0000-6502		269.49	Misc. Shop Supplies		SHOP MATERIALS & SUPPLIES	N
2	03-330-000-0000-6503		11.98	Turn Signal Bulbs		EQUIPMENT REPAIR PARTS & SUPP	N
3	03-330-000-0000-6503		4.49	Ball Socket		EQUIPMENT REPAIR PARTS & SUPP	N
	76720 AUTO VALUE OF REDWOOD FALLS		285.96	3 Transactions			
	10120 CCP INDUSTRIES						
4	03-330-000-0000-6502		251.47	Rags		SHOP MATERIALS & SUPPLIES	Y
	10120 CCP INDUSTRIES		251.47	1 Transactions			
	20730 ECOWATER SYSTEMS OF REDWOOD FALL						
5	03-301-000-0000-6401		39.00	Office Supplies		OFFICE SUPPLIES	N
	20730 ECOWATER SYSTEMS OF REDWOOD FALL		39.00	1 Transactions			
	24589 FARMWARD COOPERATIVE						
6	03-330-000-0000-6502		757.10	DEF & DEF Hoses		SHOP MATERIALS & SUPPLIES	N
	24589 FARMWARD COOPERATIVE		757.10	1 Transactions			
	28225 GERMANTOWN TOWNSHIP						
7	03-310-000-0000-6501		1,444.50	Portion of T-Road Reconstructi		ROAD MAINTENANCE SUPPLIES & M	N
	28225 GERMANTOWN TOWNSHIP		1,444.50	1 Transactions			
	29675 GMS INDUSTRIAL SUPPLIES INC						
8	03-330-000-0000-6502		49.72	3M Scotch Sealant		SHOP MATERIALS & SUPPLIES	N
	29675 GMS INDUSTRIAL SUPPLIES INC		49.72	1 Transactions			
	29730 GOBLIRSCH/ADAM						
9	03-330-000-0000-6305		350.00	Lawn Mowing at Wabasso Shop		BLDG - REPAIRS & MAINTENANCE	N
	29730 GOBLIRSCH/ADAM		350.00	1 Transactions			
	41293 JD PLUMBING & HEATING						
10	03-330-000-0000-6503		1,131.36	Water Softner - Milroy Shop	3614	EQUIPMENT REPAIR PARTS & SUPP	Y
11	03-330-000-0000-6503		1,385.00	Eye Wash Station - Milroy Shop	3615	EQUIPMENT REPAIR PARTS & SUPP	Y
12	03-330-000-0000-6503		3,556.00	Heater for West Shop in Walnut	3629	EQUIPMENT REPAIR PARTS & SUPP	Y
	41293 JD PLUMBING & HEATING		6,072.36	3 Transactions			
	43095 JOHN DEERE FINANCIAL						
14	03-330-000-0000-6502		198.90	DEF Auto Shut Off Nozzle		SHOP MATERIALS & SUPPLIES	N
13	03-330-000-0000-6503		7.14	Elec Conn		EQUIPMENT REPAIR PARTS & SUPP	N
15	03-330-000-0000-6503		186.90	Adapters & Fittings		EQUIPMENT REPAIR PARTS & SUPP	N

*** 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
43095	JOHN DEERE FINANCIAL			392.94		3 Transactions		
16	45745 KECK TREE SERVICE 03-310-000-0000-6501			3,500.00	Clearing Trees & Brush		ROAD MAINTENANCE SUPPLIES & M	Y
	45745 KECK TREE SERVICE			3,500.00		1 Transactions		
17	55610 M-R SIGN CO INC 03-310-000-0000-6501			292.03	Sportsmen Cllub Signs	226651	ROAD MAINTENANCE SUPPLIES & M	N
18	03-310-000-0000-6501			602.45	Roll-Up Closed Road	226730	ROAD MAINTENANCE SUPPLIES & M	N
	55610 M-R SIGN CO INC			894.48		2 Transactions		
19	56913 MIDWEST SUPPLY OF TRACY INC 03-330-000-0000-6502			47.98	Drill Bits		SHOP MATERIALS & SUPPLIES	N
	56913 MIDWEST SUPPLY OF TRACY INC			47.98		1 Transactions		
20	57397 MN DEPT OF TRANSPORTATION 03-320-000-0000-6291			197.90	Material Testing & Inspection	19421	PROFESSIONAL & TECHNICAL SERV	N
	57397 MN DEPT OF TRANSPORTATION			197.90		1 Transactions		
21	63542 NORTH CENTRAL INTERNATIONAL LLC 03-330-000-0000-6306			630.00	Labor To Service Truck	211000180	MAINTENANCE - EQUIPMENT	N
22	03-330-000-0000-6503			377.88	Parts To Service Truck	211000180	EQUIPMENT REPAIR PARTS & SUPP	N
23	03-310-000-0000-6507			236.86	Parts for Emergency Reponse Un	211001373	MISCELLANEOUS EXPENSES	N
	63542 NORTH CENTRAL INTERNATIONAL LLC			1,244.74		3 Transactions		
24	64868 ONE OFFICE SOLUTION 03-301-000-0000-6401			313.25	Cases of Paper		OFFICE SUPPLIES	N
	64868 ONE OFFICE SOLUTION			313.25		1 Transactions		
25	78815 RSS GROUP INTERNATIONAL INC 03-310-000-0000-6507			294.93	Hearing Protection / Earplugs		MISCELLANEOUS EXPENSES	N
26	03-330-000-0000-6502			527.99	Pipe Wrench & Sawzall		SHOP MATERIALS & SUPPLIES	N
27	03-330-000-0000-6502			131.81	Misc Shop Supplies		SHOP MATERIALS & SUPPLIES	N
28	03-330-000-0000-6503			29.99	FaceShield		EQUIPMENT REPAIR PARTS & SUPP	N
	78815 RSS GROUP INTERNATIONAL INC			984.72		4 Transactions		
29	79500 RUNNINGS FARM & FLEET 03-310-000-0000-6501			69.98	Saw Blades		ROAD MAINTENANCE SUPPLIES & M	N
30	03-330-000-0000-6502			185.27	Misc Shop Supplies		SHOP MATERIALS & SUPPLIES	N
31	03-330-000-0000-6503			1.50	Ball Socket		EQUIPMENT REPAIR PARTS & SUPP	N

*** Redwood County ***



3 ROAD AND BRIDGE

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
79500	RUNNINGS FARM & FLEET			256.75	3 Transactions			
32	83735 STREAMLINE ASSOCIATES LLC 03-320-000-0000-6291			280.00	Consult Engineering Fees	2024-024b	PROFESSIONAL & TECHNICAL SERV	Y
	83735 STREAMLINE ASSOCIATES LLC			280.00	1 Transactions			
34	88135 TOTAL GLASS OF REDWOOD FALLS INC 03-330-000-0000-6306			150.00	Labor to Replace Windshield /	24266	MAINTENANCE - EQUIPMENT	N
33	03-330-000-0000-6503			809.75	Windshield Replacement / Claim	24266	EQUIPMENT REPAIR PARTS & SUPP	N
	88135 TOTAL GLASS OF REDWOOD FALLS INC			959.75	2 Transactions			
35	91230 VESTIS SERVICES LLC 03-330-000-0000-6502			155.37	Uniforms, Mats, Shop Towels		SHOP MATERIALS & SUPPLIES	Y
	91230 VESTIS SERVICES LLC			155.37	1 Transactions			
36	91402 VOGL/SCOTT 03-310-000-0000-6507			160.00	Boot Reimbursement		MISCELLANEOUS EXPENSES	N
	91402 VOGL/SCOTT			160.00	1 Transactions			
37	99470 ZIMMERMANN MAINTENANCE 03-310-000-0000-6341			12,317.50	June, July & August Blading		EQUIPMENT RENTAL	N
38	03-310-000-0000-6341			1,634.00	June Mowing		EQUIPMENT RENTAL	N
	99470 ZIMMERMANN MAINTENANCE			13,951.50	2 Transactions			
3 Fund Total:				32,589.49	ROAD AND BRIDGE	22 Vendors	38 Transactions	
Final Total:				32,589.49	22 Vendors	38 Transactions		

*** Redwood County ***

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



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	32,589.49	ROAD AND BRIDGE
All Funds	32,589.49	Total

Approved by,

.....

.....



REQUEST FOR BOARD ACTION

Requested Board Date:	1/7/2025	Originating Dept.:	Road & Bridge
Preferred 2nd Date:	Next		
Discussion Item:		Presenter:	Anthony Sellner, County Highway Engineer
Approve resolution to use website advertisement		estimated time needed:	5 minutes
Board Action: <input type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

If Action, Board Motion Requested:

Approve resolution to use Redwood County website advertisement for the 2025 & 2026 transportation project bid requests

Background Information:

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 ****

Redwood County Board of Commissioners

P.O. Box 130 Redwood Falls, MN 56283



Resolution Use Website Advertisement for Transportation Project Bids January 7, 2025

The following Resolution was offered by Commissioner _____ and moved for adoption at a Regular Meeting held on January 7, 2025 at the Redwood County Government Center, Redwood Falls, MN:

WHEREAS, Minn. Statute #331A.12, allows a county to use its website as the publication for transportation contracts;

NOW, THEREFORE BE IT RESOLVED, the County of Redwood designates publication for transportation contracts on the County website, <https://redwoodcounty-mn.us/>, in place of or in addition to any other required form of publication,

FURTHERMORE, each year after designating publication on the County website, the County of Redwood must publish in a qualified newspaper in the jurisdiction and on the website notice that the County will publish any advertisements for bids on its website,

FURTHERMORE, that any dissemination by alternative means must be in substantially the same format and for the same period of time as a publication would otherwise be required under Minn. Statute #331A.12 Subd.3,

FURTHERMORE, a political subdivision that publishes notice on its website must ensure that a permanent record of publication is maintained in a form accessible by the public per Statute #331A.12 Subd.4.

Seconded by Commissioner _____ and the same being put to a vote was duly carried.

Adopted by the following vote: Ayes Nays

Dated this 7th day of January, 2025

Board Chair, Redwood County

ATTEST:

Administrator, Redwood County

1st District
RICK WAKEFIELD
P.O. Box 473
Walnut Grove, MN 56180
(507) 859-2369
Rick_W@co.redwood.mn.us

2nd District
JIM SALFER
865 Pine Street
Wabasso, MN 56293
(507) 342-2431
Jim_S2@co.redwood.mn.us

3rd District
DENNIS GROEBNER
250 Center Street
Clements, MN 56224
(507) 692-2235
Dennis_G@co.redwood.mn.us

4th District
BOB VANHEE
503 Fallwood Road
Redwood Falls, MN 56283
(507) 616-1000
Bob_V@co.redwood.mn.us

5th District
COREY THEIS
121 W. 4th St.
Redwood Falls, MN 56283
(507) 430-4150
Corey_T@co.redwood.mn.us



REQUEST FOR BOARD ACTION

Requested Board Date:	1/7/2025	Originating Dept.:	Road & Bridge
Preferred 2nd Date:	Next		
Discussion Item:		Presenter:	Anthony Sellner, County Highway Engineer
Authorize to pay permits in 2025		estimated time needed:	5 minutes
Board Action: <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

If Action, Board Motion Requested:

Authorize County Engineer to pay permit fees including but not limited to; MPCA Storm Water, DNR, COE and others for Redwood County projects as required.

