

## AGENDA

### REDWOOD COUNTY BOARD OF COMMISSIONERS

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

TUESDAY DECEMBER 28, 2021

COMMISSIONER'S ROOM, GOVERNMENT CENTER

REDWOOD FALLS, MINNESOTA

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

#### 8:30 a.m.

- Call to Order: Pledge of Allegiance
- Open Forum\*\*
- Review and approve December 28<sup>th</sup> Meeting Agenda
- Identification of Conflict of Interest
- Review and approve Consent Agenda:
  - December 14<sup>th</sup> minutes
  - Abstract of Bills

#### 8:30 a.m.

- **ROAD AND BRIDGE**  
Anthony Sellner
  - 1) Authorization to Pay Bills (paperwork pending)
  - 2) Final Payment for CMP 21-PM to Traffic Marking Service
  - 3) Authorization to Advertise for 2022 Construction Projects
  - 4) Authorization to Adjust the hiring of Engineering Position

#### 9:00 a.m.

- **AUDITOR-TREASURER**  
Jean Price
  - 1) Professional Services Agreement between TriMin Systems and the MN Counties Computer Cooperative for the Maintenance and Support of IFS
  - 2) Accounting Policies and Procedures Handbook

#### 9:10 a.m.

- **TECHNOLOGY**  
Paul Parsons
  - 1) VM Host Purchase
  - 2) 2022 Network Support Contract with Morris Electronics (pending County Attorney approval)

#### 9:20 a.m.

- **ASSESSOR**  
John Thompson
  - 1) Runnings Lawsuit Update

#### 9:30 a.m.

- **BREAK**

**9:45 a.m.**

➤ **COUNTY ATTORNEY**

Jenna Peterson

- 1) Legal Services Agreement with Smith & Johnson Law Firm

**9:50 a.m.**

➤ **ENVIROMENTAL**

Scott Wold and Nick Brozek

- 1) Honner and Paxton Township Consolidation Discussion
- 2) Solar Garden Moratorium Discussion

**10:15 a.m.**

➤ **ECONOMIC DEVELOPMENT**

Briana Mumme

- 1) CDBG-CV Broadband Development Grant Options
- 2) Long Term Care Facilities – ARP Funding Consideration
- 3) Southwest Regional Development Commission Funding Request

**10:40 a.m.**

➤ **ADMINISTRATOR**

- 1) 2022 Liquor License Renewals: Dacotah Ridge Golf Club  
Staples Enterprises DBA Expressway, Sanborn
- 2) 2022 Dacotah Ridge Tobacco License
- 3) Redwood County Reimbursement Policy for 2022
- 4) Justice Center Change Orders
- 5) Amendment to the Services Agreement with Preferred One
- 6) Letter of Support of the State, Local, Tribal, and Territorial Fiscal Recovery, Infrastructure, and Disaster Relief Flexibility Act (S. 3011/H.R. 5735)
- 7) Alpha Media of Luverne, Inc. Lease Agreement
- 8) Solid Waste Hauler Licenses:

***Personnel***

- 1) *Resolution Setting Elected Officials Salaries*
- 2) *Authorization to Hire*
- 3) *Marsh and McLennan Wellness/Health Management Consulting Contract Renewal*

**Other Items – No Scheduled Time:**

Commissioner Items:

- 1) Committee Appointments – Review

**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**

December 28<sup>th</sup> – 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

January 4<sup>th</sup> – 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

January 18<sup>th</sup> – 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

February 1<sup>st</sup> – 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

February 15<sup>th</sup> – 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

March 1<sup>st</sup> – 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

March 15<sup>th</sup> – 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

April 5<sup>th</sup> – 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

April 19<sup>th</sup> – 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

May 3<sup>rd</sup> – 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

May 17<sup>th</sup> – 8:30 a.m. - Redwood County Board Meeting – Redwood County Government Center,  
Board Room

REDWOOD COUNTY, MINNESOTA

December 14, 2021

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, Rick Wakefield, Jim Salfer, Bob Van Hee and Dave Forkrud. Also present were Administrator Vicki Kletscher; Assistant County Engineer Jeff Bommersbach; Maintenance Supervisor Jamie Larsen; Sheriff Randy Hanson; County Attorney Jenna Peterson; Environmental Director Scott Wold; Auditor/Treasurer Jean Price; Economic Development Coordinator Briana Mumme; Planning and Zoning Supervisor Nick Brozek; Recorder Joyce Anderson, Southwest Regional Development Commission Staff Rosemary Bruce-White and Jessica Welu; Lon Walling.

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

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

Chair Salfer asked the Board members to identify any areas for which they had a Conflict of Interest. There were none.

**CONSENT AGENDA**

- On motion by Wakefield, second by Groebner, the Board voted unanimously to approve the following:
  - November 30, 2021 minutes.
  - Payment of bills as follows:

General Fund	\$ 79,008.07
Ditch Maintenance Fund	\$ 252,392.67
Insurance Fund	\$ 339.99
Soil and Water	\$ 227,952.72
Building Fund	\$ 16,230.20
Road and Bridge Fund	\$ 2,114.80
Solid Waste Fund	\$ 356.76

- Bills over \$2,000: MEND Correctional \$4,042.83; Redwood County Hwy. Dept. \$4,582.98; Southwest Sales and Service \$2,579.24; River Valley Forensic Services \$2,712.00; Pro West & Associates \$2,945.57; Schneider Geospatial \$12,300.00; G & R Controls \$8,236.00; Wold Architects \$7,944.20; M. Behrends \$5,037.48; Duinick Inc. \$80,634.95; R. Holmberg \$3,617.96; Kerkhoff Brothers \$16,550.80; L & S Construction \$24,096.71; Maas Construction \$2,324.42; Northland Erosion \$14,220.00; Schmidt Construction \$93,075.00; TNT Construction \$8,079.50; J. Bertsch \$17,573.93; E. Fultz \$7,912.20; K. Guetter \$2,502.90; Landuyt Land and Livestock \$72,772.99; M. Landuyt \$55,613.20; S. Meyer \$8,248.00; Renville County SWCD \$60,470.00.

**SHERIFF**

- Reviewed the November jail population.
- On motion by Forkrud, second by Wakefield, the Board voted unanimously to approve the Law Enforcement Contract with the City of Wabasso effective January 1, 2022 through December 31, 2022 for 15 hours per week at a rate of \$46/hour.

**ROAD AND BRIDGE**

- On motion by Van Hee, second by Wakefield, the Board voted unanimously to approve Road and Bridge bills in the amount of \$122,143.09.
- Bills exceeding \$2,000: Braun Intertec \$7,755.00; Chosen Valley Testing \$5,480.00; Farmward Cooperative \$3,525.72; GWL Farms \$9,825.90; Kris Engineering \$12,870.00; M & K Construction \$6,740.00; Meadowland Farmers Coop \$4,105.78; Schmidt Construction \$27,521.50; WSN \$29,793.12.
- On motion by Wakefield, second by Groebner, the Board voted unanimously to approve the purchase of snowplow truck equipment in the amount of \$139,801.00 through State Contract #193057.
- On motion by Groebner, second by Forkrud, the Board voted unanimously to approve the 2022 equipment rental rates.
- The Highway Department will defer the 2021 purchase of an excavator to 2022 due to lack of inventory and state contract pricing.

**AUDITOR/TREASURER**

- On motion by Groebner, second by Forkrud, the Board voted to approve the following:
  - Cash Balance Report
  - Investment Summary
  - Budget Reports, General Fund, Road and Bridge Fund, Human Services Fund, Building Fund, Ditch Fund, Solid Waste Fund, Health Fund, Debt Service Fund and Insurance Fund, Soil and Water Conservation District Fund.
  - November, 2021 Disbursements in the amount of \$3,136,583.98.
- Bills exceeding \$2,000: Preferred One \$6,150.50, \$4,681.97, \$16,577.36, \$14,671.56, \$27,819.58, \$54,985.91, \$9,229.04, \$13,472.61, \$5,120.68, \$3,232.97; Redwood Electric Cooperative \$2,036.08; Redwood Falls Public Utilities \$8,855.72; Further \$8,004.24, \$8,004.24; BCBS of MN \$2,218.50; Wells Fargo \$750,000.00; \$1,000,000.00; MN Dept. of Revenue \$55,281.52; Redwood County License Center \$2,127.55; Lucan Hardware \$9,563.63; Baune Plumbing \$16,364.97; Lamberton Public Library \$7,115.18; MN Commission of Finance \$4,596.50; Morgan Public Library \$6,894.96; Redwood Falls Public Library \$20,333.25; SWHHS \$98,233.05; Wabasso Public Library \$18,693.11; Petracek Trust \$14,000.00; Hanson Brothers \$6,175.00; Kennedy & Graven Chartered \$15,000.00; Chosen Valley Testing \$2,452.00; Community Electric \$41,171.58; Contegrity Group \$28,188.95; Floor to Ceiling \$86,823.70; J & K Masonry \$42,987.50; Kendell Doors \$3,032.61; Masters Plumbing \$40,375.00; RTL Construction \$134,514.75; SW Sanitation \$2,070.37; Sussner Construction \$12,045.64; Thompson Construction \$23,638.85; Gag Sheet Metal \$416,880.90; Blackstrip \$8,495.53, \$15,432.16; Bolton & Menk \$2,646.00; Traffic Marking Service \$27,453.81.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to approve the Auditor/Treasurer pay approved claims through December 30, 2021.

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

**Resolution Authorizing the Redwood County Auditor-Treasurer  
To Make Electronic Funds Transfer in 2022**

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

**Resolution Authorizing the Redwood County Auditor-Treasurer  
To Pay Certain Claims**

**WHEREAS**, Minnesota Statute 375.16 allows the County Board to authorize the County Auditor/Treasurer to pay incidental expenses of the county upon the presentation of a properly itemized and verified bill; and

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

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

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

- Payroll activity, including insurance (medical, dental, etc.), all other withholdings, and other taxable expenses
- Insurance costs of retirees
- Insurance claims/costs – medical, pharmacy, administrative services, etc.
- Insurance premiums and deductibles – workers’ comp, property casualty, liability, auto, etc.
- Court-ordered payments, including restitution
- Payments with statutory requirements (such as coroner and sexual assault)
- Expenses related to the jail canteen
- Subpoena/service fees
- Leased vehicle costs
- Monthly support and maintenance (CPT, SWHHS, copier leases, etc.)
- Credit cards and/or other charge cards or accounts with supporting detail for transaction(s) -- to company/business only; not reimbursements to employees for use of a personal card or account
- Expenses that would receive a discount if paid before claims submitted at the next regularly scheduled meeting would be issued by the County and reasonably expected to be received by the vendor
- 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 Forkrud, second by Van Hee, in a roll-call vote with Wakefield, Groebner, Salfer, Forkrud and Van Hee all voting aye, the Board adopted the following resolution:

#### **RESOLUTION TO ESTABLISH FUND BALANCE POLICY**

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

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

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

**BE IT THEREFORE RESOLVED**, that pursuant to GASB #54, Redwood County is committing fund balance for the following purposes stated below for the year ending 2021, 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
- LINC Redwood County
- Westlake Properties Loan

**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 2021 year and amounts budgeted for the 2022 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.

- Discussion held regarding mobile home tax abatement

#### **PLANNING AND ZONING**

- An application for an Extraction Interim Use Permit #15-21 filed by Schmidt Construction on behalf of Charles and Julie Chmelar on the following described real property, situated in the County of Redwood, State of Minnesota, to wit: W ½ of SE ¼ of Section 23, Twp. 113N, Range 36W, Delhi Township. On motion by Groebner, second by Forkrud, the Board voted unanimously to approve Extraction Interim Use Permit #15-21.
- Board consensus to review establishing a moratorium on solar panels.

#### **SOUTHWEST REGIONAL DEVELOPMENT COMMISSION**

- White and Welu presented information on the development of a strategic plan to establish a regional trail network in Southwest Minnesota. A request of \$3,000.00 was requested to help fund the projected cost of \$209,000.00. Request will be considered at the 12-28-21 board meeting.

#### **ENVIRONMENTAL**

- On motion by Wakefield, second by Van Hee, the Board voted unanimously to approve the Agreement Between Pictometry International and Redwood County.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to declare the bathhouse near the lake at Plum Creek Park as excess property and remove the property.

#### **COUNTY ATTORNEY**

- On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve the 2022-2023 Child Support Cooperative Arrangement with Redwood Offices of Human Services, County Sheriff and County Attorney.
- On motion by Van Hee, second by Wakefield, in a roll-call vote with Van Hee, Wakefield, Salfer, Forkrud and Groebner all voting aye, the Board adopted the following resolution:

#### **A RESOLUTION TO EXPEND CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS UNDER THE AMERICAN RESCUE PLAN ACT FOR ATTORNEY**

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, County Attorney, Jenna Peterson has identified a necessary purchase to contract for attorney services, with Travis Smith, to address the backlog of court cases as a result of the COVID-19 pandemic;

WHEREAS, the authority under the ARP Act allows this expenditure, per the Department of the U.S. Treasury Frequently Asked Questions (“FAQ”) dated November 15, 2021; under Section 2.19:

*Would expenses to address COVID-related backlog in court cases be an eligible use of funds as a response to the public health emergency [6/23] The Interim Final Rule recognizes that “decrease[s] to] a state or local government’s ability to effectively administer services,” such as cuts to public sector staffing levels, can constitute a negative economic impact of the pandemic. During the COVID-19 public health emergency, many courts were unable to operate safely during the pandemic and, as a result, now face significant backlogs. Court backlogs resulting from inability of courts to safely operate during the COVID-19 pandemic decreased the government’s ability to administer services. Therefore, steps to reduce these backlogs, such as implementing COVID-19 safety measures to facilitate court operations, hiring additional court staff or attorneys to increase speed of case resolution, and other expenses to expedite case resolution are eligible uses.*

WHEREAS, entering into contract with Attorney Travis Smith will allow County Attorney and staff to address the substantial backlog of court cases as the department was unable to operate safely during the pandemic, and support the Minnesota Judicial Branch plan to address the backlog of cases. U.S. Treasury Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds expenditure code 7.1, Administration;

**NOW, THEREFORE, BE IT RESOLVED**, the County Board of Commissioners is authorizing entering into contract with Attorney Travis Smith, beginning January 2022, terming December 2024, not to exceed \$144,000 over the three term; 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.