Background Information:

Any construction project disturbing greater than 1 acre requires a MN Pollution Control Agency Permit. Any bridge replacement project working in the waters of the State may require a DNR and/or COE permit. Other agencies that may require project submittal items may include Soil & Water, Historical/Archaeological Society, and others.

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

Requested Board Date:	January 7, 2025	Originating Dept.:	Administration
Preferred 2nd Date:			
Discussion Item:	FY25 Snowmobile Grant In Aid Program agreement		
	Presenter:	Vicki K	
	estimated time needed:	5 min	
Board Action:	<input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Approve Snowmobile Grant-In-Aid Program FY 2025 Maintenance and Grooming Grants in the amount of \$86,671.20

Background Information:

Redwood County serves as fiscal host for the Redwood County Trails/Minnesota Valley Snow Riders-Redwood club. The benchmark application was submitted to the grant sponsor and the funds may not be released to the local snowmobile club until the County Board approves the attached grant agreement.

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 ****



**STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT**

**SNOWMOBILE GRANT-IN-AID PROGRAM
FY 2025 MAINTENANCE AND GROOMING GRANTS**

Local Unit of Government Sponsor:	Redwood County
Trail/Club Name:	Redwood County Trails/Minnesota Valley Snow Riders - Redwood
Grant Amount:	\$86,671.20

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources ("STATE") and **Redwood County, 403 South Mill Street, PO Box 130, Redwood Falls, MN 56283** ("GRANTEE").

Recitals

1. The Snowmobile Grant-in-Aid Program established in [Minn. Stat. 84.83](#) to provide grants to local units of government for the maintenance of snowmobile trails and the State is empowered to enter into this grant.
2. The Snowmobile Grant-in-Aid Program manual ("Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual", hereafter "manual") identifies the duties of the state and grantee, and any non-profit trail organizations the grantee may choose to sponsor for trail grooming and maintenance activities. In this contract and the manual, the terms "Grantee" and "Sponsor" are interchangeable. The manual is available at https://mndnr.gov/grants/recreation/gia_snowmobile.html, and is incorporated into this grant contract agreement by reference.
3. The State is in need of the services of the Sponsor to provide the maintenance and grooming of the following trail(s) specified in this grant contract agreement: **Redwood County Trails**.
4. The Sponsor has applied to the State for a grant for the above identified trails and has submitted the Snowmobile Grant-in-Aid Program Maintenance and Grooming application form, required attachments, and resolution or official minutes of the Sponsor authorizing the proposed maintenance and grooming. The submitted application form and required attachments are hereinafter referred to as the "Plan."
5. Attachment. The Sponsor's resolution or official minutes are attached and incorporated into this grant contract agreement.
6. The Sponsor represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd.1, the Sponsor agrees to minimize administrative costs as a condition of this grant and to follow the code of ethics pursuant to [Minn.Stat. §43A.38](#) in administration of this grant.

Grant Contract

1 Term of Grant Contract

1.1 *Effective date:*

July 1, 2024 or the date the State accounting system shows sufficient allotment or encumbrance balance in the fund, allotment, or appropriation to meet this grant contract agreement and per [Minn. Stat. §16B.98](#) Subd. 5 and Subd. 7. Per Minn.Stat.§16B.98 Subd. 7, no payments will be made to the Sponsor until this grant contract is fully executed.

1.2 *Expiration date:*

June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property Rights; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

1.4 *Incur Expenses.*

Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after July 1, 2024 are eligible for reimbursement. Expenses incurred by the grantee or its subcontractors prior to contract execution (as permitted by Minnesota Statutes, section 84.026, Subd. 4(1)) require written pre-approval by the state's authorized representative prior to expenditure.

2 Sponsor's Duties

The Sponsor, who is not a state employee, will:

- (a) Comply with required grants management policies and procedures set forth through [Minn.Stat.§16B.97](#), Subd. 4 (a) (1).
- (b) Maintain the proposed trails in accordance with the guidelines contained within the current Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual, hereinafter referred to as the "Manual" as accepted or amended by the State and available on the Snowmobile GIA Program webpage at http://www.dnr.state.mn.us/grants/recreation/gia_snowmobile.html. All work will be the responsibility of the Sponsor, its employees, or the sponsor's agent provided the agent is registered as a nonprofit corporation with the State of Minnesota.
- (c) Proceed to acquire necessary interests in lands on the Trail. The Sponsor must acquire land in fee, easement, lease, permit, or other authorization for said Trail. The term of said interest shall be no less than four (4) months between November 15 of any year and April 1 of the succeeding year. For each parcel of land crossed by the Trail, the Sponsor shall obtain from the owner of said parcel a permit, lease, easement, deed, or other authorization for said crossing in accordance with Minnesota Statutes Chapter 604A. The Sponsor shall certify that the necessary interests in the land have been obtained and are on file with the Sponsor or the sponsor's agent.
- (d) Provide adequate maintenance and grooming on the Trail, which shall include keeping it reasonably safe for public use; provide sanitation and sanitary facilities when needed; and provide other maintenance and grooming as may be required and in accordance with the trail grooming guidelines established in the manual. The Sponsor and not the State is responsible for maintaining signs and maintenance and grooming of the Trail.

3 Time

The Sponsor must comply with all the time requirements described in this grant contract. In the

performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 Consideration.

The State agrees to disburse funds to the Sponsor pursuant to this Agreement based upon the satisfactory completion of significant performance benchmarks as identified below. This grant shall not exceed the Grant Amount as specified below. Funds not earned and paid out will be canceled annually at the end of the State's fiscal year (June 30).

4.2 Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Sponsor under this grant contract will not exceed **\$86,671.20**.

4.3 Payment

1. Trail Completion Benchmark, 45% of Total Grant Amount

Disbursement of these funds is contingent on the sponsor providing a high quality map that shows the final alignment of the trail and a Trail Completion Certification Form that the trail is open and available for use. The certification must be received by December 15th of that year. This includes having the trail brushed, bridges in repair, signs installed, gates were capable of being open (snow permitting), and any other additional work needed. Also the Sponsor ensures that interest in lands to operate a snowmobile trail have been acquired through fee, easement, lease, permit, or other authorizations of interest throughout the entire Trail.

2. Grooming Certification Benchmark, Opening – January 15, 25% of Total Grant Amount

A portion of the grooming monies will be disbursed to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor that the trails have been properly groomed from opening day through January 15th. The certification must be received by February 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

3. Grooming Certification Benchmark, January 16 – Closing, 25% of Total Grant Amount

The second disbursement of the grooming monies will be made to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor and verification that the trails were groomed to the satisfaction of the Sponsor from January 16th through the end of the season. The certification must be received by April 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

4. Trail Closure/Application Submission Benchmark, 5% of Total Grant Amount

The final payment will be based upon the Trail Closure/Application Submission Certification form received from the Sponsor. The certification must be received by May 15th. A completed application for the next year must accompany the certification. Must provide evidence that Sponsor and Club attended spring training session conducted by DNR. A map indicating the "anticipated" alignment of the trail must also be submitted. A back-up grooming plan must also be provided.

4.4 Contracting and Bidding Requirements

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must do the following if

contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property

- (a) If the amount of the contract is estimated to exceed \$175,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2)
- (b) If the amount of the contract is estimated to exceed \$25,000 but not \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2) and paragraph (c).
- (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2)
- (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; [Minn. Stat. §§177.41](#) through [177.44](#) consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5 Conditions of Payment

All services provided by the Sponsor under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Sponsor will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

5.1 Penalties

In addition to the penalties identified below, if its determined performance was not met the State reserves the right to reduce payment in the following year's agreement or to exclude the Sponsor from participation in the Snowmobile Grant-in-Aid Program.

1. If it is determined that the **Trail Completion Certification benchmark** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor

may be assessed a penalty of up to 45% of the Total Annual Grant Amount.

2. If it is determined that the **Grooming Certification benchmark for the period of opening day through January 15** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.
3. If it is determined that the **Grooming Certification benchmark for the period of January 16 through the end of the season** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.
4. If it is determined that the **Trail Closure/Application Submission Certification** benchmark in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 5% of the total annual Grant Amount.

6 Authorized Representative

The State's Authorized Representative is **Colin Wright, Area Supervisor, 164 Co Rd 8 NE, PO Box 457, Spicer, MN 56288, 320-409-2051, Colin.Wright@state.mn.us**, or his/her successor, and has the responsibility to monitor the Sponsor's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Sponsor's Authorized Representative is [Vicki K@CO.REDWOOD.MN.US](mailto:Vicki_K@CO.REDWOOD.MN.US) . If the Sponsor's Authorized Representative changes at any time during this grant contract, the Sponsor must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 Assignment

The Sponsor shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete

This grant contract contains all negotiations and agreements between the State and the Sponsor. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Sponsor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Sponsor or the Sponsor's agents or employees. This clause will not be construed to bar any legal remedies the Sponsor may have for the State's failure to fulfill its obligations under this grant

contract.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Sponsor's or the sponsor's agent's books, records, documents, and accounting procedures and practices of the Sponsor, the sponsor's agent, or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 *Government Data Practices*

The Sponsor and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Sponsor under this grant contract. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Sponsor or the State. If the Sponsor receives a request to release the data referred to in this Clause, the Sponsor must immediately notify the State. The State will give the Sponsor instructions concerning the release of the data to the requesting party before the data is released. The Sponsor's response to the request shall comply with applicable law.

10.2 *Intellectual Property Rights*

(a) Intellectual Property Rights. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this contract.

(b) Obligations.

1. Notification. Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Sponsor, including its employees and subcontractors, in the performance of this contract, the Sponsor will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

2. Representation. The Sponsor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Sponsor nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Sponsor represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. The sponsor will indemnify, defend, to the extent permitted by the Attorney General and hold harmless the State, at the Sponsor's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or parts of the Works and Documents infringe upon the intellectual property rights of others. The Sponsor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Sponsor's or the State's opinion is likely to arise, the Sponsor must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

Note for clarification regarding intellectual property. For an example a snowmobile club enters trail route data into a GPS and sends the data to be uploaded as a map into DNR's website. The map and data would then be considered property of the state (and also public data) since the activity is covered

under the Grant-in-aid program, and allowable through the agreement in question. A club, sponsor, or person would not be able to claim that data solely as their own intellectual property with rights.

11 Workers Compensation

The Sponsor certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Sponsor's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Sponsor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Sponsor's website when practicable.

12.2 Endorsement

The Sponsor must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 (a) Without Cause

The State may terminate this grant contract agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.1 (b) With Cause

The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.2 Termination by The Commissioner of Administration

The Commissioner of Administration may immediately and unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

14.3 **Termination for Insufficient Funding**

The State may immediately terminate this grant contract agreement if:

(a) It does not obtain funding from the Minnesota Legislature.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 **Termination by Contract**

This grant contract may also be terminated upon mutual agreement by the State and the Sponsor.

14.5 **Funding**

The State's sole responsibility under this Agreement is to provide funds to the Sponsor. In the event that state funds become unavailable because of legislative or executive action or restraints, including but not limited to the Minnesota Legislature not appropriating sufficient funding for the program or there not being enough funding in the snowmobile account, the grant amount may be reduced or this contract may be terminated by the State. Due to variability in revenues to the snowmobile account, the State/DNR may reduce or not disburse funds for the third and/or fourth benchmarks.

15 **Data Disclosure**

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Sponsor consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Sponsor to file state tax returns and pay delinquent state tax liabilities, if any.

16 **Invasive Species Prevention**

16.1 Prevent or limit the introduction, establishment or spread of terrestrial invasive species during work.

The State requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The Sponsor shall prevent invasive species from entering into or spreading within the Trail(s) by ensuring the cleaning of equipment prior to arriving at the Trail(s) site. Where there are multiple sites and at least one contains invasive species, the intent is to start work at the site with the fewest number of invasive plants, leaving the most heavily infested sites to last. The Sponsor's contractors shall make every effort to schedule operations and site visits to avoid the spread of weed seed. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under State control.

Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Duties are listed under Sections II and III (p. 5-8) of Operational Order 113 which may be found at http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf.

TERRESTRIAL WORK SITES include:

The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

If the equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee or subcontractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Grant Administrator or their representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

AQUATIC WORK SITES include:

The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

If the project site includes a water body, the grantee shall clean equipment and clothing as noted above, prior to entering and leaving the water body. Prior to leaving the water body, drain water from all equipment, tanks or water retaining components of boats (motors, live well and bilge). Immediately after leaving the water body, drain water from transom wells onto dry land.

16.2 Cleaning and disposal of material cleaned.

If the equipment, vehicles, gear, or clothing arrives at the Trail with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by the Sponsor's contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the State's Authorized Representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

17 Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minnesota Statutes, section 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here:

https://mndnr.gov/pollinator_resources/index.html, *DNR Pollinator Best Management Practices and Habitat Restoration Guidelines*.

18 Accessibility

Structural and nonstructural facilities and programs must meet all state and federal accessibility laws, regulations, and guidelines. Copies of accessibility guidelines can be downloaded off the Americans with Disabilities Act Accessibility Guidelines website at <http://www.access-board.gov>

Deliverable documents (both electronic and hardcopy) to be reimbursed under the terms of this contract shall be provided in an accessible format per Minnesota Statute 16E.03, sub. 9. State of Minnesota guidelines for creating accessible electronic documents can be found at the [website of the Office of Accessibility - Minnesota IT Services](https://mn.gov/mnit/about-mnit/accessibility) <https://mn.gov/mnit/about-mnit/accessibility>.

19 Technical Assistance

Upon the request of the Sponsor to the extent possible, the State will provide technical assistance with major problems encountered in the maintenance and grooming of the Trail.

20 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- 20.1 The prospective lower tier participant certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 20.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.

21 Whistleblower Protection Rights

Recipient Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights.

- (a) This award and employees working on this financial assistance contract will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239)
- (b) The Award Recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712.
- (c) The Award Recipient shall insert the substance of this clause, including this paragraph (c), in all sub awards or subcontracts over the simplified threshold. 42 CFR & 52.203-17 (as referenced in 42 CFR & 3.908-9)

22 Conflict of Interest

It is the policy of the State of Minnesota to work to deliberately avoid actual and potential conflicts of interest related to grant making at both the individual and organizational levels.

A conflict of interest (actual or potential) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

The Grantee, by signing this contract with the State, certifies it has read and understands the Office of Grants Management Conflict of Interest Policy 08-01, will maintain an adequate Conflict of Interest Policy and, throughout the term of the contract, monitor and report any actual or potential conflicts of interest to the State's Authorized Representative.

23 Force Majeure

Neither party shall be responsible to the other or considered in default of its obligations within this Contract to the extent that performance of any such obligation is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance must provide the other party prompt written notice of the inability to perform and take all necessary steps to bring about performance as soon as practicable.

24 Non-Discrimination

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- e) Any other applicable non-discrimination law(s).

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by ~~RCW Stat.~~ " 16A.15

Signed: Karen Potvin
63FBE77957A34A8...

Date: December 10, 2024

SWIFT Contract/PO No(s). 261070/PO# 3000267189

2. SPONSOR

The Sponsor certifies that the appropriate person(s) have executed the grant contract on behalf of the Sponsor as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: Administrator

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

APPROVED AS TO FORM
Redwood County Attorney's Office

By: M. [Signature]

Title: Assistant Redwood County Attorney

Date: 12.23.2024

Distribution:
Agency
Sponsor
State's Authorized Representative

Redwood County Board of Commissioners

403 South Mill Street

P.O. Box 130

Redwood Falls, MN 56283

Phone: (507) 637-4016 Fax: (507) 637-4017

redwoodcounty-mn.us



RESOLUTION AUTHORIZING SPONSORSHIP OF TRAILS OPERATED BY MINNESOTA VALLEY SNOW RIDERS-REDWOOD

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

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

BE IT RESOLVED that the County of Redwood Board of Commissioners authorizes the Minnesota Valley Snow Riders-Redwood to make application to the State of Minnesota, Department of natural Resources for the "Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Application" for trail maintenance and grooming for Fiscal Years 2023-2024, 2024-2025, 2025-2026, 2026-2027, and 2027-2028.

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

VOTING AYE: Jim Salfer, Dennis Groebner, Dave Forkrud, Bob Van Hee

VOTING NAY:

ATTEST:

I, Vicki Kletscher, Administrator of the County of Redwood, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Redwood County Board of Commissioners held on the 21st day of November 2023.


Vicki Kletscher, Redwood County Administrator

1st District
RICK WAKEFIELD
P.O. Box 473
Walnut Grove, MN 56180
(507) 859-2369
Rick_W@co.redwood.mn.us

2nd District
JIM SALFER
865 Pine Street
Wabasso, MN 56293
(507) 942-2431
Jim_S2@co.redwood.mn.us

3rd District
DENNIS GROEBNER
250 Center Street
Clements, MN 56224
(507) 692-2235
Dennis_G@co.redwood.mn.us

4th District
BOB VANHEE
503 Fallwood Road
Redwood Falls, MN 56283
(507) 616-1000
Bob_V@co.redwood.mn.us

5th District
DAVE FORKRUD
P.O. Box 235
Belview, MN 56214
(507) 430-1907
Dove_F@co.redwood.mn.us

Business Record Details »

Minnesota Business Name

Minnesota Valley Snow Riders - Redwood

Business Type

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

1V-798

Home Jurisdiction

Minnesota

Filing Date

07/17/2000

Status

Active / In Good Standing

Renewal Due Date

12/31/2025

Registered Office Address

311 Normandale Road
Redwood Falls, MN 56283
USA

Registered Agent(s)

(Optional) Currently No Agent

President

JANE MAGERS
311 NORMANDALE RD
REDWOOD FALLS, MN 56283-2221
USA

Filing History

Filing History

Select the item(s) you would like to order:

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	07/17/2000	Original Filing - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	07/17/2000	Nonprofit Corporation (Domestic) Business Name (Business Name: Minnesota Valley Snow Riders - Redwood)	
<input type="checkbox"/>	10/26/2010	Amendment - Nonprofit Corporation (Domestic)	

	Filing Date	Filing	Effective Date
<input type="checkbox"/>	2/26/2015	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	

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REQUEST FOR BOARD ACTION

Requested Board Date:		Originating Dept.:	
Preferred 2nd Date:			
Discussion Item:		Presenter:	
		estimated time needed:	
Board Action:			
<input type="checkbox"/>	Yes, action required	<input type="checkbox"/>	No, informational only

If Action, Board Motion Requested:

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:

Reviewed by Administrator: Yes No

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

Redwood County Board of Commissioners
403 South Mill Street
P.O. Box 130
Redwood Falls, MN 56283
Phone: (507) 637-4016 Fax: (507) 637-4017
redwoodcounty-mn.us



PRESENT: Wakefield, Salfer, Groebner, Forkrud, Van Hee
ABSENT: None
INTRODUCED: Wakefield SECOND: Forkrud
VOTED: Aye: 5
Nay: 0

RESOLUTION

BE IT HEREBY RESOLVED, by the Board of Commissioners for Redwood County, that the 2025 property tax levies for Redwood County Funds be set as follows:

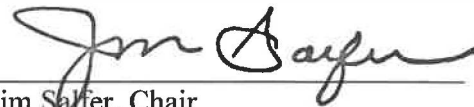
REVENUE FUND	\$9,494,500
HUMAN SERVICES FUND.....	3,381,816
PUBLIC HEALTH FUND	235,231
ROAD AND BRIDGE FUND	3,588,132
BUILDING FUND	250,000
DEBT SERVICE FUND	1,973,884
REGIONAL LIBRARY	109,323
EDA.....	113,154

BE IT FURTHER RESOLVED, that the 2025 Redwood County property tax levy be certified to the Redwood County Auditor-Treasurer at \$19,146,040.

BE IT FURTHER RESOLVED, that the 2025 Redwood County adjusted property tax levy be set at \$18,240,041, a 6.1 % change from the 2024 adjusted tax levy of \$17,197,510.

ADOPTED, this 3rd day of December, 2024.


ATTEST: Vicki Kletscher
County Administrator


Jim Salfer, Chair
Redwood County Board of Commissioners

1st District
RICK WAKEFIELD
P.O. Box 473
Walnut Grove, MN 56180
(507) 859-2369
Rick_W@co.redwood.mn.us

2nd District
JIM SALFER
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5th District
DAVE FORKRUD
P.O. Box 235
Belview, MN 56214
(507) 430-1907
Dave_F@co.redwood.mn.us



REQUEST FOR BOARD ACTION

Requested Board Date:	1/7/2024	Originating Dept.:	Administration
Preferred 2nd Date:			
Discussion Item:	2025 Elected Officials out of State Travel Policy		
	Presenter:	Vicki	
	estimated time needed:	5 mins	
Board Action:	<input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Approve Elected Officials Out-of-State travel Policy for 2025.

Background Information:

Minnesota Statute 471.661 requires counties to develop a policy for out-of-state travel for elected officials.

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 COUNTY

ELECTED OFFICIALS OUT-OF-STATE TRAVEL POLICY

AUTHOR: Redwood County Board of Commissioners

REFERENCE: Minnesota Statute §471.661

PURPOSE: Minnesota Statute §471.661 requires counties to develop a policy for out-of-state travel for elected officials.

POLICY: It is the policy of Redwood County to require pre-approval of out-of-state travel requested by elected officials. This policy applies only to elected officials of Redwood County. Travel out-of-state by an elected official may be undertaken only with this policy.