#### **ADMINISTRATOR**

- On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve 2022 Liquor License renewal for Tracy Country Club.
- On motion by Van Hee, second by Wakefield, the Board voted unanimously to approve the 2022 Tobacco License renewals for Farmer’s Coop Oil for the Lamberton and Wabasso C-Stores.
- On motion by Groebner, second by Forkrud, the Board voted unanimously to approve the 2022 County Fee Schedule.
- On motion by Groebner, second by Forkrud, the Board voted unanimously to approve 2022 Solid Waste Hauler License renewals to Clobes Sanitation, CMF Tree Service, Mike Rasmussen, River View Sanitation and Southwest Sanitation.
- On motion by Forkrud, second by Van Hee, the Board voted unanimously to set the 2022 Board Meeting Dates.

- On motion by Wakefield, second by Groebner, the Board voted unanimously to adopt the Elected Officials Out of State Travel Policy.
- On motion by Wakefield, second by Groebner, in a roll-call vote with Wakefield, Groebner, Salfer, Forkrud and Van Hee all voting aye, the Board adopted the following resolution:

#### **A RESOLUTION**

#### **Authorizing county staff to execute all necessary documents to ensure County participation in the multistate settlements relating to opioid distributors and manufacturers, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement, and declaring support for an amendment to Minn. Stat. § 256.043, subd. 3(d).**

WHEREAS, the State of Minnesota and numerous Minnesota cities and counties are engaged in nationwide civil litigation against manufacturers and distributors of prescription opioids related to the opioid crisis; and

WHEREAS, the Minnesota Attorney General has signed on to multistate settlement agreements with several pharmaceutical distributors, McKesson, Cardinal Health, and AmerisourceBergen, as well as opioid manufacturer Johnson & Johnson, but those settlement agreements are still subject to sign-on by local governments and final agreement by the companies and approval by the courts; and

WHEREAS, there is a deadline of January 2, 2022, for a sufficient threshold of Minnesota cities and counties to sign on to the above-referenced multistate settlement agreements, and failure to timely sign on may diminish the amount of funds received by not only that city or county but by all Minnesota cities and counties from the settlement funds; and

WHEREAS, representatives of Minnesota's local governments, the Office of the Attorney General, and the State of Minnesota have reached agreement on the intrastate allocation of these settlement funds between the State, and the counties and cities, as well as the permissible uses of these funds, which will be memorialized in the Minnesota Opioids State-Subdivision Memorandum of Agreement (the "State-Subdivision Agreement"); and

WHEREAS, during negotiations of the State-Subdivision Agreement, representatives of Minnesota's counties prioritized flexibility in how local governments may use settlement funds for opioids abatement and remediation and advocated for counties to receive settlement allocations directly rather than using the distribution mechanism detailed in Minn. Stat. § 256.043, subd. 3(d); and

WHEREAS, in order to achieve the goals of flexibility and direct allocation, Minn. Stat. § 256.043, subd. 3(d), must be amended to remove a provision which would otherwise appropriate approximately 50 percent of the state's settlement allocation to county social service agencies for statutorily-prescribed use(s); and

WHEREAS, the State-Subdivision Agreement creates an opportunity for local governments and the State to work collaboratively on a unified vision to deliver a robust abatement and remediation plan to address the opioid crisis in Minnesota; now, therefore,

BE IT RESOLVED, Redwood County supports and agrees to the State-Subdivision Agreement; and

BE IT FURTHER RESOLVED, Redwood County supports and opts in to the multistate settlements with McKesson, Cardinal Health, and AmerisourceBergen, and with Johnson & Johnson; and

BE IT FURTHER RESOLVED, Redwood County authorizes county staff to execute all necessary documents to ensure County participation in the multistate settlements, including the Participation Agreement and accompanying Release, and in the State-Subdivision Agreement; and

BE IT FURTHER RESOLVED, Redwood County, supports the amending of Minn. Stat. § 256.043, subd. 3(d), to remove a provision which would appropriate approximately 50 percent of the state's settlement allocation to county social service agencies via the existing Opiate Epidemic Response Fund distribution mechanism for statutorily-prescribed use(s).

- Acknowledged the Redwood-Renville Regional Solid Waste Authority Joint Powers Agreement was amended by the County Attorney. Will present at future board meeting for approval.

#### *Personnel*

- On motion by Van Hee, second by Groebner, the Board voted unanimously to approve the Paycom Agreement for a vaccine mandate tracker module at an approximate cost of \$1,300.00 only to be implemented if mandate is enacted.
- On motion by Van Hee, second by Groebner, the Board voted unanimously to acknowledge the resignation/retirement of Marvin Gilb from the Highway Department effective 12-31-21.
- On motion by Forkrud, second by Groebner, the Board voted unanimously to acknowledge the resignation/retirement of Paul Christensen from the Highway Department effective 1-28-22.
- On motion by Forkrud, second by Van Hee, the Board voted unanimously to approve the 2022 Drug Testing Contracts with Shelly Koenig and Steve Gramstad.
- On motion by Van Hee, second by Forkrud, the Board voted unanimously to approve a wellness challenge prize of 4 hours paid time off for up to 4 employees.
- On motion by Forkrud, second by Van Hee, the Board voted unanimously to hire Doug Bunting as FT Highway Maintenance Specialist at Grade 10/Step 1 of the Non-Union Salary Schedule at \$19.72/hour effective December 20, 2021.

**COMMISSIONER REPORTS**

- The Commissioners reported on meetings they attended:

*Forkrud:* Annual AMC Conference

*Wakefield:* JD 15 Joint Ditch Meeting with Lyon County; Area II/RCRCA; Counties Providing Technology

*Van Hee:* Transportation Meeting at AMC; Primewest; Southwest Regional Development Commission

*Salfer:* Annual Township Meeting; AMC Annual Conference

*Groebner:* Annual Township Meeting

**ADJOURN**

There being no further business, Chair Salfer declared the meeting adjourned at 11:20 a.m.

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Jim Salfer, Chair  
Board of County Commissioners

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



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



RACHELW  
12/23/21 10:05AM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas?: Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	DEPT			COMMISSIONERS			
3402	ASSN OF MN COUNTIES						
1	01-002-000-0000-6242		1,500.00	REG @ AMC CON - COM 12/06/2021 12/06/2021	59806	DUES & REGISTRATION FEES	N
	<b>3402 ASSN OF MN COUNTIES</b>		<b>1,500.00</b>	<b>1 Transactions</b>			
91122	VANHEE/ROBERT						
99	01-002-000-0000-6331		17.92	2021 NOV&DEC - MILEAGE 11/23/2021 12/03/2021		MILEAGE	N
100	01-002-000-0000-6331		134.40	2021 DEC - MILEAGE 12/05/2021 12/10/2021		MILEAGE	N
	<b>91122 VANHEE/ROBERT</b>		<b>152.32</b>	<b>2 Transactions</b>			
92280	WAKEFIELD/RICK						
101	01-002-000-0000-6331		35.84	2021 NOV - MILEAGE 11/17/2021 11/17/2021		MILEAGE	N
	<b>92280 WAKEFIELD/RICK</b>		<b>35.84</b>	<b>1 Transactions</b>			
2	<b>DEPT Total:</b>		<b>1,688.16</b>	<b>COMMISSIONERS</b>	<b>3 Vendors</b>	<b>4 Transactions</b>	
23	DEPT			LAW LIBRARY			
93610	THOMSON REUTERS - WEST PUBLISHING						
78	01-023-000-0000-6899		614.66	2021 NOV - WEST INFO CHARGES 11/01/2021 11/30/2021	845452228	MISCELLANEOUS	N
	<b>93610 THOMSON REUTERS - WEST PUBLISHING</b>		<b>614.66</b>	<b>1 Transactions</b>			
23	<b>DEPT Total:</b>		<b>614.66</b>	<b>LAW LIBRARY</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
31	DEPT			COUNTY ADMINISTRATION			
27565	GATEHOUSE MEDIA MINNESOTA HOLDING						
29	01-031-000-0000-6230		400.50	10/19&11/02 BOARD MINUTES 11/11/2021 11/25/2021	0004228168	PRINTING & PUBLISHING	N
	<b>27565 GATEHOUSE MEDIA MINNESOTA HOLDING</b>		<b>400.50</b>	<b>1 Transactions</b>			
43191	JONES LAW OFFICE						
36	01-031-000-0000-6266		80.00	2021 OCT - JHB 10/25/2021 10/25/2021	1972667	COURT APPOINTED ATTORNEYS	N
35	01-031-000-0000-6266		70.00	2021 OCT - BW	1972668	COURT APPOINTED ATTORNEYS	N

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
43191	JONES LAW OFFICE		150.00	10/11/2021 10/21/2021	2 Transactions		
92	57940 MN COUNTIES INTERGOVERNMENTAL TRI 01-031-000-2804-6351		1,265.50	WORKERS COMP AUDIT 12/01/2021 12/01/2021	WCAUDIT1131 1 Transactions	INSURANCE-PROPERTY & LIABILITY	N
53	69800 PASSE & WHITMORE PA 01-031-000-0000-6266		318.75	PROFESSIONAL SERVICE - PS 10/18/2021 11/11/2021	STMT 1 Transactions	COURT APPOINTED ATTORNEYS	N
68	77020 RICKY J'S CAR WASH 01-031-000-0000-6564		9.00	CARWASH 12/02/2021 12/02/2021	STMT 1 Transactions	COUNTY VEHICLE EXPENSE	Y
71	81350 SERVICE ENTERPRISES INC 01-031-000-0000-6816		120.00	COFFEE 12/16/2021 12/16/2021	5RWDCO121521 1 Transactions	CONTINGENCIES	N
72	82467 SMITH & JOHNSON 01-031-000-0000-6266		3,750.00	2021 DEC - CONTRACTED SERVICES 12/01/2021 12/31/2021	STMT 1 Transactions	COURT APPOINTED ATTORNEYS	Y
31	<b>DEPT Total:</b>		<b>6,013.75</b>	<b>COUNTY ADMINISTRATION</b>	<b>7 Vendors</b>	<b>8 Transactions</b>	
41	DEPT 13235 COUNTIES PROVIDING TECHNOLOGY			AUDITOR-TREASURER			
13	01-041-000-2758-6401		120.00	2021 DEC - DATA PROCESSING 12/01/2021 12/31/2021	STMT 1 Transactions	OFFICE SUPPLIES	N
83	27565 GATEHOUSE MEDIA MINNESOTA HOLDING 01-041-000-0000-6401		265.50	11/04-11/11 PROPERTY TAX 11/04/2021 11/11/2021	0004228211	OFFICE SUPPLIES & EQUIPMENT MAI	N

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 GENERAL

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
27565	GATEHOUSE MEDIA MINNESOTA HOLDING				265.50		1 Transactions		
37640	INNOVATIVE SOLUTIONS LLC								
84	01-041-000-0000-6401				58.37	SHEET PROTECTORS, CALENDARS 12/14/2021 12/20/2021	NB11881	OFFICE SUPPLIES & EQUIPMENT MAI	N
37640	INNOVATIVE SOLUTIONS LLC				58.37		1 Transactions		
55642	MARCO TECHNOLOGIES LLC - MO								
90	01-041-000-2758-6401				285.78	12/20-01/20 KONICA LEASE 12/20/2021 01/20/2022	460188774	OFFICE SUPPLIES	N
55642	MARCO TECHNOLOGIES LLC - MO				285.78		1 Transactions		
68450	OPG3								
50	01-041-000-2758-6401		E		1,252.15	2022 LASERFISCHE RENEWAL 01/01/2022 12/31/2022	5352	OFFICE SUPPLIES	N
68450	OPG3				1,252.15		1 Transactions		
41	DEPT Total:				1,981.80	AUDITOR-TREASURER	5 Vendors	5 Transactions	
42	DEPT					ASSESSOR			
10059	CAPITAL ONE BANK (USA), N.A.								
9	01-042-000-0000-6401				96.96	POST ITS, BATTERIES 12/15/2021 12/15/2021	635813	OFFICE SUPPLIES & EQUIPMENT MAI	N
10059	CAPITAL ONE BANK (USA), N.A.				96.96		1 Transactions		
13235	COUNTIES PROVIDING TECHNOLOGY								
14	01-042-000-2758-6401				334.00	2021 DEC - DATA PROCESSING 12/01/2021 12/31/2021	STMT	OFFICE SUPPLIES	N
13235	COUNTIES PROVIDING TECHNOLOGY				334.00		1 Transactions		
27565	GATEHOUSE MEDIA MINNESOTA HOLDING								
30	01-042-000-0000-6401				123.75	HOMESTEAD NOTICE 11/11/2021 11/11/2021	0004228212	OFFICE SUPPLIES & EQUIPMENT MAI	N
27565	GATEHOUSE MEDIA MINNESOTA HOLDING				123.75		1 Transactions		
55642	MARCO TECHNOLOGIES LLC - MO								
38	01-042-000-0000-6401				280.26	12/20-01/20 KONICA LEASE 12/20/2021 01/20/2022	460188378	OFFICE SUPPLIES & EQUIPMENT MAI	N