PROCEDURE:

- A. Travel travels with all out-of-state travel requests shall be presented to the Board of Commissioners for consideration at least two (2) weeks before the planned date(s) of travel.
- B. The Board of Commissioners shall consider each request on a case-by-case basis and shall have the authority to determine that such travel or training is appropriate and relevant to carrying out the statutory duties of the Board of Commissioners or the elected officials' responsibilities.
- C. The Board of Commissioners will consider each request using the following guidelines:
 - a. The cost of the conference, institute, training program and all related travel must be within the annual travel expense budget approved by the Board of Commissioners County. The Board of Commissioners has the authority to set expense limits and shall specify the source of County funds for such travel.
 - b. The County meal and mileage reimbursement policy will be applicable for all out-of-state travel.
 - c. The contacts made or the information obtained must be important to the improved operation of the County and the respective department.
 - d. Conferences are to be unquestionably professional in content and should be selected only when a similar conference is not held locally within a reasonable period.
 - e. Travel for training purposes is limited to technical training, specific to an individual's job, which is not available locally.
- D. Whenever possible, employees and elected officials shall make travel and accommodation arrangements in advance and request that the County be billed. All authorized travel expenses which are not billed directly to the County shall be paid by the elected official subject to the County's reimbursement policies.
- E. This policy will be reviewed annually by the Board of Commissioners County.



REQUEST FOR BOARD ACTION

Requested Board Date: 1/7/2024	Originating Dept.: Administration
Preferred 2nd Date:	
Discussion Item:	Presenter: Vicki
2025 Redwood County Fee Schedule	estimated time needed: 5 mins
Board Action: <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Adopt 2025 Redwood County Fee Schedule

Background Information:

Updated fees are highlighted for your information

Dangerous Dog Registration Fee was removed from A/T and put under Sheriff at the same fee and Burn Permit was removed from Sheriff.

Plum Creek Park updated prices on Overnight Elect., Season Hookups, Camper Cabins, new addition Shelter Res.

Cannabis Business County Fee Schedule was added.

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 COUNTY FEE SCHEDULE



2025

FEE SCHEDULE

Adopted

January 7, 2025

Revised 12-31-24.

Redwood County Fee Schedule

Adopted by the Redwood County Board of Commissioners

Effective

January 1, 2025

REDWOOD COUNTY FEE SCHEDULE

NSF Checks are subject to a service charge up to \$30.

AUDITOR-TREASURER – 507-637-4013	
Prepare Auditor's Certificate for Taxes and Taxable Property	\$ 200.00
Prepare Auditor's Certificate for Annual Tax Report	\$ 50.00
Current Tax Search	\$ 5.00/Parcel
Delinquent Tax Search	\$ 5.00/Parcel
Delinquent Tax Cost	\$35.00/Parcel
Monthly Delinquent Tax Listing	\$50.00
Confession of Judgment Set up Fee	\$130.00/parcel
Annual Escrow Maintenance	\$ 5.00/Parcel
Special Assessment Setup Fee	\$ 5.00/Parcel
Special Assessment Annual Fee after 1 st Year (Minimum of \$20.00 per Assessment Roll)	\$ 1.00/Parcel
Tax Increment Setup Fee	\$ 200.00
Annual Abatement Fee (Policy adopted 11-1-22)	Actual Cost
Ditch Maintenance Levies (\$ 5.00 per Government Unit)	\$ 1.00/Description
Ditch Lien Release	\$ 1.00/Description
Mobile Home Revenue Recapture Administration Fee	\$ 20.00/Parcel
Computer Print-Out	\$ 25.00 Set Up Fee plus. \$.25/Page
Computer Labels	\$ 25.00 Set Up Fee plus. \$.05/Label
Cemetery Filing Fees	\$ 15.00
Septic Loan Fee	\$ 110.00
Escrow Company Duplicate Bill Fee	\$2.50
Staff Document Search with Copies	\$1/Page
LICENSES	
Transient Merchant's License	\$ 150.00
3.2% Liquor License (on & off sale)	\$120.00
On-Sale and Sunday Liquor License	\$ 850.00
Off-Sale Liquor License	\$ 300.00
On-Sale Wine & Strong Beer License	\$250.00
Auctioneer License	\$ 20.00
Tobacco License	\$100.00 (Pro-rated thru July)
Temporary Liquor License	\$120.00

REDWOOD COUNTY FEE SCHEDULE

RECORDER – NON-STATUTORY – 507-637-4032	
Certificate of Continuation	\$ 60.00
Abstractor's Certificate	\$ 75.00
Per Entry	\$5.00
Cover & Caption	\$5.00
Mailing Fee	\$ 11.00
Name Searches (Per name) Includes Federal, State and Judgments	\$ 10.00
Bankruptcy	\$ 2.00
Current Year Real Estate	\$ 5.00
Delinquent Real Estate Tax	\$ 5.00
TRACT SEARCH	
One Owner Search	\$125.00
Two Owner Search	\$150.00
Bring down Report or updated O & E	\$ 50.00
40 Year Tract Search Report	\$250.00
MISCELLANEOUS CHARGES	
Fax Charges	
Faxes 5 pages and over	\$ 5.00
Faxes under 5 pages	\$ 3.00
Copies	\$1.00/page
E-Mailing Charges (Per Document)	\$ 5.00
Research (1 hr. minimum)	\$25.00/hr.
Ordination Filing Fee	\$20.00
Marriage Certificate Amendment	\$40.00
REDWOOD COUNTY LANDSHARK FEES:	
Initial Set up/License Fee	\$50.00
Monthly Access Level 1 (up to 250 images per month)	\$50.00
Monthly Access Level 2 (up to 950 images per month)	\$100.00

Minnesota Statutes, Section §357.09, subdivision 8 provides: "The County Board shall set the Sheriff's fees with the advice and consultation of the Sheriff. --- Fees set under Minnesota Statute §357.09, subdivision 8, shall be charged and collected by the Sheriff for the following."

REDWOOD COUNTY FEE SCHEDULE

SHERIFF – 507-637-4036	
Service of Civil Process, \$70.00 for each individual service includes mileage, includes 3 attempts. Fee applies for each person served.	\$ 70.00
All Sheriff's Sale	\$ 100.00
Collection on execution after levy	6%
Posting three notices of sale	\$ 70.00
Returning Process Not Found	\$ 70.00
Judgement and Decree Sales Execution Sales	\$ 100.00
Returning an execution unsatisfied	\$ 70.00
Redemption of Property (receiving and paying and completing certificate.) Receiving and paying over money paid on redemption of property and executing a certificate, to be collected from the person redeeming.	\$ 250.00
Filing of Redemption with Sheriff's Office	\$ 100.00
Filing of redemption documents other than the notice of intention to redeem	\$ 20.00
Securing Properties (Seizure, Attachments, Writ of Restitution, etc.)	\$70.00/ hr. for each deputy involved
Writ of Recovery/Order to Vacate- Posting of Writ	\$ 70.00
Eviction Lock out	\$ 70.00
For all process when no charge is made for service of a return of not found or unsatisfied	\$ 70.00
Civil Fees (<i>Hourly rate if needed</i>)	\$40.00/hour
Miscellaneous Charges: Request for Records Processing Fee <i>Additional fees may be applied depending on schedule</i>	\$5.00
Accident Report <i>No charge to persons listed on the report if sent directly to them</i>	\$.25/page (\$1 minimum)
Copy of Photo(s) on CD (no charge to other Law Enforcement agencies and victim/complainant)	\$10.00
Copies of Reports <i>No charge to victim/complainant</i>	\$.25/page (\$1 minimum)
Background Checks <i>No charge to other law enforcement agencies</i>	\$ 5.00/Person
Fingerprinting (non-criminal)	\$10.00/Person
Impound Fees	\$25.00/1 st 3 days (72 Hours)/\$10.00 additional days
Escort Services	75.00/Hour (Includes deputy and vehicle)

REDWOOD COUNTY FEE SCHEDULE

(Buildings, oversized vehicles, etc.)	
Deputy Fee – Events	\$75.00/hour
Fraud Investigations	\$ 65.00
Transcription of 911 Recordings	\$30.00/hour (minimum \$30.00)
Permit to Carry- New Applicant (and renewal of permits expired more than 30 days.)	\$100.00
Permit to Carry- Renewal	\$75.00
Permit to Carry- Renewal (expired up to 30 days)	\$85.00
Permit to Carry- Address/Information Change	\$10.00
Permit to Carry- Replacement Card (lost/stolen)	\$10.00
Permit to Acquire	No Charge
Special Event License	\$10.00
Body Cam Video	\$125.00
Squad Car Video	\$125.00
Civil Process received via E-mail in excess of 4 pages	\$.25/per page
Dangerous Dog Registration Fee	Annual Fee \$500.00
JAIL FEES	
Booking Fees *	\$ 20.00
Work Release	\$ 20.00/Sentenced day
Pay for Stay Program	\$ 25.00/Sentenced day with \$5.00 per day discount for pay early program.
Out-County Prisoners	\$75.00/Day
Medical Reimbursement including Work Release & Out of County (MS 641.12.15)	Cost
ASSESSOR – 507-637-4008	
CHARGES FOR COMPUTER PRINTOUTS	
PRIVATE BUSINESS	
Operator Time	\$ 25.00/Hour Minimum \$25.00
Printout sheets	\$.05/sheet
Excel Spreadsheet	\$.05/line
GOVERNMENT INFORMATION EXCHANGE	
Small Cities	\$ 25.00
City of Redwood Falls	\$ 50.00
E-Mailing Charges – Document	\$1.00
Field Book Pages <i>(owner free)</i>	\$ 1.00/copy
PRODEX/CER PRINTOUT	
CER (40's)	\$ 1.00/Sheet

REDWOOD COUNTY FEE SCHEDULE

CER maps off system	\$5.00 Initial fee per township \$1.00 Per page
Example: One township and 3 parcel number = \$11.00 (each parcel has two pages) <i>Note: No charge to owner</i>	
Sales Study Charge	\$1.00//page
LICENSE CENTER – 507-637-4029	
MOTOR VEHICLE	
Transfers, out-of-state vehicles, duplicate plates, tabs, titles, and new vehicle applications	\$12.00
Vehicle Renewals	\$ 8.00
Wheelage Tax – Passenger, Pick-up, Buses, Self Propelled RV’s, School Buses, Farm Trucks, Commercial And non-commercial Vehicles	\$20.00
Certified Vehicle Driving Record	Record Holder \$9.50 Consent \$10.00
Non-Certified Vehicle Record	Record Holder \$8.50 Consent \$9.00
VS Deputy Registrar Surcharge	\$1.00
DRIVER’S LICENSE	
Renewal Driver’s license applications	\$ 11.00
New Driver’s license applications	\$ 16.00
Certified Driving Record	Record Holder \$9.50 Consent \$10.00
Photo	Holder \$9.50 Consent \$10.00
Open Requirements	Record Holder \$8.50 Consent \$9.00
Non-Certified Driver Record	Record Holder \$9.50 Consent \$9.00
Reinstatement Filing fee	\$11.00
DNR	
Transfers, out-of-state, and new snowmobiles, ATVs, and boats	\$ 7.00
Renewals, Duplicates or Registration Replacements	\$ 4.50
FISH & GAME	
All Licenses	\$ 1.00
ENVIRONMENTAL – 507-637-4023	
Colored Maps (8.5” x 11”)	\$.50/page
Colored Maps (8.5” x 14”)	\$.75/page
Colored Maps (11” x 17”)	\$1.00/page
Plotter Printouts	\$ 2.00/linear foot

REDWOOD COUNTY FEE SCHEDULE

Zoning Permits	\$40.00 plus .1% for construction \$150,000 or more, with a maximum of \$10,000*
New Home Permits (stick, modular, mobile, moved homes, log, etc.)	\$ 100.00
Deck and Patio Permit	FREE
Holding Tank Permits	\$ 100.00
Septic System Permit	\$ 200.00
Septic Permit County Loan Program	\$115.00
Amendment/Rezoning	\$ 700.00
Conditional Use Permit	\$ 700.00*
Variance Permit	\$ 700.00
Subdivision Permit	\$ 700.00
Shoreland Alteration Permit	\$ 40.00
Temporary Filling and Grading Permit	\$ 40.00
Appeal to the Board of Adjustment	\$ 500.00
Special Meeting	All rates are doubled
Ditch Preparation Fees	\$150.00 Minimum Fee**
Handicapped Accessibility Permit	\$250.00 all major projects will be charged at a rate of \$45.00/hour***
Septic System Operating Permit - MSTs	\$1,500.00
Septic System Operating Permit – Type IV, Type ISTs	\$100.00
After the Fact Permit	All Rates are Doubled (Deck & Patio Permit \$40.00)
Rain Barrel	\$90.00 (plus tax)
Compost Bin	\$76.00 (plus tax)
<p>*If a Conditional Use Permit has already been granted the zoning permit fee may be reduced by up to the cost of the conditional use permit for all buildings material to the conditional use and included on the conditional use application which are built within one (1) year of conditional use permit approval date</p> <p>*The Conditional Permit application fee shall be reduced by 50% for any Home Occupation Conditional Use, and for any Conditional Use that meets the home occupation standards listed in Redwood County Code of Ordinances, Section 153.284</p>	

** Additional costs will be incurred for any “extra” time required to assist in processing a petition. This could include additional meetings with the petitioner, meetings with outside groups at the request of the petitioner, or time spent correcting the petitioner’s petition. This list is not exhaustive of situations when additional time will be charged. Time will be charged at a “billable rate” as determined using the Board of Water and Soil Resources billable rate calculator.

***Major Projects – All projects that require more than three hours of work related to the inspections of the Minnesota Handicapped Accessibility codes

REDWOOD COUNTY FEE SCHEDULE

GIS DATA	
GIS Services Requests (Custom maps, special data requests, or other data analysis services)	\$45.00 / hour (15-minute increments) No charge for less than 15 minutes.
Parcel Data	\$800.00/County Or \$.10/per parcel
All other GIS Data	Free
Beacon subscription – 1 week	\$10.00 / user
Beacon subscription – 1 month	\$25.00 / user
Beacon subscription – 1 year	\$150.00 for 1-5 users \$200.00 for 6-10 users \$250.00 for 11+ users
2009, 2013, 2016 AERIAL PHOTOS *FREE FOR GOVERNMENT ENTITIES	
All County Sections – Per year	\$ 3,000.00
Neighborhood Resolution – per section	\$100.00
Community Resolution-per section	\$50.00
PLUM CREEK PARK	
CAMPING FEES	
Primitive – No Utilities	\$20.00
Overnight with Electricity	\$30.00
Seasonal with Full Hookups	1,700.00/Year
Camper Cabins	\$85.00
Shelter Reservation *new	\$40.00
Boat Rental	
Single Kayak/Paddleboard	\$10.00
Tandem Kayak	\$15.00
Supplies	
Firewood	\$5 / bundle
16 lb. Ice	\$8.00
5 lb. Ice	\$4.00
Ice Cream	\$.75 - \$3.00
½ lb. bag Coffee Beans	\$12.00
20 oz. Variety Pack Coffee Beans	\$14.00
Other	
Inconvenience Discount (manager discretion)	Up to 20%
Park Staff Additional Services (event set-up or cleanup beyond normal course of duties.	\$40.00 / hour (15-minute increments) No charge for less than 15 minutes.

REDWOOD COUNTY FEE SCHEDULE

PLUM CREEK PARK CLOTHING/GEAR	
T-Shirt	\$15.00
Hooded Sweatshirt	\$35.00
Zip-Up Sweatshirts	\$40.00
Hats	\$25.00
Decals	\$3.00
Can Koozies	\$3.00
Playing Cards	\$4.00
Box Matches	\$3.00
Blanket	\$20.00
3X size and larger:	
T-Shirt add \$3, Sweatshirt add \$5, Zip-Up add \$5	
ALL DEPARTMENTS (UNLESS OTHERWISE NOTED)	
All data is free to inspect. If printed copies are required, you will be charged according to Minnesota Statutes §13.03	<p>100 or less at \$.25/Copy page (letter or legal size in b/w only)</p> <p>101 Copies and over: cost of media, mailing, employee time to research and copy data.</p> <p>Employee time will be charged at \$25.00/hour with a \$25.00 minimum.</p>
ATTORNEY — 507-637-4010	
As per contracts in Attorney's Office	
VETERANS SERVICE OFFICE — (507) 637-4034	
It is unlawful to charge a fee to Veterans	
PROBATION — 507-637-4047	
<p>Misdemeanor Fee Per File: \$100.00 (Sent to Redwood County Auditor)</p> <p>Gross Misdemeanor Fee Per File: \$200.00 (Sent to Redwood County Auditor)</p> <p>Felony Fee Per File: \$300.00 (Sent to State of Minnesota)</p>	
Room Rental (If not County Business)	
Non-Profit, Civic (Community Rm., any Conference or Board Room)	<p>\$25.00</p> <p>Plus After Hours if before 7am or after 8:30 pm M-F, or Weekends</p>
For-Profit, Civic (Community Rm., any Conference or Board Room)	<p>\$50.00</p> <p>Plus After Hours if before 7am or after 8:30 pm M-F, or Weekends</p>
After Hours	\$25.00/per hour
ADMINISTRATION- (507) 637-4016	

REDWOOD COUNTY FEE SCHEDULE

Passport Administration Fee to Redwood County	\$35.00
Copies	.25 per copy
Passport Photo	\$10.00
SOLID WASTE SPECIAL ASSESSMENTS	
CLASSIFICATION	Fee Amt./Unit/Value Range
Agriculture	\$1 to \$999,999,999
Residential	
Mobile Home	\$1 to \$999,999,999
Single Family Homes	\$1 to \$999,999,999
Apartments	Per unit
Triplex	Base Fee
1 to 3 units	Per unit
4 or more units	Per unit
Bed & Breakfast < 6 units	<\$50,000
COMMERCIAL	
<\$50,000	
\$50,001 - \$150,000	
\$150,001 - \$300,000	
\$300,001 - \$500,000	
\$500,001 - \$750,000	
\$750,001 - \$1,000,000	
\$1,000,001 - \$1,500,000	
\$1,500,001 - \$3,000,000	
\$3,000,001 - \$999,999,999	
Tax Exempt Properties	\$31.00 – \$791.00
Solid Waste Haulers License	\$50.00 per truck

REDWOOD COUNTY FEE SCHEDULE

Cannabis Business County Fee Schedule (Maximums)		
<i>A local unit of government may impose an initial retail registration fee of \$500 or up to half the amount of the applicable initial license fee under section 342.11, whichever is less.</i>		
License Type	OCM Initial License Fee	Maximum County Registration Fee
		*Includes initial registration fee and first year renewal
Microbusiness	\$0	\$0
Mezzobusiness	\$5,000	\$500
Cultivator	\$20,000	\$500
Manufacturer	\$10,000	\$500
Retailer	\$2,500	\$500
Wholesaler	\$5,000	\$500
Transporter	\$500	\$250
Testing Facility	\$5,000	\$500
Delivery Service	\$500	\$250
Event Organizer	\$750	\$375
Lower-Potency Hemp Edible Manufacturer	\$1,000	\$500
Lower-Potency Hemp Edible Retail	\$250	\$125
Medical Cannabis Combination Business	\$20,000	\$500
<i>The local unit of government may also impose a renewal retail registration fee of \$1,000 or up to half the amount of the applicable renewal license fee under section 342.11, whichever is less.</i>		
OCM Renewal License Fee	County Registration Renewal Fee	
	*Year 2 renewal and beyond	
\$2,000	\$1,000	
\$10,000	\$1,000	
\$30,000	\$1,000	
\$20,000	\$1,000	
\$5,000	\$1,000	
\$10,000	\$1,000	
\$1,000	\$500	
\$10,000	\$1,000	
\$1,000	\$500	
X	X	
\$1,000	\$500	
\$250	\$125	
\$70,000	\$1,000	



REQUEST FOR BOARD ACTION

Requested Board Date:	1/7/2025	Originating Dept.:	Administration
Preferred 2nd Date:			
Discussion Item:	Reimbursement Policy for 2025		
	Presenter:	Vicki K.	
	estimated time needed:	5 mins	
Board Action:	<input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Approve the 2025 Reimbursement Policies

Background Information:

The IRS increased the standard rate by 0.03 cents per mile for 2025. New mileage rate will be .70 beginning January 1, 2025.

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 box for Administrator Comments]

Reviewed by Administrator: Yes No

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

REDWOOD COUNTY REIMBURSEMENT POLICIES FOR 2025

MILEAGE REIMBURSEMENT

As of January 1, 2025, the mileage reimbursement rate will be set at the federal rate. 2025 mileage reimbursement will be paid at the rate of .70 cents per mile, with .60 cents per mile when a Redwood County employee chooses to use their personal vehicle for travel related to county business, UNLESS proper verification from the County Administrator's Office is made, indicating that a county car was requested, but not available or not the best choice for use. In these cases, the full mile reimbursement will be paid. **There will be no exceptions to this policy.**

MEAL REIMBURSEMENT*

The Meal Reimbursement Policy requires claims for meal reimbursements to be accepted only with an original itemized receipt from the establishment at the following maximum rates, allowing in-county reimbursement when job requirements dictate attendance at an official function, upon approval by the Department Head and/or County Board: Maximum of \$35.00 per day.

Claims must not be made for, or include within, the cost of any alcoholic beverages, tips or delivery charges.

Meal reimbursements shall be granted to County Commissioners, lay members who serve Redwood County on boards, committees, or commissions, when the expenses were incurred in performing the duties of their office or assignment, all upon presentation of properly itemized claims.

Meal purchases for all-day board planning sessions are an acceptable expenditure. Any other meal planning sessions must have prior authorization by the County Administrator. A claim form must be submitted and approved by the County Administrator. If authorization or approval is NOT submitted, the Employee will be responsible for the total cost of the meal.

Redwood County employees must submit the completed Redwood County Meal Reimbursement Policy Worksheet along with properly itemized claims for these meal reimbursement amounts when incurred as a result of attendance at conferences, training sessions, workshops, and special meetings approved by the Department Head.

Note: Credit card receipts document only the method of payment. **Itemized original receipts** are required in order to detail each expenditure. If an itemized receipt is not provided, the employee will be responsible to reimburse Redwood County at their own expense.

OUT-OF-STATE TRAVEL

Requests for out-of-state travel and related expenses will be reviewed and approved by the County Board on a case-by-case basis if the expense to the county exceeds \$500.00. If the out-of-state travel and related expenses are under \$500, it will be reviewed and approved by the County Administrator.