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 GENERAL

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
						Service Dates	Paid On Bhf #	On Behalf of Name	
55642	MARCO TECHNOLOGIES LLC - MO				280.26				
	68450 OPG3					1 Transactions			
49	01-042-000-2758-6401			E	1,126.77	2022 LASERFISCHE RENEWAL	5352	OFFICE SUPPLIES	N
						01/01/2022 12/31/2022			
	68450 OPG3				1,126.77	1 Transactions			
76	85240 TAFT STETTINIUS & HOLLISTER LLP	01-042-000-2839-6802			2,526.60	LEGAL FEES - RUNNINGS	3865324	OTHER EXPENSES(TAX COURT)	N
						11/02/2021 12/07/2021			
	85240 TAFT STETTINIUS & HOLLISTER LLP				2,526.60	1 Transactions			
42	<b>DEPT Total:</b>				<b>4,488.34</b>	<b>ASSESSOR</b>	<b>6 Vendors</b>	<b>6 Transactions</b>	
61	DEPT					ADMINISTRATOR			
	3402 ASSN OF MN COUNTIES								
80	01-061-000-0000-6242				750.00	REG @ AMC CON - PB&VK	59806	DUES & REGISTRATION FEES	N
						12/06/2021 12/06/2021			
	3402 ASSN OF MN COUNTIES				750.00	1 Transactions			
47	68450 OPG3	01-061-000-0000-6401		E	151.53	2022 LASERFISCHE RENEWAL	5352	OFFICE SUPPLIES & EQUIPMENT MAI	N
						01/01/2022 12/31/2022			
	68450 OPG3				151.53	1 Transactions			
61	<b>DEPT Total:</b>				<b>901.53</b>	<b>ADMINISTRATOR</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
64	DEPT					COMPUTER			
	5108 BARCODES LLC								
3	01-064-000-0000-6264				926.84	BARCODE SCANNER - LICENSE	6724865	PROGRAMMING EXPENSES	Y
						11/30/2021 11/30/2021			
	5108 BARCODES LLC				926.84	1 Transactions			
12	13235 COUNTIES PROVIDING TECHNOLOGY	01-064-000-0000-6264			3,892.00	2021 DEC - DATA PROCESSING	STMT	PROGRAMMING EXPENSES	N
						12/01/2021 12/31/2021			
	13235 COUNTIES PROVIDING TECHNOLOGY				3,892.00	1 Transactions			

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
24	16090 DELL MARKETING LP 01-064-000-0000-6601		6,730.00	2021 PC REPLACEMENTS 12/02/2021 12/02/2021	10543172296	CAPITAL OUTLAY (\$5,000 AND OVER)	Y
	<b>16090 DELL MARKETING LP</b>		<b>6,730.00</b>	<b>1 Transactions</b>			
40	55640 MARCO TECHNOLOGIES LLC - MN 01-064-801-2718-6611		44,681.89	AV PROJECT - PUBLIC HEALTH 1.8 09/14/2021 11/23/2021	9180789	ARPA CAPITAL OUTLAY (\$500-\$4,999)	N
	<b>55640 MARCO TECHNOLOGIES LLC - MN</b>		<b>44,681.89</b>	<b>1 Transactions</b>			
43	57230 MN COUNTIES COMPUTER COOPERATIVE 01-064-000-0000-6264	E	6,520.00	IFS SUPPORT, JIC DUES 01/01/2022 12/31/2022	2201171	PROGRAMMING EXPENSES	N
	<b>57230 MN COUNTIES COMPUTER COOPERATIVE</b>		<b>6,520.00</b>	<b>1 Transactions</b>			
46	58700 MORRIS ELECTRONICS INC 01-064-000-0000-6264		100.00	SHAWN LABOR 11/05/2021 11/05/2021	20164823	PROGRAMMING EXPENSES	N
45	01-064-000-0000-6264		297.50	VM HOST HARD DRIVE 11/23/2021 11/23/2021	20165062	PROGRAMMING EXPENSES	N
	<b>58700 MORRIS ELECTRONICS INC</b>		<b>397.50</b>	<b>2 Transactions</b>			
<b>64</b>	<b>DEPT Total:</b>		<b>63,148.23</b>	<b>COMPUTER</b>	<b>6 Vendors</b>	<b>7 Transactions</b>	
<b>91</b>	<b>DEPT</b>			<b>ATTORNEY</b>			
15	13315 COUNTY OF BLUE EARTH - SHERIFF 01-091-000-0000-6271		65.00	SUBPOENA SERVICE 11/29/2021 11/29/2021	2021-1749	VICTIM/WITNESS FEES	N
	<b>13315 COUNTY OF BLUE EARTH - SHERIFF</b>		<b>65.00</b>	<b>1 Transactions</b>			
18	13562 COUNTY OF LYON - SHERIFF 01-091-000-0000-6269		140.00	CHILD SUPPORT SERVICE 12/03/2021 12/06/2021	2021-4345	CHILD SUPPORT FEES	N
	<b>13562 COUNTY OF LYON - SHERIFF</b>		<b>140.00</b>	<b>1 Transactions</b>			
19	13585 COUNTY OF MCLEOD 01-091-000-0000-6271		60.00	SUBPOENA SERVICE 12/02/2021 12/02/2021	5900	VICTIM/WITNESS FEES	N
20	01-091-000-0000-6271		60.00	SUBPOENA SERVICE	5918	VICTIM/WITNESS FEES	N

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
13585	COUNTY OF MCLEOD		120.00	12/09/2021 2 Transactions			
13919	COUNTY OF YELLOW MEDICINE - SHERIFF						
23	01-091-000-0000-6271		75.00	SUBPOENA SERVICE 12/10/2021 1 Transactions	2376	VICTIM/WITNESS FEES	N
13919	COUNTY OF YELLOW MEDICINE - SHERIFF		75.00				
9083	KALKHOFF/AMY						
85	01-091-000-0000-6401		38.08	MEALS @ 2021 MCAA MTG 12/01/2021 1 Transactions		OFFICE SUPPLIES & EQUIPMENT MAI	N
9083	KALKHOFF/AMY		38.08				
68450	OPG3						
51	01-091-000-0000-6420	E	1,162.78	2022 LASERFISCHE RENEWAL 01/01/2022 12/31/2022	5352	LEGAL RESOURCES	N
52	01-091-000-2769-6401	E	151.53	2022 LASERFISCHE RENEWAL 01/01/2022 12/31/2022	5352	OFFICE & PROGRAM EXPENSES	N
68450	OPG3		1,314.31	2 Transactions			
32097	PETERSON/JENNA						
95	01-091-000-0000-6331		97.52	MILEAGE @ MCAA MTG 12/01/2021 12/03/2021		MILEAGE	N
96	01-091-000-0000-6334		47.00	MEALS @ MCAA MTG 12/01/2021 12/03/2021		LODGING/MILEAGE	N
32097	PETERSON/JENNA		144.52	2 Transactions			
91	DEPT Total:		1,896.91	ATTORNEY	7 Vendors	10 Transactions	
101	DEPT			RECORDER			
57480	MN LAND TITLE ASSOCIATION						
44	01-101-000-0000-6242	E	150.00	2022 MEMBERSHIP DUES 01/01/2022 12/31/2022	STMT	DUES & REGISTRATION FEES	N
57480	MN LAND TITLE ASSOCIATION		150.00	1 Transactions			
101	DEPT Total:		150.00	RECORDER	1 Vendors	1 Transactions	
118	DEPT			COURTHOUSE MAINTENANCE			

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 GENERAL

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
6	8464 BRIGHTER HOMES STORE			30.95	STAIN CLEANER	26732	FLOOR & CLEANING SUPPLIES	Y
	01-118-000-0000-6410				11/10/2021 11/10/2021			
	8464 BRIGHTER HOMES STORE			30.95	1 Transactions			
11	13037 COLE PAPERS INC			75.28	CLEANERS	10076980	FLOOR & CLEANING SUPPLIES	N
	01-118-000-0000-6410				12/10/2021 12/10/2021			
	13037 COLE PAPERS INC			75.28	1 Transactions			
26	19180 ECOLAB PEST ELIMINATION DIV			284.85	PEST CONTROL - CH	5911322	FLOOR & CLEANING SUPPLIES	N
	01-118-000-0000-6410				12/09/2021 12/09/2021			
	19180 ECOLAB PEST ELIMINATION DIV			284.85	1 Transactions			
33	30400 GRAINGER INC			430.97	PUSH BUTTON ASSEMBLY - LEC	9135629823	EQUIPMENT & BUILDING MAINTENAN	N
	01-118-000-0000-6301				12/01/2021 12/01/2021			
	30400 GRAINGER INC			430.97	1 Transactions			
34	42390 JESSE'S COLLISION & RESTORATION			516.00	GLASS REPLACEMENT, SNOW REMOVE	4765	COUNTY VEHICLE EXPENSE	Y
	01-118-000-0000-6564				12/15/2021 12/15/2021			
	42390 JESSE'S COLLISION & RESTORATION			516.00	1 Transactions			
118	DEPT Total:			1,338.05	COURTHOUSE MAINTENANCE	5 Vendors	5 Transactions	
129	DEPT				VETERAN SERVICE OFFICER			
39	55642 MARCO TECHNOLOGIES LLC - MO			125.63	12/20-01/20 KONICA LEASE	460189087	OFFICE SUPPLIES & EQUIPMENT MAI	N
	01-129-000-0000-6401				12/20/2021 01/20/2022			
	55642 MARCO TECHNOLOGIES LLC - MO			125.63	1 Transactions			
129	DEPT Total:			125.63	VETERAN SERVICE OFFICER	1 Vendors	1 Transactions	
201	DEPT				SHERIFF			
2	3785 ATLAS BUSINESS SOLUTIONS INC	E		825.60	2022 SCHEDULE ANYWHERE LICENSE	318923	OFFICE SUPPLIES & EQUIPMENT MAI	N
	01-201-000-0000-6401							

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



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

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	<b>3785 ATLAS BUSINESS SOLUTIONS INC</b>		<b>825.60</b>	01/01/2022 12/31/2022 1 Transactions			
7	9090 <b>BUSINESS WATCH INTERNATIONAL</b> 01-201-000-0000-6406	E	500.00	2022 RAPID WEBSITE ACCESS 01/01/2022 12/31/2022 1 Transactions	36698	DISPATCH EXPENSES	N
	<b>9090 BUSINESS WATCH INTERNATIONAL</b>		<b>500.00</b>				
81	10045 <b>CAMPBELL/MICHAEL</b> 01-201-000-0000-6179		409.66	MAG HOLDERS, COAT, BACKPACK 09/23/2021 12/17/2021 1 Transactions		CLOTHING ALLOWANCE	N
	<b>10045 CAMPBELL/MICHAEL</b>		<b>409.66</b>				
16	13555 <b>COUNTY OF KANDIYOHI - SHERIFF</b> 01-201-000-0000-6354		1,800.00	2021 NOV - INMATE BOARDING 11/01/2021 11/30/2021	STMT	BOARDING PRISONERS	N
17	01-201-000-0000-6355		3.00	2021 NOV - INMATE MEDICAL 11/01/2021 11/30/2021 2 Transactions	STMT	BOARDING PRISONER MEDICAL EXPI	N
	<b>13555 COUNTY OF KANDIYOHI - SHERIFF</b>		<b>1,803.00</b>				
21	13800 <b>COUNTY OF RENVILLE</b> 01-201-000-0000-6354		34,026.00	2021 NOV - INMATE BOARDING 11/01/2021 11/30/2021	10559	BOARDING PRISONERS	N
22	01-201-000-0000-6355		1,071.90	2021 NOV - INMATE MEDICAL 11/01/2021 11/30/2021 2 Transactions	10559	BOARDING PRISONER MEDICAL EXPI	N
	<b>13800 COUNTY OF RENVILLE</b>		<b>35,097.90</b>				
27	25810 <b>FLEET SERVICES DIVISION-DEPT OF ADM</b> 01-201-000-0000-6343		10,850.22	2021 NOV - PATROL CAR LEASE 11/01/2021 11/30/2021 1 Transactions	2022050036	PATROL CAR LEASE	N
	<b>25810 FLEET SERVICES DIVISION-DEPT OF ADM</b>		<b>10,850.22</b>				
28	27465 <b>GAG SHEET METAL INC</b> 01-201-000-0000-6301		412.94	ROOF LEAK - LEC 12/07/2021 12/07/2021 1 Transactions	57900	EQUIPMENT & BUILDING MAINTENAN	N
	<b>27465 GAG SHEET METAL INC</b>		<b>412.94</b>				
87	49878 <b>LABAT/BJ</b> 01-201-000-0000-6179		558.74	PANTS, SHIRTS, CUFF CASE		CLOTHING ALLOWANCE	N

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 GENERAL

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49878	LABAT/BJ		558.74	12/14/2021 12/15/2021			
				1 Transactions			
41	55924 MCKESSON MEDICAL-SURGICAL 01-201-000-0000-6355		24.82	2021 DEC - INMATE MEDICAL 12/01/2021 12/31/2021	18814521	BOARDING PRISONER MEDICAL EXPI	Y
			24.82	1 Transactions			
59	74900 QUILL CORPORATION 01-201-000-0000-6401		655.68	CALENDARS, TONER, LABELS 12/13/2021 12/13/2021	21327910	OFFICE SUPPLIES & EQUIPMENT MAI	N
60	01-201-000-0000-6301		59.98	GLOVES DISPENSER - JAIL 12/13/2021 12/13/2021	21342600	EQUIPMENT & BUILDING MAINTENAN	N
	74900 QUILL CORPORATION		715.66	2 Transactions			
67	77020 RICKY J'S CAR WASH 01-201-000-0000-6565		38.00	2021 NOV - CAR WASHES 11/01/2021 11/23/2021	79304	PATROL CAR EXPENSES-OWNED	Y
			38.00	1 Transactions			
73	84150 SWARD-KEMP SNYDER DRUG 01-201-000-0000-6355		84.65	2021 OCT - INMATE MEDICAL 10/01/2021 10/31/2021	020368	BOARDING PRISONER MEDICAL EXPI	N
74	01-201-000-0000-6355		226.30	2021 NOV - INMATE MEDICAL 11/01/2021 11/30/2021	020368	BOARDING PRISONER MEDICAL EXPI	N
	84150 SWARD-KEMP SNYDER DRUG		310.95	2 Transactions			
98	88129 TORGERSON/KATELYN 01-201-000-0000-6179		199.99	SMART WATCH 11/27/2021 11/27/2021		CLOTHING ALLOWANCE	N
			199.99	1 Transactions			
79	92690 WATCHGUARD VIDEO 01-201-000-0000-6302		1,331.00	SQUAD CAR CAMERA INSTALL 12/21/2021 12/21/2021	31256.33942	POLICE EQUIPMENT MAINTENANCE	Y
			1,331.00	1 Transactions			
201	DEPT Total:		53,078.48	SHERIFF	14 Vendors	18 Transactions	