A completed Out of State Travel Request Form must be submitted with any request. The Out of State Travel Form is available on the HR Connection.

LODGING REIMBURSEMENT

Employees and elected officials are eligible for the reimbursement of the actual cost of single room rate for lodging required to conduct the business of the County. Every effort should be made to utilize reasonable priced accommodations and obtain governmental discounts. Itemized receipts are required, and

reimbursement will be made only for those expenses clearly identified as business related. Only charges for lodging should be charged at hotels/motels.

Employees attending a morning session requiring departure from home prior to 6:30 A.M. will be reimbursed for lodging if they choose to drive the previous day or evening. Staff members must obtain prior approval from the department head/unit supervisor for all sessions, travel and expenses.

OTHER EXPENSES

Reimbursements for any other necessary, actual expenses incurred in performing the duties of the office or committee assignment, including registration fees, will be made upon presentation of properly itemized vouchers, including receipts.

PER DIEM

A maximum per diem (per day) rate of \$75 shall be granted to Redwood County Commissioners for service on any board, committee or commission that has been approved by the full board; for special meetings of the County Board; for attendance at conferences and educational/training sessions; and for the performance of services as an individual Commissioner relating to the execution of the duties of the Office of County Commissioner. At the discretion of each Commissioner, a lesser per diem amount may be charged.

The per diem rate to be paid to lay members appointed to serve Redwood County on boards, committees or commissions is \$75.

REIMBURSEMENT DEADLINE

Requests for reimbursements for expenses incurred by county employees and committee appointees in conducting business for Redwood County must be submitted within 60 days of the date on which the expenses occurred. Requests submitted after the 60-day period will not be paid unless the County Board grants special approval for the reimbursement.

***WHEN ARE MEALS TAXABLE?** When you travel and an overnight stay is NOT required then your meal reimbursement is taxable.

***WHEN ARE MEALS NON-TAXABLE?** When you travel and an overnight stay IS required then your meal is non-taxable.

Adopted 1-7-25

REDWOOD COUNTY TOBACCO ORDINANCE LICENSE APPLICATION

Instructions:

- Type or print legibly in black ink.
- Complete entire application
- Remit application plus \$100 license fee payable to:
Redwood County Treasurer
PO Box 130
Redwood Falls, MN 56283
- Return 2025 Application Packet by: **Monday, October 14, 2024.**

Business Name:	Vesta Bar			
Business Address:	191 Broadway St	Vesta, MN	56292	
	(Street)	(City)	(State)	(Zip)
Business Phone:	(507) 762 - 3193			
Owner/Manager Name:	Rebstock	Sandra		
	(Last)	(First)		
Owner/Manager Address:	36937 St. Hwy 19	Franklin	MN	55333
	(Street)	(City)	(State)	(Zip)
Yes	No			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have you had a tobacco license revoked within the last 12 months?		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have you been convicted, within the past five years, of any violation of a federal, state or local law, ordinance provision, or any other regulations relating to tobacco?		

I affirm that all of the information I have provided on this application is true and correct.
I agree to abide by the provisions of the Redwood County Tobacco Licensing Ordinance.

10 | 15 | 24
(Date)


(Signature)

Tobacco Retailer's License

License is hereby granted to

Vesta Bar

to sell at retail

Tobacco, Tobacco Products, & Tobacco Related Devices

at the nonmoveable retail establishment located at Vesta, MN 56292, in Redwood County, State of Minnesota, having given satisfactory evidence that the licensee is at least eighteen years of age, has had no tobacco license revoked within the last twelve months, and has had no convictions of a federal, state or local law, ordinance provision, or other regulation relating to tobacco within the last five years for the period

Commencing 7th day of January, 2025, and **Terminating** 31st day of December, 2025

This license is granted pursuant to application and payment of fee therefor and is subject to all of the provisions and conditions of the laws of the United States of America, the State of Minnesota, and the County of Redwood pertaining to such sale, and is revocable for the violation thereof. Not transferable.

Witness the Governing Body of the County of Redwood and the seal thereof on this 7th day of January, 2025.

By: _____
Redwood County Board of Commissioners, Chairperson

Attest: _____
Redwood County Auditor-Treasurer

REDWOOD COUNTY TOBACCO ORDINANCE LICENSE APPLICATION

Instructions:

- Type or print legibly in black ink.
- Complete entire application
- Remit application plus \$100 license fee payable to:
Redwood County Treasurer
PO Box 130
Redwood Falls, MN 56283
- Return 2025 Application Packet by: **Monday, October 14, 2024**

Business Name:	SAI MORGAN LLC		
Business Address:	651 Front St, PO Box 187	Morgan, MN 56266	
	(Street)	(City)	(State) (Zip)
Business Phone:	(507) 249 - 4600		
Owner/Manager Name:	PATEL	V. Pendhakar Kumar	
	(Last)	(First)	
Owner/Manager Address:	651 Front St.	MORGAN	MN 56266
	(Street)	(City)	(State) (Zip)
Yes	No		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have you had a tobacco license revoked within the last 12 months?	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have you been convicted, within the past five years, of any violation of a federal, state or local law, ordinance provision, or any other regulations relating to tobacco?	

I affirm that all of the information I have provided on this application is true and correct.
I agree to abide by the provisions of the Redwood County Tobacco Licensing Ordinance.

10-2-24
(Date)
V. A. Padal
(Signature)

Tobacco Retailer's License

License is hereby granted to

SAI Morgan LLC

to sell at retail

Tobacco, Tobacco Products, & Tobacco Related Devices

at the nonmoveable retail establishment located at Morgan, MN 56266, in Redwood County, State of Minnesota, having given satisfactory evidence that the licensee is at least eighteen years of age, has had no tobacco license revoked within the last twelve months, and has had no convictions of a federal, state or local law, ordinance provision, or other regulation relating to tobacco within the last five years for the period

Commencing 7th day of January, 2025 and **Terminating** 31st day of December, 2025

This license is granted pursuant to application and payment of fee therefor and is subject to all of the provisions and conditions of the laws of the United States of America, the State of Minnesota, and the County of Redwood pertaining to such sale, and is revocable for the violation thereof. Not transferable.

Witness the Governing Body of the County of Redwood and the seal thereof on this 7th day of January 2025.

By: _____
Redwood County Board of Commissioners, Chairperson

Attest: _____
Redwood County Auditor-Treasurer



250 South Jefferson Street * PO Box 130
Redwood Falls, MN 56283
Ph.: (507) 637-4010 * Fax: (507) 637-1386

Office of the County Attorney

Jenna M. Peterson
Redwood County Attorney

Amy M. Busse
Shannon Ness
Marissa P. Pacheco
Assistant County Attorneys

MEMORANDUM

To: Redwood County Commissioners

From: Marissa Pacheco

CC: Vicki Knobloch Kletscher

Date: December 13, 2024

Re: Farmer's Co-op Oil Co of Renville d/b/a Lamberton C-Store Tobacco License

Application

I've reviewed the Application as provided by the above referenced Applicant. In review of the Applicant's history of compliance, there was a tobacco compliance violation that occurred on October 3, 2023. This violation resulted in a conviction of an employee pursuant to Minnesota Statute § 609.685, subd. 1a(a).

Given that grounds exist for a denial of this application, I am unable to recommend the Applicant for licensure at this time. Although grounds may exist, the language of the Redwood County Tobacco Ordinance does not require the Board to deny an application. The decision to issue this license will be left up to the Board.

If there are any questions, please let me know.

Marissa P. Pacheco
Assistant County Attorney



REDWOOD COUNTY SHERIFF'S OFFICE
JASON JACOBSON - SHERIFF

Chief Deputy Sheriff
Katelyn Torgerson

Phone: 507-637-4036
Fax: 507-637-1348
Email: sheriff@co.redwood.mn.us

Jail Administrator
Matt Luitjens

303 E Third Street
PO Box 47
Redwood Falls, MN 56283-0047

December 11, 2024

To Whom It May Concern:

Our office has completed the background check regarding this tobacco application. It was found that on 10/03/2023, there was a tobacco compliance violation at Farmers Co-op Oil Company of Renville dba Lamberton C-Store. Due to the violation, a citation was issued to an individual that was employed at this business, for the sale of tobacco to a person under 21 years old, MN Statute 609.685 Subd.1a(a). The business was compliant during a check on 06/28/2024.

Due to the recent violation, issuance of this license will be left to the discretion of the County Board of Commissioners.

If you have any questions, please feel free to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to be "JJ", written over a faint background watermark of the Redwood County Sheriff's Office star logo.

Jason Jacobson
Sheriff

REDWOOD COUNTY TOBACCO ORDINANCE LICENSE APPLICATION

Instructions:

- Type or print legibly in black ink.
- Complete entire application
- Remit application plus \$100 license fee payable to:
 Redwood County Treasurer
 PO Box 130
 Redwood Falls, MN 56283
- Return 2025 Application Packet by: **Monday, October 14, 2024**

Business Name:	Farmers Co-op Oil Company of Renville dba Lamberton C-Store			
Business Address:	25861 Hwy 14	Lamberton, MN 56152		
	(Street)	(City)	(State)	(Zip)
Business Phone:	(507) 752 – 7811			
Owner/Manager Name:	Jenniges, Mgn Melissa J			
	(Last)	(First)		
Owner/Manager Address:	26167 270 th St	Wabasso	MN	56293-1322
	(Street)	(City)	(State)	(Zip)
Yes	No			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have you had a tobacco license revoked within the last 12 months?		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Have you been convicted, within the past five years, of any violation of a federal, state or local law, ordinance provision, or any other regulations relating to tobacco?		

I affirm that all of the information I have provided on this application is true and correct.
 I agree to abide by the provisions of the Redwood County Tobacco Licensing Ordinance.

10-2024
 (Date)

Cynthia Zida
 (Signature)

Tobacco Retailer's License

License is hereby granted to

Farmers Co-op Oil Company of Renville dba Lamberton C-Store

to sell at retail

Tobacco, Tobacco Products, & Tobacco Related Devices

at the nonmoveable retail establishment located at Lamberton, MN 56152, in Redwood County, State of Minnesota, having given satisfactory evidence that the licensee is at least eighteen years of age, has had no tobacco license revoked within the last twelve months, and has had no convictions of a federal, state or local law, ordinance provision, or other regulation relating to tobacco within the last five years for the period

Commencing 7th day of January, 2025, and **Terminating** 31st day of December, 2025.

This license is granted pursuant to application and payment of fee therefor and is subject to all of the provisions and conditions of the laws of the United States of America, the State of Minnesota, and the County of Redwood pertaining to such sale, and is revocable for the violation thereof. Not transferable.

Witness the Governing Body of the County of Redwood and the seal thereof on this 7th day of January, 2025.

By: _____
Redwood County Board of Commissioners, Chairperson

Attest: _____
Redwood County Auditor-Treasurer



REQUEST FOR BOARD ACTION

Requested Board Date:	1-7-2025	Originating Dept.:	Administration
Preferred 2nd Date:			
Discussion Item:	County Attorney credit card		
	Presenter:	Vicki K	
	estimated time needed:	2 min	
Board Action:	<input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Authorize Redwood County Attorney Shannon Ness for county credit card

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:

Reviewed by Administrator: Yes No

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

**REDWOOD COUNTY CREDIT CARD POLICY
DEPARTMENT REQUEST FOR CREDIT CARD**

(Appendix #24)

To: Auditor-Treasurer's Office

From: Shannon Ness
(Department Head)

RE: Department Request for Credit Card

The following employee is authorized to be issued a Redwood County Credit Card for the Department indicated.

Full Name (print): Shannon Ness

Signature: [Signature]

Title: Redwood County Attorney

Department: Redwood County Attorney's Office

Single Purchase Limit: \$ 2,500

30-Day Limit (not to exceed \$2,500 per department): _____

I have read the Redwood County Credit Card Use Policy and I understand the responsibility of purchasing services and supplies using the Redwood County Credit Card Program. I agree to abide by the policy for the use of a credit card. I also understand that misuse of the card can result in disciplinary action or may be cause for dismissal.

Redwood County Attorney's Office
Department Employee

1/02/25
Date

[Signature]
Signature of Department Head

1/02/25
Date

[Signature]
Auditor-Treasurer

1-3-25
Date

Signed Original-Employee Personnel File Copy-Department Head

Copy-Employee



REQUEST FOR BOARD ACTION

Requested Board Date:	Jan 7, 2025	Originating Dept.:	Administration
Preferred 2nd Date:			
Discussion Item:	Presenter: Vicki K		
SWMAMHC Contribution	estimated time needed:	5 min	
Board Action:	<input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only	

If Action, Board Motion Requested:

Authorize transfer from General Fund to Human Services Fund in the amount of \$29,874

Background Information:

The Board entered into a new JPA on Oct 1, 2024 for the Southwestern MN Adult Mental Health Consortium (SMAMHC). Pursuant to Article 4 of the JPA, the governing board may make a request for contribution by Member Counties to a restrictive reserve fund for them to create a revolving reserve. The payment request was received after the preliminary levy was set, and was not included in the 2025 budget. The Board will need to authorize the transfer so this invoice may be paid, and the A/T office will make a journal entry to amend the budget.

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 box for Administrator Comments]

Reviewed by Administrator: Yes No

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

JPA Approved 10-1-24

**Southwestern Minnesota Adult Mental
Health Consortium (SMAMHC)**

INVOICE

PO Box 161
Willmar MN 56201
320-441-6340

DATE: 11/22/2024
DATE DUE: 1/31/2025

TO:

Redwood County
SWHHS
607 W Main St, Suite 100
Marshall MN 56258

To whom it may concern,

Per the fully executed Southwestern Minnesota Adult Mental Health Consortium Joint Powers Agreement, the Governing Board may make a request for contribution by Member Counties to a restrictive reserve fund to create a revolving reserve.

Due to ongoing concerns regarding cash flow, the SMAMHC Governing Board has decided to request contributions from all members for 2025.

Therefore, we respectfully request payment of \$29,874 from Redwood County. Please see attached printout of funding calculation for reference.

Make all checks payable to Southwestern Minnesota Adult Mental Health Consortium (SMAMHC). If you have any questions concerning this invoice, contact Kimberly Holm, 320-441-6340, kimberly.holm@smamhc.com or Emily Asleson, 320-864-1342, emily.asleson@mcleodcountymn.gov.

Sincerely,

Emily Asleson

McLeod County Health & Human Services
Fiscal Officer
Fiscal Agent -SMAMHC

SW-18 County Contribution for Reserve Cash Account

Current Grant Two Years **\$4,458,576**
2025-2026 Grant **\$9,935,930**

County	2020 Population	Percentage of Total Population	Current Year Base	Current Population Allocation	Current Year Total
Big Stone	5,168	1.8%	\$15,000	\$4,985	\$19,985
Chippewa	12,594	4.5%	\$15,000	\$12,149	\$27,149
Cottonwood	11,506	4.1%	\$15,000	\$11,099	\$26,099
Jackson	9,992	3.6%	\$15,000	\$9,639	\$24,639
Kandiyohi	43,733	15.6%	\$15,000	\$42,188	\$57,188
Lac Qui Parle	6,722	2.4%	\$15,000	\$6,484	\$21,484
Lincoln	5,644	2.0%	\$15,000	\$5,445	\$20,445
Lyon	25,268	9.0%	\$15,000	\$24,375	\$39,375
McLeod	36,759	13.1%	\$15,000	\$35,460	\$50,460
Meeker	23,400	8.4%	\$15,000	\$22,573	\$37,573
Murray	8,175	2.9%	\$15,000	\$7,886	\$22,886
Nobles	22,294	8.0%	\$15,000	\$21,506	\$36,506
Pipestone	9,416	3.4%	\$15,000	\$9,083	\$24,083
Redwood	15,419	5.5%	\$15,000	\$14,874	\$29,874
Renville	14,730	5.3%	\$15,000	\$14,210	\$29,210
Rock	9,701	3.5%	\$15,000	\$9,358	\$24,358
Swift	9,835	3.5%	\$15,000	\$9,488	\$24,488
Yellow Medicine	9,533	3.4%	\$15,000	\$9,196	\$24,196
Total Population	279,889	100.0%	\$270,000	\$270,000	\$540,000

Notes:

Populaton Source: US Census
 * Total Population allocation uses
 percentage of population.



2025 COMMITTEE APPOINTMENTS

Theis
Salfer

Wakefield

Van Hee

Groebner

Advocate-Connect- Educate
(ACE) Ex-Officio:
(Joint Powers)

Commissioner **VACANT**; **Salfer** as alternate.
Meets 4th Thursday of the month at 9am
Center for Regional Development – Slayton, MN
2024 Appropriation: \$37,992/yearly

Ag Society/Fairboard:

Commissioner **Van Hee** & **Salfer** (alternate), Ex Officio.
Meets 2nd Wed. of the month-Email invite sent
Fairgrounds meeting room or various locations
Contact is Jeff Potter 507-993-6491 potterosafarms@gmail.com
Appropriation: \$36,000/yearly

Aquatic Invasive Species Committee

Groebner
Conservation Officer and At large reps (**VACANT**)
Will meet quarterly at the most

Association of Minnesota Counties

All five Commissioners, Administrator, Env. Director;
Highway Engineer

(AMC Voting Delegates)

Meets for Annual Conference Dec. 8th – 10th
AMC Legislative Conference February 2025
AMC Leadership Conference March 2025
AMC Policy Committees September 2025
Appropriation: \$13,026/yearly

AMC District VIII Meetings:

All five Commissioners. Department Heads option at their
Choice. Meets May 2025 & October 2025 as scheduled within
9 County District.

AMC Policy Committees:

Environmental – **Wakefield**
Ag Subcommittee – **VACANT**
Transportation Subcommittee – **Van Hee**
Health & Human Services – **Salfer**
Social Services & Health Subcommittee - **Salfer**
General Government – **Groebner**
Indian Affairs Task Force – **Groebner**
Public Safety – **VACANT**
Futures Committee –
(All Commissioners may attend at any time.)
Attends the Feb., Sept., and December Conferences

Area II Minnesota River Basin
Projects
Joint Powers

Commissioner **Wakefield**; **Groebner** as alternate.
Meetings 1st Thursday morning (9:00) monthly in Marshall,
every other month in Redwood Falls jointly with RCRCA
Contact: Kerry Netzke: Marshall Office, 507-537-6369.

Appropriation: \$12,124

Audit Committee:

Board Chair, Administrator, Auditor-Treasurer
Meets as needed

Board of Adjustment:
(Noxious Weed Appeal Board)

John Rohlik Jr., Dan Tauer, John Schueller
Meets as needed. No Term limits
Contact: Director of Environmental Services: Nick Brozek
Commissioner of District.

Budget/Finance Committee:

Commissioner **VACANT** & **Wakefield**; County Administrator

Buildings Committee:

Commissioners **Groebner** & **VACANT**
Administrator; Department Heads; Maintenance

Business Subsidy & Tax
Abatement Committee

Commissioners **Wakefield** (EDA) **VACANT** (non-EDA);
Alternate: Commissioner **Van Hee**
Administrator; County Attorney, Assessor, Auditor/Treasurer
EDA Coordinator
Meet as needed at a time that works for the majority

Cannabis Ordinance Committee:

Commissioner **Wakefield**
County Attorney
Sheriff Jason Jacobson
Planning & Zoning Supervisor Jeanette Pidde
Environmental Director Nick Brozek
County Administrator Vicki Keltscher

Communications Board
(Emergency Communication Board)

Commissioner **Wakefield**; **Groebner** Alternate
Emergency Communication Board
Delegate: Jason Jacobson - Alternate: Jim Sandgren
Regional User Committee:
Meets every other month (4th Wed.) at 1pm in
Basement of Lyon County Sheriff's Office.

County Ordinances:
Title 1X Chap. 90 Animals:
Dangerous Dog Ordinance
Hearing Officer:

Planning & Zoning Administrator

Title X1 Chap. 112 Tobacco
Hearing Panel:

Representative from SWHHS (5-18-21)

Cottonwood-Middle MN River
One Watershed

Commissioner **Wakefield**; **Groebner** Alternate

County Emergency Services Committee:

Board Chair	Sheriff
Vice Chair	National Guard
Dispatch	Emergency Management Dir.
EMS (Ambulance)	Redwood County Fire Assn.

County Administrator City Police Dept.
County Engineer Red Cross
Environmental

County Office Appointments:

Assessor	Jesse Jacobson	2 yr. term	ends = August. 31, 2026
Highway Engineer	Anthony Sellner	4 yr. term	ends = April 2028
Veteran Service Officer	Roger Zollner	4 yr. term	ends = March 2025
County Coroner	Dr. Kelly Mills	4 yr. term	ends = December 31, 2027

CPT (Counties Providing Technology)

Commissioner **Wakefield**
Alternate: Commissioner **VACANT**
Administrator

Cyber Security Committee:

Commissioner Salfer; Sheriff Jacobson, A/T Price, County Attorney, Paul Parsons, Brian Schulte, Matthew Luitjens, Katelyn Torgerson, Mark Cook, Jennifer Kaase, Administrator

Dead Coon Lake Outlet

Commissioner **Groebner** and **Wakefield**

Drug Task Force:
(Joint Powers)

Commissioner **Wakefield**; Alternate-Commissioner **Salfer**
Meets 2nd Thursday every month at 9:30 a.m. Redwood County Law Enforcement Center

Extension Committee:
(May serve two 3-year terms)

Commissioners **Van Hee** and **VACANT**
1st District: **VACANT**
2nd District: **VACANT**
3rd District: Talana Mathiowetz (1st Term) 2022, 2023, 2024
4th District: Lori O’Leary (2nd term) 2023, 2024, 2025
5th District: **VACANT**
At-Large: **VACANT**
Secretary Designate: Auditor-Treasurer Office
Meets 3x/year 2024– February 6, June 4 & November 12th at 4pm in Redwood Falls

Human Rights Officers:

County Administrator; County Attorney; County Sheriff Board Chair, Alternate Vice Chair.