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 GENERAL

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249	DEPT			OTHER PUBLIC SAFETY			
	7850 BOB BARKER COMPANY INC						
4	01-249-000-2815-6802		57.43	PADS 12/09/2021 12/09/2021	1701253	CANTEEN EXPENSES	N
5	01-249-000-2815-6802		83.26	PENS 12/20/2021 12/20/2021	1706066	CANTEEN EXPENSES	N
	<b>7850 BOB BARKER COMPANY INC</b>		<b>140.69</b>	<b>2 Transactions</b>			
	15458 DESIGNER CARE CO LTD						
25	01-249-000-2815-6802		1,919.05	DISPOSABLE GLOVES 12/17/2021 12/17/2021	40108	CANTEEN EXPENSES	N
	<b>15458 DESIGNER CARE CO LTD</b>		<b>1,919.05</b>	<b>1 Transactions</b>			
	71037 PHOENIX SUPPLY						
54	01-249-000-2815-6802		35.18	PENS 12/17/2021 12/17/2021	24363	CANTEEN EXPENSES	Y
	<b>71037 PHOENIX SUPPLY</b>		<b>35.18</b>	<b>1 Transactions</b>			
	76835 RELIANCE TELEPHONE INC						
65	01-249-000-2815-6802		2,000.00	200 PHONE CARDS 12/21/2021 12/21/2021	D-26440	CANTEEN EXPENSES	N
	<b>76835 RELIANCE TELEPHONE INC</b>		<b>2,000.00</b>	<b>1 Transactions</b>			
249	<b>DEPT Total:</b>		<b>4,094.92</b>	<b>OTHER PUBLIC SAFETY</b>	<b>4 Vendors</b>	<b>5 Transactions</b>	
251	DEPT			PROBATION AND PAROLE			
	72457 PRAIRIE LAKES YOUTH PROGRAMS						
56	01-251-000-0000-6291		256.00	2021 SEP DETENTION - AAS 09/01/2021 09/30/2021	585-223-1	DETENTION	N
57	01-251-000-0000-6291		1,536.00	2021 OCT DETENTION 10/01/2021 10/31/2021	595-223-1	DETENTION	N
	<b>72457 PRAIRIE LAKES YOUTH PROGRAMS</b>		<b>1,792.00</b>	<b>2 Transactions</b>			
251	<b>DEPT Total:</b>		<b>1,792.00</b>	<b>PROBATION AND PAROLE</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	
255	DEPT			RESTORATIVE JUSTICE			
	71350 PIZZA RANCH						
55	01-255-000-2863-6401		451.69	2021 NOV - FOOD FOR CIRCLE	STMT	RESTORATIVE JUSTICE EXPENSES	N

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



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

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
71350	PIZZA RANCH		451.69	11/15/2021 11/24/2021	1 Transactions		
77	86350 TERSTEEGS HOLIDAY MARKET 01-255-000-2863-6401		132.50	2021 NOV - FOOD FOR CIRCLE 11/01/2021 11/29/2021	457	RESTORATIVE JUSTICE EXPENSES	N
	86350 TERSTEEGS HOLIDAY MARKET		132.50	1 Transactions			
255	<b>DEPT Total:</b>		<b>584.19</b>	<b>RESTORATIVE JUSTICE</b>	<b>2 Vendors</b>	<b>2 Transactions</b>	
601	DEPT			AGRICULTURAL INSPECTION			
31	27565 GATEHOUSE MEDIA MINNESOTA HOLDING 01-601-000-0000-6242		156.45	VARIANCES 10/15/2021 10/21/2021	0004164397	DUES & REGISTRATION FEES	N
32	01-601-000-0000-6242		522.00	PUBLIC HEARING, APP FOR EXTRAC 10/28/2021 11/18/2021	0004228221	DUES & REGISTRATION FEES	N
	27565 GATEHOUSE MEDIA MINNESOTA HOLDING		678.45	2 Transactions			
88	50400 LANG/BRENT 01-601-000-0000-6331		104.88	MILEAGE @ SEPTIC TRAINING 12/07/2021 12/08/2021		MILEAGE	N
89	01-601-000-0000-6334		46.74	MEALS @ SEPTIC TRAINING 12/07/2021 12/08/2021		LODGING & EXPENSE	N
	50400 LANG/BRENT		151.62	2 Transactions			
48	68450 OPG3 01-601-000-0000-6242	E	672.16	2022 LASERFISCHE RENEWAL 01/01/2022 12/31/2022	5352	DUES & REGISTRATION FEES	N
	68450 OPG3		672.16	1 Transactions			
58	72793 PRO WEST & ASSOCIATES 01-601-000-2775-6242		3,945.57	ARCGIS SET UP & TRAINING PT 2 12/09/2021 12/09/2021	005978	DUES & REGISTRATION FEES	N
	72793 PRO WEST & ASSOCIATES		3,945.57	1 Transactions			
62	76350 REDWOOD COUNTY RECORDER 01-601-000-0000-5102		92.00	RECORDING FEE - PERMIT 12/16/2021 12/16/2021	2021-1582	BUILDING PERMITS	N

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



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

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
76350	REDWOOD COUNTY RECORDER		92.00		1 Transactions		
<b>601</b>	<b>DEPT Total:</b>		<b>5,539.80</b>	<b>AGRICULTURAL INSPECTION</b>	<b>5 Vendors</b>	<b>7 Transactions</b>	
<b>602</b>	DEPT			EXTENSION			
76778	REGENTS OF THE UNIVERSITY OF MINNES						
64	01-602-000-0000-6275		23,517.50	2021 OCT-DEC - MOA BILLING 10/01/2021 12/31/2021	0300028621	CONTRACTED SALARIES	N
76778	REGENTS OF THE UNIVERSITY OF MINNES		23,517.50		1 Transactions		
<b>602</b>	<b>DEPT Total:</b>		<b>23,517.50</b>	<b>EXTENSION</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>620</b>	DEPT			SOIL AND WATER CONSERVATION DISTI			
10086	CARTER/EDWARD						
82	01-620-000-0000-6899		737.52	10/07-12/08 S&W MEETINGS 10/07/2021 12/08/2021		SUPERVISOR EXPENSES	Y
10086	CARTER/EDWARD		737.52		1 Transactions		
55642	MARCO TECHNOLOGIES LLC - MO						
37	01-620-000-0000-6401		203.56	12/01-01/01 KONICA LEASE 12/01/2021 01/01/2022	459885125	OFFICE SUPPLIES & EQUIP MNTCE	N
55642	MARCO TECHNOLOGIES LLC - MO		203.56		1 Transactions		
55780	MAURER/RICK						
91	01-620-000-0000-6899		139.56	12/08 S&W MEETING 12/08/2021 12/08/2021		SUPERVISOR EXPENSES	Y
55780	MAURER/RICK		139.56		1 Transactions		
57940	MN COUNTIES INTERGOVERNMENTAL TRI						
42	01-620-000-0000-6242 E		3,676.00	PC & WC RENEWAL 01/01/2022 01/01/2023	19221R	DUES & REGISTRATION	N
94	01-620-000-0000-6351		3,796.50	WORKERS COMP AUDIT 12/01/2021 12/01/2021	WCAUDIT1131	INSURANCE-PROPERTY & LIABILITY	N
57940	MN COUNTIES INTERGOVERNMENTAL TRI		7,472.50		2 Transactions		
71404	PLAETZ/JOSEPH						
97	01-620-000-0000-6899		153.00	12/08 S&W MEETING 12/08/2021 12/08/2021		SUPERVISOR EXPENSES	Y

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



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

1 GENERAL

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>71404</b>	<b>PLAETZ/JOSEPH</b>		<b>153.00</b>		1 Transactions		
61	76200 REDWOOD COUNTY HIGHWAY DEPT 01-620-000-0000-6564		251.64	2021 NOV - FUEL 11/01/2021 11/30/2021	S&W	VEHICLE EXPENSES	N
	<b>76200 REDWOOD COUNTY HIGHWAY DEPT</b>		<b>251.64</b>		1 Transactions		
66	77020 RICKY J'S CAR WASH 01-620-000-0000-6401		12.00	2021 NOV - CAR WASHES 12/14/2021 12/14/2021	79303	OFFICE SUPPLIES & EQUIP MNTCE	Y
	<b>77020 RICKY J'S CAR WASH</b>		<b>12.00</b>		1 Transactions		
75	999999930 SWMACD 01-620-000-0000-6242	E	400.00	2022 AREA V DUES 01/01/2022 12/31/2022	STMT	DUES & REGISTRATION	N
	<b>999999930 SWMACD</b>		<b>400.00</b>		1 Transactions		
<b>620</b>	<b>DEPT Total:</b>		<b>9,369.78</b>	<b>SOIL AND WATER CONSERVATION DIST</b>	<b>8 Vendors</b>	<b>9 Transactions</b>	
63	704 DEPT 76767 REDWOOD VALLEY TECHNICAL SOLUTION 01-704-000-0000-6401		1,850.00	OTHER ECONOMIC DEVELOPMENT 2021 EDA WEBSITE PT 2 12/07/2021 12/07/2021	3581	EDA OFFICE SUPPLIES	Y
	<b>76767 REDWOOD VALLEY TECHNICAL SOLUTION</b>		<b>1,850.00</b>		1 Transactions		
<b>704</b>	<b>DEPT Total:</b>		<b>1,850.00</b>	<b>OTHER ECONOMIC DEVELOPMENT</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>1</b>	<b>Fund Total:</b>		<b>182,173.73</b>	<b>GENERAL</b>		<b>95 Transactions</b>	

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
119	DEPT			BUILDINGS AND PLANT			
11570	<b>CHOSEN VALLEY TESTING</b>						
105	10-119-000-2720-6619		1,404.00	CONCRETE TESTING 12/10/2021 12/10/2021	43701	ADDITION: JUSTICE CENTER	N
	<b>11570 CHOSEN VALLEY TESTING</b>		<b>1,404.00</b>	<b>1 Transactions</b>			
13054	<b>COLORFUL CONCEPTS PAINTING &amp; CUST</b>						
102	10-119-000-2720-6619		1,005.00	FINAL PAY APP 12/10/2021 12/10/2021	STMT	ADDITION: JUSTICE CENTER	N
	<b>13054 COLORFUL CONCEPTS PAINTING &amp; CUST</b>		<b>1,005.00</b>	<b>1 Transactions</b>			
13081	<b>COMMUNITY ELECTRIC INC</b>						
106	10-119-000-2720-6619		113,172.55	PAY APP #4 12/10/2021 12/10/2021	STMT	ADDITION: JUSTICE CENTER	N
	<b>13081 COMMUNITY ELECTRIC INC</b>		<b>113,172.55</b>	<b>1 Transactions</b>			
13172	<b>CONTEGRITY GROUP INC</b>						
103	10-119-000-2720-6619		17,457.65	GENERAL CONDITIONS - JC 12/10/2021 12/10/2021	2021195	ADDITION: JUSTICE CENTER	N
104	10-119-000-2720-6619		11,014.00	CONSTRUCTION MGMT - JC 12/10/2021 12/10/2021	2021195	ADDITION: JUSTICE CENTER	N
	<b>13172 CONTEGRITY GROUP INC</b>		<b>28,471.65</b>	<b>2 Transactions</b>			
20730	<b>ECOWATER SYSTEMS</b>						
107	10-119-000-2720-6619		17.00	COOLER RENTAL 12/10/2021 12/10/2021	88584	ADDITION: JUSTICE CENTER	N
	<b>20730 ECOWATER SYSTEMS</b>		<b>17.00</b>	<b>1 Transactions</b>			
27425	<b>G &amp; R CONTROLS</b>						
108	10-119-000-2720-6619		3,994.75	PAY APP #8,#9 12/10/2021 12/10/2021	STMT	ADDITION: JUSTICE CENTER	N
	<b>27425 G &amp; R CONTROLS</b>		<b>3,994.75</b>	<b>1 Transactions</b>			
27465	<b>GAG SHEET METAL INC</b>						
109	10-119-000-2720-6619		21,519.40	PAY APP #3 12/10/2021 12/10/2021	STMT	ADDITION: JUSTICE CENTER	N
110	10-119-000-2720-6619		8,550.00	PAY APP #5 12/10/2021 12/10/2021	STMT	ADDITION: JUSTICE CENTER	N
111	10-119-000-2720-6619		47,485.75	PAY APP #6 12/10/2021 12/10/2021	STMT	ADDITION: JUSTICE CENTER	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
	<b>27465 GAG SHEET METAL INC</b>		<b>77,555.15</b>	12/10/2021 12/10/2021	3 Transactions		
112	39509 J & K MASONRY 10-119-000-2720-6619		34,960.00	PAY APP #5 12/10/2021	STMT	ADDITION: JUSTICE CENTER	Y
	<b>39509 J &amp; K MASONRY</b>		<b>34,960.00</b>	12/10/2021	1 Transactions		
113	43136 JOHNSON ENGINEERING GROUP, LLC 10-119-000-2720-6619		601.75	STAKING 12/10/2021	1214	ADDITION: JUSTICE CENTER	N
	<b>43136 JOHNSON ENGINEERING GROUP, LLC</b>		<b>601.75</b>	12/10/2021	1 Transactions		
114	55699 MASTERS PLUMBING HEATING & COOLING 10-119-000-2720-6619		64,220.00	PAY APP #10 12/10/2021	STMT	ADDITION: JUSTICE CENTER	N
	<b>55699 MASTERS PLUMBING HEATING &amp; COOLING</b>		<b>64,220.00</b>	12/10/2021	1 Transactions		
115	58130 MOLIN CONCRETE PRODUCTS 10-119-000-2720-6619		30,485.02	PAY APP #3, #4 12/10/2021	STMT	ADDITION: JUSTICE CENTER	N
	<b>58130 MOLIN CONCRETE PRODUCTS</b>		<b>30,485.02</b>	12/10/2021	1 Transactions		
116	63685 NORTHWEST DRYWALL INC 10-119-000-2720-6618		2,782.00	FINAL PAY APP 12/10/2021	STMT	RENOVATION-GOVERNMENT SERVICE	N
	<b>63685 NORTHWEST DRYWALL INC</b>		<b>2,782.00</b>	12/10/2021	1 Transactions		
117	78819 RTL CONSTRUCTION INC 10-119-000-2720-6619		125,060.13	PAY APP #4 12/10/2021	STMT	ADDITION: JUSTICE CENTER	N
	<b>78819 RTL CONSTRUCTION INC</b>		<b>125,060.13</b>	12/10/2021	1 Transactions		
118	80180 SCHMIDT CONSTRUCTION INC 10-119-000-2720-6619		284,251.45	PAY APP #3 12/10/2021	STMT	ADDITION: JUSTICE CENTER	N
	<b>80180 SCHMIDT CONSTRUCTION INC</b>		<b>284,251.45</b>	12/10/2021	1 Transactions		
	83297 SOUTHWEST SANITATION INC						