Insurance & Benefits Committee:

Commissioner Forkrud, Alternate Salfer; Administrator; AFSCME-Courthouse, Robin Kokesch, Denise Siegfried, LELS Licensed- Henry Borgstrom
LELS Non-Licensed- Mark Cook
Alternate- Jon Mertens
R & B: Matt Guetter & Mike Panitzke
Non-Union Employees: Shelly Koenig, Lauren Steinhaus
Management Team: Auditor-Treasurer
Meets as needed

<u>Judicial Ditch Committee:</u>	Commissioners Wakefield ; Groebner , VACANT Commissioner in District involved Environmental Director, Auditor/Treasurer, Ditch Inspector, Administrator
<u>Ditch Committee</u>	Wakefield ; Groebner VACANT Environmental Director, Auditor/Treasurer, Ditch Inspector Administrator
<u>Explore Southwest MN</u>	Commissioner: Wakefield Anne Johnson Meets 2 nd Tuesday every month at 2pm via Zoom or at the SW Regional Development Commission Office in Slayton
<u>Law Library</u>	Commissioner Van Hee County Attorney Judge Rohland
<u>Lower Sioux Community Planning:</u>	Commissioners Van Hee & Groebner ; Administrator and EDA Coordinator Meets as needed
<u>Marketing Committee</u>	Grady Holtberg, Sierra Fluck, Robin Kokesch, Brian Schulte, Nick Brozek, Amy Serbus Meet as needed at a time that works for the majority
<u>MN Rural Counties Caucus</u>	Commissioner Salfer Alternate – Van Hee 2 nd Monday every month in Alexandria Contact: Anne Kilzer Appropriation: \$2,300/yearly
<u>MN Transportation Alliance:</u>	Commissioner Van Hee ; Alternate: Groebner Highway Engineer Executive Director: Margaret Donahoe Margaret@transportationalliance.com
<u>MN Valley Regional Rail Authority:</u> (Joint Powers)	Commissioner Groebner Alternate Van Hee Meets 3 rd Wednesdays at 9:30 a.m. Odd months – Sibley County Courthouse; Even months – Redwood County Government Center Contact: RADC 507-637-4084, McKenzie Fischer Mvrraa19@gmail.com
<u>Opioid Settlement Committee</u>	Commissioner: Wakefield
<u>Ordinance Task Force</u>	Commissioner: VACANT

Planning Commission Member: Mike Scheffler; Planning &
Zoning Administrator Jeanette Pidde;
Auditor/Treasurer: Jean Price
Solid Waste Administrator: Jon Mitchell

Personnel Sub-Committee:

Chair and Vice Chair
Salfer and Wakefield
Administrator; HR Director
Meets as needed

Plum Creek Parks Committee

Commissioner Wakefield
Environmental Director: Nick Brozek
EDA Coordinator: Grady Holtberg
Park Supervisor: Adam Kletscher
City: Walnut Grove Mayor
At Large: Merna Malmberg
Lon Walling

Planning & Zoning Commission:

Commissioner VACANT; Salfer as alternate;
County Attorney; No term limits
1st District: DeVonaa Zueg (2nd Term) 2021-2022-2023
2nd District: Mike Scheffler: (5th Term): 2021-2022-2023
3rd District: Mark Madsen (4th Term): 2022-2023-2024
4th District: Mike Kaufenberg (3rd Term): 2022-2023-2024
5th District: Jeff Huseby (2nd term) 2021-2022-2023
Soil and Water Representative: Rick Mauer Alternate: VACANT
Typically meets last Tuesday of the month at 1pm

Plum Creek Library Governing Board
of Trustees: (Joint Powers)

Commissioner Wakefield; Alternate: Salfer
Contact: Worthington Office, 507-376-5803.
3rd Wednesday at 6:30 p.m. Jan, April, June, October and
December; Meets 5x/year
in Slayton – Murray County Court Bldg.
Contact rhudson@plumcreeklibrary.net
Appropriation: \$109,323/yearly

Primewest

Commissioner Van Hee Alternate: VACANT
Meets: First Thursday every month
Meets in Alexandria, MN 11:30 a.m. – 3:00 p.m.

Probation Community Committee:

Commissioner Wakefield

Redwood-Cottonwood Rivers Control
Area (RCRCA): (Joint Powers)

One Watershed, One Plan

Commissioner Wakefield ; Groebner as alternate.
Meets 1st Thursday monthly in Marshall & every other month in
Redwood Falls, 9:00 a.m. jointly with Area II
Contact: 507-532-1325, Kerry Netzke
Appropriation: \$26,480.00/yearly

Redwood County Collaborative:
(Joint Powers)

Commissioner Salfer; Wakefield as alternate
Meets yearly

Redwood County EDA Committee:
(May serve three 3-Year terms)

Commissioners **Wakefield** – 2024-2025-2026 (1st Term)
Van Hee – 2023-2024-2025 (3rd Term)
EDA Coordinator
1st District: Jacob Jenniges (3rd Term): 2023-2024-2025
2nd District: Ed Cohrs (3rd Term): 2024-2025-2026
3rd District: Shawn Guetter (1st Term): 2023-2024-2025
4th District Sarah Kuglin (3rd Term) 2024-2025-2026
5th District: **VACANT**
At Large: Kristi Larson (1st Term): 2023-2024-2025
At Large: Stacey Heiling (2nd Term): 2023-2024-2025
2nd Wednesday every other month (odd months) at 9am at the
Government Center, and even months via Zoom

Redwood County Historical Society

Commissioner Groebner; **VACANT** as alternate.

Board and Friends of Gilfillan:

Hist. Society meets 3rd Tuesday of the month in the evening.
Friends of Gilfillan -meets 4th Thursday of the month March-
November at Gilfillan
Redwood Falls Library
Appropriation: \$20,000/yearly

Redwood County Water Plan
Advisory Board

Commissioner Groebner and **Wakefield**
Contact: Nick Brozek (Soil and Water)
Usually meets 2x/year or so

Redwood River One Watershed
One Plan

Commissioner **Wakefield**
Alternate: Commissioner Groebner

Recycling Committees

Lyon County Regional Landfill:

Commissioner; Groebner; **VACANT** as alternate;
RRRSWA Executive Director
Meets in Marshall 1x/year

Lyon County Regional Landfill:
(Annual Meeting)

All five Commissioners
RRRSWA Executive Director

Redwood/Renville Regional Solid
Waste Joint Powers:

Commissioner Groebner; Commissioner **VACANT**
Salfer as alternate.
Redwood County Representative: William Lightfoot
At Large Member: Dr. Steven Medrud
Meets 2nd Tuesday at 2:00 p.m. at RRRSWA Building

Rural MN Energy Board:

(Joint Powers)

Commissioner Groebner, Commissioner **Wakefield**; as
alternate.
Meets 4th Monday on odd months at 1pm– 2401 Broadway
Avenue, Slayton, MN
www.rmeb.org for meeting dates; Annette Fiedler
Appropriation: \$2,500.00/yearly

<u>Solid Waste Subcommittee:</u>	Commissioners Groebner & VACANT Salfer as alternate RRRSWA Executive Meets as needed
<u>Southwest EMS Board:</u>	Jeremy Krause (1 st term 2023, 2024, 2025) Alternate: Lewis Louwagie (1 st Term 2024, 2025, 2026) Contact: Ann Jensen director@sw-ems.org
<u>Southwest Regional Solid Waste : Commission:</u> (Joint Powers)	Commissioner Groebner; Alternate: Wakefield – RRRSWA Executive Director: Jon Mitchell. Contact: SRDC Office, 507-836-1633 – Rosemary Bruce- White Qtly Meetings in the am at 2401 Broadway Ave., Slayton
<u>Redwood Soil & Water Conservation District – Liaison Committee</u>	Commissioner Groebner & VACANT Soil & Water Board Members: Joe Plaetz, Jeff Potter Environmental Director County Administrator Meets: As needed
<u>Redwood Soil & Water Conservation Board</u>	Commissioner: Groebner; Alternate: VACANT Meets the 2 nd Wednesday of every month in the AM
<u>Safety Committee:</u>	Commissioner Salfer and VACANT; Groebner as alternate HR/Safety Coordinator: Shelly Koenig Payroll/HR Technician: Lauren Steinhaus R & B – Jamie Larsen; Luke Dellwo; Jeff Bommersbach as Alternate; Maintenance-Loren Gewerth Sheriff – Joel Bill CH/Government Center-Jim Sandgren Meets 4x/year
<u>Southern MN Tourism Association:</u>	Chamber Director; Commissioner VACANT Meetings in various sites quarterly Contact: Mankato Office, 507-389-2683. Anne Johnson, Chamber Director Appropriation: \$772.00/yearly
<u>SMAMHC (SW MN Adult Mental Health Consortium Executive Commission Board:</u> (Joint Powers 18 Counties)	Commissioner Salfer; Alternate Wakefield Meets annually in October Consortium meets 3 rd Friday monthly. (attended by SWHHS) Marshall
<u>Southwest Health & Human Services:</u>	Commissioners Salfer & Wakefield (Van Hee as alternate) Public Health Lay-person: Maydra Maas Meets third Wednesday of the month at 9:00 a.m. at the

Gov't Center in Marshall.

SW MN Private Industry Council
Chief Elected Officials Board:
(Joint Powers)

Commissioner **Wakefield**; **Salfer** as alternate.
Meets Qtrly. at 2pm
Contact: Marshall Office, 507-476-4060. Carrie Bendix
cbendix@swmnpic.org
Lyon County Government Center
Appropriation: \$3,440/yearly

SW Regional Development Commission:
(Joint Powers)

Commissioner **Van Hee**; **Salfer** as alternate.
2nd Thursday every month at 3:30pm. at SRDC Office in
Slayton. Contact: Slayton Office, 2401 Broadway Ave. #1
Rhonda Wynia; rwynia@swrdc.org (507) 836-8547

State Community Health Service
Advisory Board

Commissioner: **Salfer**
Representative for SWHHS
Meets Quarterly in March, June, Sept. and December
Contact is Carol Biren
Salfer is the representative for SWHHS and they pay his per
diem

Supporting Hands Nurse Family

Commissioner; **Salfer**; **VACANT** Alternate

Partnership

Meets Quarterly – Carol Biren – SWHHS
Meeting Dates:
Kandiyohi HHS Building, Willmar

United Community Action
Board of Directors

Commissioner: **Van Hee**
Meets 4th Thursday of the month at 5:30 p.m. in Redwood

United Community Action
Partnership – Community Transit

Commissioner **Van Hee**
Meets quarterly on third Tuesday at 3:30 p.m.
164 East 2nd Street, Redwood Falls
(February, May, August and November)
Cathleen Amick (507) 637-2187

Wellness Your Way

Shelly Koenig, Sierra Fluck, Robin Kokesch, Chris Burchfield,
Jeanne Prescott, Amy Serbus, Jeanette Pidde, Lauren Steinhaus
Meets the 3rd Wednesday every month at 3:00 p.m.

Western Mental Health Center
Members of the Corporation:
(Formerly Western Human Devel.)

Commissioners **Salfer**; Alternate **Van Hee**
Lay member: Maydra Maas (appointed 4/2/2013)
Board meets in Marshall at 1212 E. College Drive
4th Monday every month, 3:30 p.m.
507-337-4926, Sarah Ackerman sackerman@wmhcinc.org