\*\*\* 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
119	10-119-000-2720-6619		2,190.00	ROLL OFF CONTAINER 12/10/2021 12/10/2021	43427	ADDITION: JUSTICE CENTER	N
	<b>83297 SOUTHWEST SANITATION INC</b>		<b>2,190.00</b>	1 Transactions			
121	10-119-000-2720-6618		9,750.00	FINAL PAY APP 12/10/2021 12/10/2021	STMT	RENOVATION-GOVERNMENT SERVIC	N
120	10-119-000-2720-6619		34,734.38	PAY APP #2 12/10/2021 12/10/2021	STMT	ADDITION: JUSTICE CENTER	N
	<b>83965 SUMMIT COMPANIES</b>		<b>44,484.38</b>	2 Transactions			
122	10-119-000-2720-6619		14,585.83	PAY APP #1 12/10/2021 12/10/2021	STMT	ADDITION: JUSTICE CENTER	N
	<b>84208 SUSSNER CONSTRUCTION INC</b>		<b>14,585.83</b>	1 Transactions			
123	10-119-000-2720-6619		23,940.00	PAY APP #2 12/10/2021 12/10/2021	STMT	ADDITION: JUSTICE CENTER	N
	<b>92860 WDSI</b>		<b>23,940.00</b>	1 Transactions			
<b>119</b>	<b>DEPT Total:</b>		<b>853,180.66</b>	<b>BUILDINGS AND PLANT</b>	<b>18 Vendors</b>	<b>22 Transactions</b>	
<b>10</b>	<b>Fund Total:</b>		<b>853,180.66</b>	<b>BUILDING FUND</b>		<b>22 Transactions</b>	

RACHELW  
12/23/21 10:05AM  
15 DITCH

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
611	DEPT			DITCH MAINTENANCE			
124	50753 LARRYS AUTO CENTER OF REDWOOD FAI 15-611-000-0000-6564		97.00	'12 F-150 OIL CHANGE 12/10/2021 12/10/2021	52195	COUNTY VEHICLE EXPENSE	Y
	<b>50753 LARRYS AUTO CENTER OF REDWOOD FAI</b>		<b>97.00</b>	<b>1 Transactions</b>			
93	57940 MN COUNTIES INTERGOVERNMENTAL TRI 15-611-000-0000-6351		45.00	WORKERS COMP AUDIT 12/01/2021 12/01/2021	WCAUDIT1131	INSURANCE	N
	<b>57940 MN COUNTIES INTERGOVERNMENTAL TRI</b>		<b>45.00</b>	<b>1 Transactions</b>			
125	77350 RINKE-NOONAN 15-611-000-0000-6899		5,942.50	LEGAL SERVICES 12/17/2021 12/17/2021	336390	MISCELLANEOUS	Y
	<b>77350 RINKE-NOONAN</b>		<b>5,942.50</b>	<b>1 Transactions</b>			
126	92280 WAKEFIELD/RICK 15-611-000-0000-6331		28.56	2021 NOV - MILEAGE 11/01/2021 11/30/2021		MILEAGE	N
	<b>92280 WAKEFIELD/RICK</b>		<b>28.56</b>	<b>1 Transactions</b>			
611	<b>DEPT Total:</b>		<b>6,113.06</b>	<b>DITCH MAINTENANCE</b>	<b>4 Vendors</b>	<b>4 Transactions</b>	
15	<b>Fund Total:</b>		<b>6,113.06</b>	<b>DITCH</b>		<b>4 Transactions</b>	

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



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

**73 INSURANCE**

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
801	DEPT			NON-DEPARTMENTAL			
8	10059 CAPITAL ONE BANK (USA), N.A. 73-801-000-0000-6178		82.68	HOT COCOA BAR SUPPLIES 12/16/2021 12/16/2021	635813	EMPLOYEE WELLNESS	N
	<b>10059 CAPITAL ONE BANK (USA), N.A.</b>		<b>82.68</b>	<b>1 Transactions</b>			
10	10525 CARRIS HEALTH 73-801-000-0000-6178		2,360.00	BIOMETRIC TESTING 12/08/2021 12/08/2021	STMT	EMPLOYEE WELLNESS	6
	<b>10525 CARRIS HEALTH</b>		<b>2,360.00</b>	<b>1 Transactions</b>			
69	78023 RIVER BEND THERAPEUTIC MASSAGE LLC 73-801-000-0000-6178		300.00	CHAIR MASSAGES 12/07/2021 12/07/2021	STMT	EMPLOYEE WELLNESS	Y
70	73-801-000-0000-6178		300.00	CHAIR MASSAGES 12/21/2021 12/21/2021	STMT	EMPLOYEE WELLNESS	Y
	<b>78023 RIVER BEND THERAPEUTIC MASSAGE LLC</b>		<b>600.00</b>	<b>2 Transactions</b>			
801	<b>DEPT Total:</b>		<b>3,042.68</b>	<b>NON-DEPARTMENTAL</b>	<b>3 Vendors</b>	<b>4 Transactions</b>	
73	<b>Fund Total:</b>		<b>3,042.68</b>	<b>INSURANCE</b>		<b>4 Transactions</b>	

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



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
620	DEPT			SOIL AND WATER CONSERVATION DIST			
86	47703 KLETSCHER/ADAM 85-620-990-0000-6802		500.00	WATER SAMPLING - LAKE LAURA 12/17/2021 12/17/2021	STMT	WATER MANAGEMENT PLAN EXPENS	N
	<b>47703 KLETSCHER/ADAM</b>		<b>500.00</b>	<b>1 Transactions</b>			
128	55357 MADSEN AG INC 85-620-990-0000-6802		800.00	COVER CROPS 12/08/2021 12/08/2021	STMT	WATER MANAGEMENT PLAN EXPENS	Y
	<b>55357 MADSEN AG INC</b>		<b>800.00</b>	<b>1 Transactions</b>			
127	55361 MADSEN/ALAN 85-620-990-0000-6802		800.00	COVER CROPS 12/08/2021 12/08/2021	STMT	WATER MANAGEMENT PLAN EXPENS	Y
	<b>55361 MADSEN/ALAN</b>		<b>800.00</b>	<b>1 Transactions</b>			
129	81885 SIBLEY SOIL & WATER CONSERVATION DI 85-620-994-0000-6802		748.54	ENGINEERING - MIDDLE MN WATER 12/06/2021 12/06/2021	2021-1004	WCPI GRANT EXPENSES	N
	<b>81885 SIBLEY SOIL &amp; WATER CONSERVATION DI</b>		<b>748.54</b>	<b>1 Transactions</b>			
620	<b>DEPT Total:</b>		<b>2,848.54</b>	<b>SOIL AND WATER CONSERVATION DIST</b>	<b>4 Vendors</b>	<b>4 Transactions</b>	
85	<b>Fund Total:</b>		<b>2,848.54</b>	<b>SOIL &amp; WATER CONSERVATION</b>		<b>4 Transactions</b>	
	<b>Final Total:</b>		<b>1,047,358.67</b>	<b>109 Vendors</b>	<b>129 Transactions</b>		

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



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	182,173.73	GENERAL
10	853,180.66	BUILDING FUND
15	6,113.06	DITCH
73	3,042.68	INSURANCE
85	2,848.54	SOIL & WATER CONSERVATION
<b>All Funds</b>	<b>1,047,358.67</b>	<b>Total</b>

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



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	12/28/2021	<b>Originating Dept.:</b>	Highway
<b>Preferred 2<sup>nd</sup> Date:</b>	NEXT AVAILABLE		
<b>Discussion Item:</b>		<b>Presenter:</b>	Jeff Bommersbach Assistant Engineer
Approve Final Payment for CMP 21-PM		<b>estimated time needed:</b>	5 mins
<b>Board Action:</b> <input checked="" type="checkbox"/> Yes, action required		<input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Approve final payment amount of \$4,353.13 on CMP 21-PM to contractor Traffic Marking Service.

**Background Information:**

The contract amount for project 21-4 was \$65,467.54. The final amount paid on the contract will be \$59,260.75.

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 \*\***

\*\*\*\*\*  
CERTIFICATE OF FINAL ACCEPTANCE  
\*\*\*\*\*

CONTRACT NUMBER: 21-4  
DATE CERTIFIED: 11/29/2021  
PAYMENT NUMBER: 3

CONTRACTOR: 3020  
TRAFFIC MARKING SERVICE

THE UNDERSIGNED CONTRACTOR DOES HEREBY CERTIFY THAT HE HAS PERFORMED AND COMPLETED ALL THE WORK DESCRIBED HEREIN IN ACCORDANCE WITH AND PURSUANT TO THE TERMS OF HIS CONTRACT, AND DOES HEREBY ACCEPT THIS FINAL VOUCHER AS BEING CORRECT, FULL AND COMPLETE AND DOES MAKE CLAIM FOR FINAL PAYMENT ON THIS CONTRACT IN ACCORDANCE WITH CONTRACT IN ACCORDANCE WITH THE FINAL VOUCHER.

CONTRACTOR:

STATE OF MN BY Traffic Marking Service  
AND [Signature]  
COUNTY OF Wright AND [Signature]

\*\*\*\*INDIVIDUAL ACKNOWLEDGEMENT\*\*\*\*

ON THIS 1 DAY OF December, 20 21, BEFORE ME PERSONALLY APPEARED \_\_\_\_\_ TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING ACCEPTANCE AND ACKNOWLEDGED THAT \_\_\_\_\_ EXECUTED THE SAME AS \_\_\_\_\_ FREE ACT AND DEED.

\*\*\*\*CORPORATE ACKNOWLEDGEMENT\*\*\*\*

Shane Coering AND Brett Mills  
TO ME PERSONALLY KNOWN, WHO, BEING EACH BY ME DULY SWORN, EACH DID SAY THAT THEY ARE RESPECTIVELY THE Vice President AND Vice President OF THE MN CORPORATION NAMED IN THE FOREGOING INSTRUMENT, AND THAT THE SEAL AFFIXED TO SAID INSTRUMENT IS THE CORPORATE SEAL OF SAID CORPORATION AND THE SAID INSTRUMENT WAS SIGNED AND SEALED IN BEHALF OF SAID CORPORATION BY AUTHORITY OF ITS Board of Directors, AND SAID Vice President AND Vice President ACKNOWLEDGED SAID INSTRUMENT TO BE THE FREE ACT AND DEED OF SAID CORPORATION.

NOTARIAL SEAL MY COMMISSION AS NOTARY PUBLIC IN Wright COUNTY EXPIRES Jan 31, 20 25.



[Signature]  
Signature

\*\*\*\*\*  
CERTIFICATE OF FINAL ACCEPTANCE  
\*\*\*\*\*

CONTRACT NUMBER: 21-4  
DATE CERTIFIED: 11/29/2021  
PAYMENT NUMBER: 3

CONTRACTOR: 3020  
Traffic Marking Service

\*\*\* COUNTY BOARD ACKNOWLEDGEMENT \*\*\*

WHEREAS; CONTRACT NO. 19-6 HAS IN ALL THINGS BEEN COMPLETED, AND THE COUNTY BOARD BEING FULLY ADVISED IN THE PREMISES, NOW THEN BE IT RESOLVED; THAT WE DO HEREBY ACCEPT SAID COMPLETED PROJECT FOR AND IN BEHALF OF THE COUNTY OF REDWOOD AND AUTHORIZE FINAL PAYMENT AS SPECIFIED HEREIN.

COUNTY OF REDWOOD

STATE OF MINNESOTA

I, VICKI KNOBLOCH, CO ADMINISTRATOR WITHIN AND FOR SAID COUNTY DO HEREBY CERTIFY THAT THE FOREGOING RESOLUTION IS A TRUE AND CORRECT COPY OF THE RESOLUTION ON FILE IN MY OFFICE.

DATED AT REDWOOD FALLS, MINNESOTA

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Vicki Knobloch, County Administrator

(Seal)

\*\*\*\*\*

FOR CENTRAL OFFICE USE ONLY

\*\*\*\*\*

CONTRACT NUMBER: 21-4  
DATE CERTIFIED: 11-29-21  
PAYMENT NUMBER: 3

CONTRACTOR:  
Traffic Marking Service

3020

REMARKS

DATE OF LETTING	*	5/12/2021
DATE OF NOTICE OF APPROVAL	*	6/21/2021
CONTRACT DATE OF STARTING	*	Upon 10 Calendar days notice
ACTUAL DATE OF STARTING	*	9/28/2021
DATE OF SUSPENSION OF WORK	*	
DATE OF RESUMPTION OF WORK	*	
CONTRACT DATE OF COMPLETION	*	8/31/2021
EXTENDED DATE OF COMPLETION	*	
	*	
SEMI-FINAL COMPLETION DATE	*	
FINAL COMPLETION DATE	*	10/6/2021
	*	
	*	
DEDUCTION FOR LIQUIDATED DAMAGES	*	-0-
	*	
	*	
TOTAL DEDUCTIONS	*	-0-





**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	12/28/2021	<b>Originating Dept.:</b>	Highway
<b>Preferred 2<sup>nd</sup> Date:</b>	NEXT AVAILABLE		
<b>Discussion Item:</b>		<b>Presenter:</b>	Anthony Sellner, PE
Authorization to advertise for 2022 projects.		<b>estimated time needed:</b>	5 mins
<b>Board Action:</b>	<input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Authorization to advertise for 2022 Highway Department projects with individual letting dates to be determined by the County Engineer.

**Background Information:**

See attached map for planned 2022 construction projects that we would like authorization to advertise for. This includes federal projects SP 064-624-006 and SP 064-601-014. This would also include the 2022 bituminous road repair materials and chip sealing that we will need to advertise for bids.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

[Empty box for Administrator comments]

Reviewed by Administrator:  Yes  No

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





**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	12/28/2021	<b>Originating Dept.:</b>	Highway
<b>Preferred 2<sup>nd</sup> Date:</b>	NEXT AVAILABLE		
<b>Discussion Item:</b>		<b>Presenter:</b>	Anthony Sellner, P.E.
Authorization to adjust advertisement and hire for position		<b>estimated time needed:</b>	5 mins
<b>Board Action:</b>			
<input checked="" type="checkbox"/> Yes, action required		<input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Board authorization to adjust advertisement to hire an engineering technician, senior engineering technician or licensed project engineer at the highway department.

**Background Information:**

We have posted for an engineering technician since April 20, 2021. This update adjusts the education and qualification requirements and allows a greater range of applicants to include a licensed professional engineer.

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**

<b>Requested Board Date:</b>	12/28/2021	<b>Originating Dept.:</b>	A/T
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>		<b>Presenter:</b>	
Board Ratification Statement (TriMin and MnCCC) for the maintenance and support of IFS		<b>estimated time needed:</b>	
<b>Board Action:</b> <input checked="" type="checkbox"/> <b>Yes, action required</b>		<input type="checkbox"/> <b>No, informational only</b>	

**If Action, Board Motion Requested:**

Motion to ratify the Professional Services Agreement between TriMin Systems Inc. and the Minnesota Counties Computer Cooperative (MnCCC) for the maintenance and support of IFS for the period January 1, 2022 through December 31, 2024.

**Background Information:**

The County uses the Integrated Financial System maintained and supported by TriMin and MnCCC which had their contract resigned between the two organizations for the period January 1, 2022 through December 31, 2024. To continue to use IFS, Redwood County Board needs to adopt and sign the board ratification. The new amount that Redwood County will be liable is \$5,320 for support costs (prior was \$2,666) and a new JIC dues fee of \$900. The increase of support fees is due to MnCCC not paying for level 2 support to TriMin in the past.

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 \*\***

## BOARD RATIFICATION STATEMENT

The Board of \_\_\_\_\_ has ratified the Professional Services Agreement between TriMin Systems Inc. and the Minnesota Counties Computer Cooperative (MnCCC) for the maintenance and support of IFS. The Agreement will be effective January 1, 2022 through December 31, 2024. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this agreement.

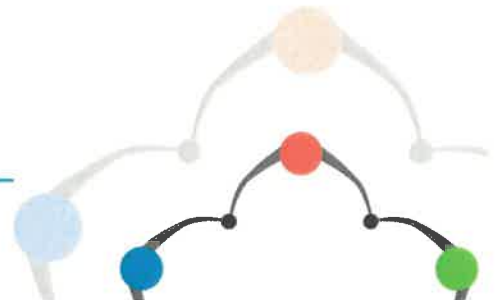
Signed: \_\_\_\_\_  
Board Chair

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

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

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





To: IFS User Group

From: Lisa Meredith, MnCCC Executive Director  
[lisa@mnccc.org](mailto:lisa@mnccc.org) 651-401-4201

Date: November 22, 2021

Subject: Trimin Contract for Board Ratification

*Please note: This communication is being sent out via MnCCC's RSVP system to all signed up for the IFS User Group. This means that your county or agency will likely receive several copies. It is the responsibility of your county/agency to determine who will be responsible to bring the Board Ratification to your board and return one signed copy to MnCCC.*

The TriMin Contract for maintenance and support of IFS has been approved and fully executed. A copy of the contract along with a Board Ratification are included with this communication. The IFS Advisory Committee is requesting that all Board Ratifications be signed and returned to MnCCC no later than January 31, 2022. Your Board Ratification will indicate your participation in the IFS User Group and continued use of IFS. Signed Board Ratifications should be returned to:

MnCCC  
Attn: Lisa Meredith  
100 Empire Drive Suite 201  
Saint Paul, MN 55103

-or-

Via email to [lisa@mnccc.org](mailto:lisa@mnccc.org)

If you are unable to meet the January 31, 2022 deadline, please contact me at the contact information listed above. The contract with Trimin is for the term starting January 1, 2022, and ending December 31, 2024. Fees associated with this contract have been previously distributed and are also included below.

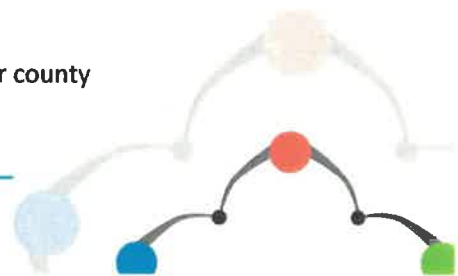
Thank you!

**IFS User Group Fees:**

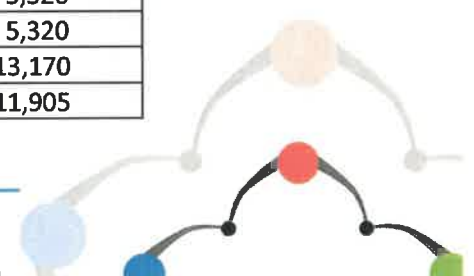
**MnCCC Membership Fee\*:** \$1800, split by office: \$900 per office or \$1800 per county

*\*New for 2022: IFS User Group will begin paying full membership fees as was approved at the annual IFS User Group Meeting and MnCCC Board Meeting in 2021. Full fees will be split between offices at \$900 per office or \$1800 per county, with the county-wide cap of \$11,000.*

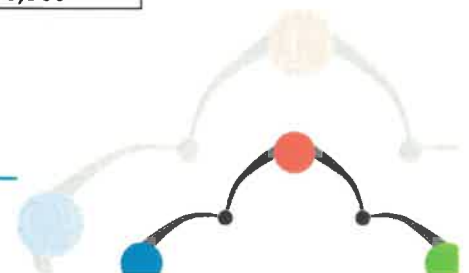
**Enhancement Fund Annual Fee:** \$600 per office or \$1200 total per county



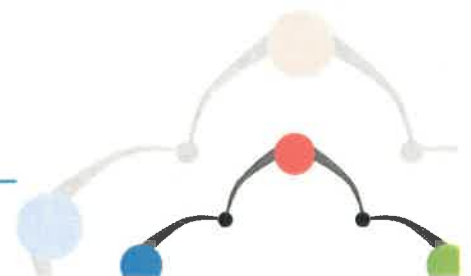
County/Agency	Auditor/ Treasurer Group	2022 CMHS Support Costs	2022 Aud/Treas Support Costs	2022 Total
Aitkin County	MCIS	\$ 6,585	\$ 6,585	\$ 13,170
Becker County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Beltrami County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Benton County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Big Stone County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Brown County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Carlton County	MCIS	\$ 6,585	\$ 6,585	\$ 13,170
Carver County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Cass County	MCIS	\$ 6,585	\$ 6,585	\$ 13,170
Chippewa County	MCIS	\$ 6,585	\$ 6,585	\$ 13,170
Chisago County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Clay County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Clearwater County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Cook County	MCIS	\$ 6,585	\$ 6,585	\$ 13,170
Cottonwood County	MSCC	\$ -	\$ 5,320	\$ 5,320
Dodge County	MCIS	\$ -	\$ 6,585	\$ 6,585
Douglas County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Faribault County	MnCCC	\$ -	\$ 6,585	\$ 6,585
Fillmore County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Freeborn County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Goodhue County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Grant County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Houston County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Hubbard County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Isanti County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Itasca County	MCIS	\$ 6,585	\$ 6,585	\$ 13,170
Jackson County	MnCCC	\$ -	\$ 6,585	\$ 6,585
Kanabec County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Kandiyohi County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Kittson County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Koochiching County	MCIS	\$ 6,585	\$ 6,585	\$ 13,170
Lac qui Parle County	MCIS	\$ 6,585	\$ 6,585	\$ 13,170
Lake County	MCIS	\$ 6,585	\$ 6,585	\$ 13,170
Lake of the Woods County	MSCC	\$ 6,585	\$ 6,585	\$ 13,170
Le Sueur County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Lincoln County	MSCC	\$ -	\$ 5,320	\$ 5,320
Lyon County	MSCC	\$ -	\$ 5,320	\$ 5,320
McLeod County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Mahnomen County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905



Marshall County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Martin County	MnCCC	\$ -	\$ 6,585	\$ 6,585
Meeker County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Mille Lacs County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Morrison County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Mower County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Murray County	MSCC	\$ -	\$ 5,320	\$ 5,320
Nicollet County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Nobles County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Norman County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Otter Tail County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Pennington County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Pine County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Pipestone County	MSCC	\$ -	\$ 5,320	\$ 5,320
Polk County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Pope County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Red Lake County	MSCC	\$ 6,585	\$ 6,585	\$ 13,170
Redwood County	MSCC	\$ -	\$ 5,320	\$ 5,320
Renville County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Rice County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Rock County	MSCC	\$ -	\$ 5,320	\$ 5,320
Roseau County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Sherburne County	MCIS	\$ 6,585	\$ 6,585	\$ 13,170
Sibley County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Stearns County	N/A	\$ 6,585	\$ -	\$ 6,585
Steele County	MSCC	\$ -	\$ 5,320	\$ 5,320
Stevens County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Swift County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Todd County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Traverse County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Wabasha County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Wadena County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Waseca County	N/A	\$ -	\$ -	\$ -
Watonwan County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Wilkin County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Winona County	MnCCC	\$ 6,585	\$ 6,585	\$ 13,170
Wright County	MnCCC	\$ -	\$ -	\$ -
Yellow Medicine County	MSCC	\$ 6,585	\$ 5,320	\$ 11,905
Tri-County Corrections: Norman, Polk and Red Lake	N/A	\$ -	\$ 6,585	\$ 6,585



Southwest Health & Human Services: Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock	CPT	\$ 5,320	\$ -	\$ 5,320
Human Services of Faribault and Martin Counties (FMHS) Faribault and Martin	N/A	\$ 6,585	\$ -	\$ 6,585
Minnesota Prairie County Alliance: Dodge, Steele, and Waseca	N/A	\$ 6,585	\$ -	\$ 6,585
Countryside Public Health: Big Stone, Chippewa, Lac qui Parle, Swift, and Yellow Medicine	CPT	\$ -	\$ 5,320	\$ 5,320
Horizon Public Health: Stevens, Douglas, Pope, Grant, and Traverse	CPT	\$ -	\$ 5,320	\$ 5,320
Des Moines Valley Health & Human Services: Cottonwood and Jackson	N/A	\$ 6,585	\$ -	\$ 6,585





Notice:  
 As allowed by our bylaws and approved at the Executive Board Meeting on 10/09/2003, 1% interest will be applied to any invoices that are over 60 days effective 01/01/2004.

Minnesota Counties Computer Cooperative  
 100 Empire Drive  
 Suite 201  
 St. Paul, MN 55103-1846

2201171 Invoice Number  
 1/3/22 Invoice Date  
 6,520.00 Amount

Redwood County Auditor/Treasurer  
 PO Box 130  
 Redwood Falls, MN 56283

2022 IFS Support (Auditor-Treasurer Dept)	1.00	5,320.00	5,320.00
2022 JIC - IFS Enhancement Fund (\$300/per office)	1.00	300.00	300.00
MnCCC 2022 Dues for JIC (Joint Integrated Committee) \$900/ea office	1.00	900.00	900.00

6,520.00

Redwood County Auditor/Treasurer  
 PO Box 130  
 Redwood Falls, MN 56283

2201171 Invoice Number  
 1/3/22 Invoice Date  
 6,520.00 Amount

Remit To:  
 MNCCC LOCKBOX  
 P.O. Box 860687  
 Minneapolis, MN 55486-0687

Feb 2, 2022 Due Date



**AGREEMENT TO PROVIDE PROFESSIONAL SERVICES BETWEEN  
MINNESOTA COUNTIES COMPUTER COOPERATIVE**

**And  
TRIMIN SYSTEMS, INC.  
January 1, 2022**

This Agreement dated and to be effective as of the date set forth above by and between the Minnesota Counties Computer Cooperative (MnCCC), a joint powers organization, 100 Empire Drive, Suite 201, St. Paul, Minnesota, 55103, for the benefit of and use by its participating end user members ("MnCCC") and TriMin Systems, Inc., 2277 Highway 36 West, Suite 250, Roseville, Minnesota, 55113 ("TriMin").

**WITNESSETH**

**WHEREAS**, MnCCC wishes to retain professional services to obtain computer programming and technical assistance for the maintenance and support of computer software system known as IFSpi, solely owned by MnCCC; and

**WHEREAS**, TriMin has and will be expected to render substantial service hereunder.

**I. Systems to be Supported**

TriMin agrees to provide computer programming, technical assistance, and related services to support and maintain the systems and systems components of the Integrated Financial System Platform independent version (IFSpi), which for purposes of these and related agreements includes the Cash Drawer (CD) module, in exchange for MnCCC's payment of certain fees pursuant to the support fee summary attached and incorporated by reference as *Attachment A*.

**II. Definition of Included Support Services**

The fees paid by MnCCC under this Agreement and identified in *Attachment A* shall fully compensate TriMin for the following Services:

**A. General IFSpi Support Activities**

1. Track IFSpi support incidents and report out to IFSpi Advisory Committee (JIC) per the IFSpi Service Level Agreement (SLA) attached and incorporated by reference as *Attachment B*.
2. Provide supporting documentation for JIC meetings (up to 6 times per year) with respect to IFSpi bugs/fixes and open Enhancement Requests (including categories Approved, Completed, New, Committee, Tabled, Denied, Withdrawn and Study statuses).
3. Provide any IFSpi revisions necessitated by changes in applicable GASB (Governmental Accounting Standards Board) requirements and/or Minnesota statutes, laws or regulations. MnCCC will advise TriMin of any requested changes to IFSpi as necessitated by changes in GASB requirements and/or Minnesota statutes, laws, or regulations and provide sufficient details to support TriMin in making the changes. Further, these changes will be subject to the same enhancement scope limitation as listed in section III-8.

**B. Level 1 Support**

Logging of, and responding to, email and phone support requests from IFSpi users regarding IFSpi application usage. Each support request to be logged as to nature of the request/issue and county/agency/department that originated the request. Level 1 support will resolve basic user issues for the IFSpi users and escalate more complex issues to Level 2 support. Also described in *Attachment B*.

Level 1 support will be performed by TriMin for participating MnCCC counties and agencies and other applicable independent users as approved by MnCCC, and only these users are to be charged for Level 1 support. See *Attachment C*.

**C. Level 2 Support**

Engage with IFSpi users on more complex support issues as escalated from Level 1 support. Will resolve issues that can be addressed via ad hoc training, provide alternate approaches to resolving issue, or by documenting the issue more fully so that it can be addressed by Level 3 support as an MnCCC bug, or enhancement request. Level 2 support will provide direction to IFSpi users and to Level 3 support in terms of whether or not the IFSpi functionality is working as designed, or appearing to be a "bug" in the code that needs to be addressed by Level 3. If it is determined that the code is functioning as designed, then the IFSpi user will be instructed to submit an enhancement request to MnCCC (via their logical support organization). Level 2 support will also perform functional application testing prior to new release of updates to applications.

Level 2 support will be performed by TriMin and chargeable to MnCCC as listed in *Attachment C*. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.

**D. Level 3 Support**

Perform IFSpi/CD code analysis, programming, testing and project management related to bugs as escalated from Level 2 support and for on-going software maintenance on the underlying architecture of IFSpi/CD with the goal of remaining current with respect to the "code stack" that supports the functional capabilities of IFSpi and Cash Drawer. The code stack refers to, but is not limited to: security layer, web browser, web server, framework, software libraries and scripting language, web services and other interfaces. In addition to the activity above, on-going technical documentation updates related to the changes will be needed.

Level 3 support will also include the following:

1. Estimating of IFSpi Functional Enhancement Requests, based on the documented requirements as submitted by MnCCC and Level 2 support.
2. Technical Design of approved Functional Enhancement Requests, with review and sign-off by MnCCC prior to coding activities on projects over 20 hours.
3. Project Management, Coding and Technical testing of Functional Enhancements.

4. On-going design, development, technical testing and deployment as described in "IFSpi Infrastructure Modernization" Section II-E below.

**Level 3 support will be performed by TriMin and chargeable to MnCCC. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.**

#### **E. Installation Support**

For counties/agencies not able or interested in performing their own IFSpi product updates or installation of new releases, or who do not have another provider (i.e. MSCC), TriMin will perform the installations as part of this optional support element. A minimum of one hour fee will be charged per installation, with more time charged as needed for more complex installations or support, per the fee table in *Attachment A*.

Installation support will be performed by TriMin and chargeable only to counties who choose this option.

#### **F. IFSpi Analyst Services**

In addition to Level 2 and Level 3 Support activities, the TriMin staff assigned the IFSpi Analyst workload will proactively engage in the following:

1. On-going updates to IFSpi end user documentation. TriMin to develop and manage a "plan" for on-going user documentation updates that will be prioritized and based on analysis of frequent support topics and the need to replace legacy (green screen) documentation over time.
2. Develop training materials and training videos for use by IFSpi community. Provide web and/or "live" training quarterly at events mutually agreed upon with MnCCC.
3. Serve as primary liaison to the Joint IFS Committee (JIC), JIC Subcommittees and work directly with MnCCC and individual MnCCC end users as appropriate, to fully define and document requirements for IFSpi functional enhancements prior to submission to Level 3 for estimates, or coding activities.
4. Provide communication from MnCCC to Level 3 technical staff regarding functional requirements for IFSpi and Cash Drawer and support end users needs and desires with respect to the software.

**IFSpi Analyst role will be performed by TriMin and chargeable to MnCCC. These fees are included and part of this contract pricing. No additional charges will be allowed without prior authorization by MnCCC.**

#### **G. IFSpi Infrastructure Modernization Projects**

TriMin will develop and maintain an IFSpi Infrastructure Modernization Projects report document to review with MnCCC at each bi-monthly meeting of the IFSpi Advisory Committee (JIC), to include:

- Descriptions of specific ongoing modernization projects that have been performed and/or are planned to be performed – including the rationale for why it is/was needed and hours logged/planned to support activities.

- Modernization Projects (1500 hours per year) will be prioritized and approved by MnCCC and reported on at bi-monthly IFSpi Advisory Committee Meetings as part of above report.

The IFSpi infrastructure modernization projects fund to include 4,500 person hours during this three-year agreement, initially allocated at 1,500 hours for each calendar year, with bi-monthly report out on specific progress made against approved plans and hours logged. Should 1,500 hours not be sufficient for the demand/needs in this area, then additional hours may be authorized by MnCCC during a calendar year, including the allocation of hours from future years, and/or new hours chargeable at time and materials rates, per *Attachment A*.

Should TriMin fail to utilize 1,500 hours in support of IFSpi infrastructure modernization during a given calendar year, then any unused hours will be rolled into the next calendar year(s). During year 3 of this agreement, if the balance of hours required for IFSpi infrastructure projects, based on actual activity in year 1 and year 2, is projected to be greater than remaining hours required to support known modernization projects then hours may be shifted to IFSpi functional enhancement activity to "consume" available hours. At this contract's end (December 31, 2024) any unused hours will not be recoverable.

IFSpi modernization will be performed by TriMin only and associated costs are included in this Agreement.

#### H. Additional Requirements

1. TriMin must obtain written permission from MnCCC to add any plug-ins or third-party code incorporated into the IFSpi system. This includes, but is not limit to, any "Freeware" or "Shareware". Once approved, those plug-ins will be maintained and updated as part of this Agreement without any additional fees, unless a special support addendum is executed and attached to this Agreement. TriMin will continue to provide MnCCC a detailed list specifying all third-party code and plug-ins, used in the existing IFSpi application. The listing to be updated and provided to MnCCC annually, or more frequently if any significant changes made. MnCCC acknowledges and agrees that pre-existing plug-ins and third-party code incorporated into the IFSpi system are accepted, and shall remain subject to support hereunder.
2. TriMin shall provide current, full and detailed database and application design and programming documentation for all parts of the IFS application including 3<sup>rd</sup> party add-ons.
3. TriMin shall follow the MnCCC policy on submission of source code and documentation to MnCCC.
4. TriMin shall maintain and provide to MnCCC annually, or more frequently as requested by MnCCC, the following Version Control documents:
  - a. County/Agency Listing – Identifying version level of IFSpi and Cash Drawer (if installed) for each county/agency.
5. TriMin shall deliver 2 new major releases (to include functional enhancements) per calendar year of IFSpi and Cash Drawer, with minor releases or patches (to support technical issues or critical bug fixes) also delivered as needed and available according to overall priorities and coordination with JIC. If Automated Testing is implemented in the future, then consideration for additional major releases per calendar year can be considered.
  - a. Enhancements approved by JIC will be assigned to a specific future release and reported to JIC in terms of specific release number to be included in, and expected availability date for said release.

- b. The latest release notes documentation to include functions added to IFSpi and Cash Drawer in the latest release.

**I. Service Level Agreement, Priorities and Escalation – See Attachment B.**

**J. Virus, Malware, Unapproved and/or Unauthorized Code**

1. The current business practice in today's world is the electronic distribution of application software, data, help files, etc. from TriMin. This can be achieved either via an electronic download of information through the internet, or through the receipt of electronic media (e.g. DVD, CD, tape, etc.). It is imperative that TriMin take responsibility for delivering their electronic files with no virus, malware or unapproved/unauthorized code to MnCCC. TriMin warrants and represents that any data, programs, hardware or firmware provided, or sourced, by TriMin to MnCCC shall be free, at the time of shipment, of any computer virus, malware, unapproved and/or unauthorized code.
2. "Virus, Malware, Unapproved and/or Unauthorized Code" shall be defined as any harmful or hidden programs or data incorporated therein with malicious or mischievous intent, including any code, program or device that would shut off or otherwise allow unrestricted access and use by MnCCC, its members and other licensees. This would also include, but not limited to, the entering of any illegal, virus, malware, unapproved and/or any unauthorized code containing or triggering any copyright, insane, mentally disturbing, vulgar, adult or porn type, virus, malware, trojans, bugs, tracking or reporting code or device, or politically motivating data into MnCCC and / or member systems or networks.

**K. Compliance with Laws**

The parties shall each abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or here after adopted, pertaining to this Agreement or the subject matter of this Agreement. This shall include obtaining all licenses, permits or other rights required for the provision of services contemplated by this Agreement. This Agreement shall be governed by and construed in accordance with the internal substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement, to be commenced by TriMin or MnCCC, shall be venued in the applicable federal or state courts located in Ramsey County, Minnesota, and TriMin and MnCCC each hereby irrevocably consents to the jurisdiction and venue of such courts.

**L. Ownership, Proprietary Considerations and Data Security**

1. TriMin agrees to ensure confidentiality of all work performed pursuant to this Agreement, including source code development and all MnCCC/TriMin documentation pertaining to the system design to avoid pirating of this information and subsequent software license disputes. TriMin shall assign to MnCCC, and MnCCC shall solely own any data, databases, programs, or interfaces developed by TriMin as a result of this Agreement.
2. MnCCC and TriMin agree that all materials and information developed under this Agreement shall become the sole property of MnCCC.

3. TriMin agrees to protect the security of and to keep confidential all data received or produced under the provisions of this Agreement, and shall not disclose them without the prior written consent of MnCCC.
4. Procedures and software created by TriMin pursuant to this Agreement, or modifications made to existing software to meet the specifications herein, shall be proprietary to MnCCC. TriMin shall not disclose or otherwise make said software available to third-parties, or utilize in any other non-related applications without prior written consent of MnCCC.
5. TriMin shall not disclose to any party any Information identifying, characterizing, or relating to any risk, threat, vulnerability, weakness or problem regarding data security in users' computer systems, or to any safeguard, countermeasure, contingency plan, policy or procedure for data security contemplated or implemented by MnCCC and/or MnCCC members, without express written authorization of the other party. The provisions of this Section, shall survive the expiration or termination of this Agreement.

### **III. Items Not Included**

This Agreement does not include support for non-IFSpi issues. Below are some examples of items not included in this support agreement, which will be identified and disclosed by TriMin to MnCCC as non-included services, in order to provide an opportunity for MnCCC (and in certain cases, MnCCC's end user) to accept or decline such services in writing and prior to initial performance by TriMin in each case:

1. Any third-party software (fees or support), this does not include any 3rd party code or plug-ins used in the application.
2. Server migrations and server setup.
3. Operating System updates or troubleshooting (IBM i or Windows servers).
4. Applying application server and/or web server updates.
5. Networking issues internal to county or agency.
6. Local PC operating system support or troubleshooting.
7. Remote connection issues.
8. IFSpi functional enhancements greater than 20 hours, without additional approval and funding by MnCCC.
9. Other support for non-IFSpi / non-Cash Drawer applications or county systems.
10. Future third-party fees (if any) for what is currently "freeware" embedded within IFSpi (i.e. Crystal Reports viewer, xls converter, PDF viewer, etc.).

### **IV. Billings of Charges and Costs**

- A. TriMin shall bill MnCCC the charges and costs for all support services, and at the rates set forth in Attachment A.

The minimum fee to be paid to TriMin for support services for IFSpi support over the duration of this Agreement shall be \$910,000 in 2022, \$952,600 in 2023, and \$995,500 in 2024, with support fees as defined in Attachment A. Any expenditure in addition to those specified above must be pre-

authorized in writing by MnCCC. Additional services will be provided at the hourly rates and specifications defined in Sections C and D below.

Calendar quarter shall mean three (3) consecutive calendar months and the quarter shall commence with, respectively, the months of January, April, July, and October, of each calendar year. TriMin shall invoice MnCCC, and MnCCC shall invoice and collect quarterly support fees from its users.

- B. Invoices pursuant to Section III-A, above, shall be billed in advance to MnCCC on a quarterly basis and shall be paid by MnCCC within sixty (60) days of the date of the invoice, other than any portion(s) disputed in good faith by MnCCC.
  - C. The chargeable hourly rates by TriMin during the duration of this Agreement for project management, technical work and training personnel shall be those as defined in Attachment A.
  - D. For any and all services pre-authorized by MnCCC, the breakdown of the actual hours worked shall be reported by TriMin to MnCCC, which reserves the right to inspect TriMin's time records to substantiate charges and costs.
  - E. Direct Support (projects outside of this support Agreement) will also be available to users at the annual rates specified in Attachment A. Direct Support services will be billed to MnCCC, who will then bill the requesting county. Both requesting county and MnCCC to sign any related Statement of Work (SOW).
  - F. For services pre-authorized and performed pursuant to this Agreement, TriMin is authorized to bill for time incurred in actual travel, and for all transportation and overnight expenses except automobile mileage as per the US General Services Administrative Schedule.
  - G. Non-payment and remedies of TriMin: In the event that MnCCC does not pay TriMin within sixty (60) days of the date of the invoice (other than any portion disputed in good faith), TriMin shall have the option to terminate its obligation to render further services to MnCCC upon at least ninety (90) days' written notice thereof.
- V. **Representations, Warranties and Indemnifications of the Parties**
- A. Each party represents and warrants that it has the right to enter into this agreement
  - B. Except as expressly provided in this Agreement, neither party makes any warranty, either express or implied, with respect to the IFSpi computer software system or software supports services provided herein, their quality, merchantability, or fitness for a particular purpose. Except as expressly provided in this Agreement, there are no warranties, either express or implied, regarding the IFSpi computer software system or software support services provided hereunder, and any and all such warranties are hereby disclaimed and negated. No oral or written information or advice given by either party or its employees shall create a warranty or make any modification, extension or addition to this warranty.
  - C. In no event whatsoever shall either party be liable to the other or to third-parties for any damages caused, in whole or in part, by the use of the IFSpi computer software system or the software

support services provided hereunder, or for any lost revenues, lost profits, lost saving or other direct or indirect, incidental, special, statutory or consequential damages incurred by any person, even if advised of the possibility of such damages or claims.

**D. TriMin further represents, warrants and agrees as follows:**

- 1. TriMin represents and warrants that any modifications, enhancements, or related products furnished pursuant to Section I above will be designed and developed in a skilled, ethical, professional and lawful manner, and are designed to and will meet the functional and performance specifications and standards to be agreed upon by the parties and will execute on the IBM I Series, Current Microsoft Server and SQL, PC networks, and WebSphere Application server (or mutually agreed upon future modernizations).**
- 2. TriMin further warrants that these services will not alter or diminish the underlying performance of the existing IFSpi software system.**
- 3. TriMin represents and warrants that the modifications or enhancements and related products are, or shall be when completed and delivered hereunder, original work products, that are each hereby irrevocably assigned to and shall be owned by MnCCC, that neither the modifications, enhancements, and related products nor any of their elements nor the use thereof shall violate or infringe upon any patent, copyrights, trade secret or other third-party legal rights.**
- 4. TriMin will provide true, correct and complete copies of the IFSpi source code to MnCCC and at no charge at least twice per calendar year, and at other times upon MnCCC's reasonable request. MnCCC will provide TriMin with written media, logistics, and delivery instructions.**
- 5. TriMin agrees to perform background checks on any new hires that may provide services to MnCCC during the term of this Agreement, and to have all employees providing services hereunder as of or after January 1, 2022, bonded to work on a financial system by a bonding company authorized by the State of Minnesota. If MnCCC desires to increase the bonding amount beyond the amount TriMin has secured then any additional fees associated with the increase in bonding amount will be paid for by MnCCC over and above the fees listed in section IV above.**

**E. MnCCC further represents, warrants and agrees as follows:**

- 1. MnCCC represents, warrants, and covenants that it will provide the cooperation and assistance of its personnel, as reasonably required, and as would be necessary for the completion of TriMin's services hereunder, to the extent that the services are being rendered for MnCCC and for the MnCCC activity or system involved.**
- 2. MnCCC represents and warrants that it will make prompt and full disclosure to TriMin of any unpublished information it receives regarding the government requirements and regulations related to the government program which the system services, in order to assist TriMin with its ongoing contractual obligations to monitor Minnesota legislative and administrative activities, and to update IFSpi, in order to accommodate applicable changes in Minnesota laws.**

## **VI. Other Conditions**

### **A. Entire Agreement**

**Requirement of a Writing:** It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties relating to the subject matter hereof.

Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the authorized representatives of the parties.

### **B. Non-Assignment**

TriMin shall not assign any interest in the Agreement without the prior written consent of MnCCC thereto, provided, however, that claims for money due or to become due to TriMin from MnCCC under this Agreement may be assigned to a bank, trust company, or other financial institutions without such approval.

### **C. Conflicts of Interest**

TriMin covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance under this Agreement. TriMin further covenants that in the performance of this Agreement, no persons having any such conflicting interest shall be employed.

### **D. Subcontracting**

None of the work or services covered by this Agreement, and properly authorized by MnCCC, shall be subcontracted without prior written approval of MnCCC. TriMin shall provide MnCCC with written notification requesting the use of subcontract resource ahead of engaging the resource. MnCCC shall respond in writing, in a timely manner, with approval or denial of request.

Said written consent shall not be unreasonably withheld in the event that TriMin shall reasonably request the authority to delegate or subcontract or consult regarding services to be provided hereunder and shall do so in writing except in the event of emergency, and shall request such authority only as to qualified personnel or entities, all of which shall be without any release of the full responsibility and liability of TriMin hereunder to MnCCC.

Furthermore, such third-party subcontractor(s) shall produce an expressed agreement acknowledging receipt of a copy of this Agreement and such third-party's agreement to be bound by its provisions, as well as any nondisclosure agreements or other obligations in force between TriMin and MnCCC.

**E. Expense Incurred**

No payment shall be made under this Agreement for any expenses incurred in a manner contrary to any provision contained herein or in a manner inconsistent with any federal, state, or local law, rule, or regulation.

**F. Independent Contractor**

For the purpose of this Agreement, TriMin is an independent contractor. Any and all employees, members, or associates or other persons, while engaged in the work or services required to be performed by TriMin under this Agreement, shall be considered employees of TriMin; and any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or TriMin, shall in no way be the obligation, liability or responsibility of MnCCC.

**G. Insurance.** TriMin, for the benefit of itself and MnCCC, at all times during the term of this Agreement, shall maintain and keep in full force and effect the following:

1. A single limit, combined limit, or excess umbrella automobile liability insurance policy, if applicable, covering agency-owned, non-owned, and hired vehicles used regularly in the provision of services under this Agreement, in an amount of not less than one million five hundred thousand dollars (\$1,500,000) per accident for combined single limit.
2. A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than one million dollars (\$1,000,000) for property damage arising from one (1) occurrence, one million dollars (\$1,000,000) for total bodily injury including death and/or damages arising from one (1) occurrence, and one million dollars (\$1,000,000) for total personal injury and/or damages arising from one (1) occurrence. Such policy shall also include contractual liability coverage.
3. Statutory Worker's Compensation Insurance.
4. Professional liability (errors and omissions) insurance in an amount of not less than two million dollars (\$2,000,000).
5. TriMin will provide MnCCC with certificates of insurance by the end of the first month of the Agreement. The certificate of insurance shall provide that the insurance carrier will notify MnCCC in writing at least thirty (30) days prior to any reduction, cancellation, or material alteration in TriMin's required minimum insurance coverage. MnCCC shall be named as an additional insured party in each policy.

**H. Local Alterations**

For the system supported under this Agreement, the version maintained by TriMin shall be designated the "Base System". The parties to this Agreement agree to accept the base system and modifications to the base system as approved by the MnCCC. TriMin shall not be liable for claims arising from any and all versions that include local alterations. The term "Local Alterations" shall include, but not be limited to, any software modification, and any modification to system operations contrary to those specified in the system documentation.

**I. Data Practices**

All data collected, created, received, maintained, disseminated or used for any purposes in the course of TriMin's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, and any other applicable state statutes and rules adopted to implement the Act as well as other applicable state and federal laws, including those on data privacy. TriMin agrees to abide by these statutes, rules and regulations currently in effect and as they may be amended. TriMin designates Director of Services, as its "responsible authority" pursuant to the Minnesota Government Data Practices Act for purposes of this Agreement, the individual responsible for the collection, reception, maintenance, dissemination, and use of any data on individuals and other government data including summary data. Any replacement of TriMin's responsible authority will be effective on MnCCC's receipt of written notice thereof given by TriMin.

**J. Force Majeure**

TriMin shall not be held responsible for delay or failure to perform when such delay or failure is due to any of the following uncontrollable circumstances: fire, flood, epidemic, strikes, wars, acts of God, unusually severe weather, acts of public authorities, or delays or defaults caused by public carriers.

**K. Severability**

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or other phrase of this Agreement is, for any reason, held to be contrary to the law or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining provisions of this Agreement.

**L. Governing Laws**

The internal laws of the State of Minnesota shall govern as to the interpretation, validity, and effect of this Agreement, without regard for applicable conflicts of law principles.

**M. Non-Discrimination**

In carrying out the terms of this Agreement, TriMin shall not discriminate against any employee, applicant for employment, or other person, supplier, or contractor, because of race, color, religion, sex, marital status, national origin, disability, or public assistance.

**N. Document Examination**

All books, records, documents and accounting procedures and practices of TriMin relative to this Agreement are subject to examination by MnCCC, and either the legislative auditor or the state auditor as appropriate in accordance with the provisions of Minn. Stat. Section 16B.06, Subd. 4.

**VII. Term and Termination**

The term of this Agreement shall be January 1, 2022, to December 31, 2024, inclusive, unless earlier terminated prior to expiration as provided by herein.

This Agreement may be terminated prior to expiration by MnCCC or by TriMin for default, and by written notice of default given by the non-breaching party, and to be effective upon expiration of a designated cure period of not less than thirty (30) days', unless the party alleged to be in default has cured such default(s) within such thirty (30) day cure period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed intending to be bound thereby.

Accepted and Agreed for  
TriMin Systems, Inc.:  
Signed By: [Signature]  
Name: Joe McNiff  
Title: VP/ Director of Services  
Date: 11/3/2021

Accepted and Agreed for  
MnCCC:  
Signed By: [Signature]  
Name: \_\_\_\_\_  
Title: MnCCC Chair  
Date: 11/4/2021

Accepted and Agreed for  
MnCCC:  
Signed By: [Signature]  
Name: Lise C. Meredith  
Title: Executive Director  
Date: 11/4/2021

Accepted and Agreed for  
MnCCC:  
Signed By: Michelle May  
Name: Michelle May  
Title: JIC Chair  
Date: 10/28/2021

APPROVED AS TO FORM  
Redwood County Attorney

By: [Signature]  
Date: 12.20.2021

**ATTACHMENT A**

**IFSPI Support Agreement 2022 – 2024**

**Fee Summary – Annual**

<u>Support Elements</u>	<u>Support Fees</u>	<u>Support Fees</u>	<u>Support Fees</u>
	<u>2022</u>	<u>2023</u>	<u>2024</u>
Level 1 Support	\$ 145,000.00	\$ 150,000.00	\$ 155,000.00
Level 2/3 Support	\$ 575,000.00	\$ 605,000.00	\$ 635,000.00
Infrastructure Modernization Projects	\$ 190,000.00	\$ 197,600.00	\$ 205,500.00
<b>Annual Contract Total</b>	<b>\$ 910,000.00</b>	<b>\$ 952,600.00</b>	<b>\$ 995,500.00</b>

IFS Analyst role fees are included in Level 2/3 Support in the Fee Summary above, as the IFS Analyst role is primarily responsible for Level 2 Support and Level 3 enhancement coordination with JIC, in addition to other duties for IFS Analyst role as listed earlier in this document.

<u>IFSpi Release Update Fees</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Hourly Rates	\$175	\$180	\$180

## ATTACHMENT B

### Service Level Agreement (SLA) Obligations and Procedures – IFSpi Support

This Attachment defines the SLA requirements referenced in the master agreement.

#### Severity Levels, Prioritization, and Response Time Requirements

- Each Support request will be logged into TriMin's support tracking system (JIRA) and assigned a unique tracking number.
- New Support Requests will be given a label regarding Severity:
  - Severity 1: Critical Business Impact* - IFSpi system is not accessible
  - Severity 2: Significant Business Impact* – An IFSpi component is unavailable to users
  - Severity 3: Some Business Impact* - IFSpi system is fully available, but a significant issue is causing delays or workarounds
  - Severity 4: Minimal Business Impact* - IFSpi system is fully available, but minor issue requires assistance
- Highest priority will be given to Severity 1 issues, with Severity 2, 3, and 4 in descending priority sequence.
- End user will assign severity, TriMin can adjust severity label with MnCCC approval.
- Response Time Goals:
  - Severity 1** – Within 1 hour for initial response, with all available TriMin resources to support until IFSpi system is up and running again. TriMin resources will work 7 days a week, 24 hours a day until the issue is solved. TriMin will provide regular updates to the client personnel on the status and resolution of the issue. MnCCC and the effected client personnel shall be notified if the issue is not resolved in 4 hours. The notification shall include an expected time to resolution. This update shall occur every 4 hours until the issue is resolved.
  - Severity 2** – Within 2 hours for initial response, subject to Severity 1 priorities, with all available resources to support issue resolution until the issue is solved. Regular updates (at least at every 20 hour work interval) will be provided by TriMin to client designated staff. Escalation to designated MnCCC and client-personnel is required after 20 working hours if the issue has not been resolved. TriMin will work on these issues during normal business hours.
  - Severity 3** – Within 4 hours for initial response, subject to Severity 1 and 2 priorities. Regular updates (at least at every 40 hour work interval) will be provided by TriMin to client designated staff. Escalation to designated MnCCC and client-personnel is required after 60 working hours if the issue has not been resolved. TriMin will work on these issues during normal business hours.

**Severity 4** – within 8 hours for initial response, subject to Severity 1, 2 and 3 priorities. TriMin will work on during normal business hours. These issues are expected to be resolved within a commercially reasonable time. No escalation of these types of issues is required unless the issue has not been resolved within 3 months. After 3 months escalation of the issue must be made to MnCCC, and the affected client designated staff.

#### **Hours of Service**

TriMin Support for IFSpi will be staffed and available from 8:00 A.M. to 4:30 P.M. central time, Monday through Friday, excluding TriMin holidays.

#### **Boundaries of Service**

The focus of TriMin's support is the IFSpi application and while many other factors can affect the availability and performance of IFSpi, TriMin will engage and assist in problem determination until an acceptable resolution is reached. Issues not covered by IFSpi support may include:

- Internal county/agency IT responsible systems
- Another vendor/application support not related to IFSpi
- IBM core operating systems, except as related to IBM standard updates that IFSpi must operate under/or with.
- Microsoft core operating systems, except as related to Microsoft standard updates that IFSpi must operate under/or with.
- Billable services from TriMin (for a project outside of IFSpi Support Agreement)

#### **Examples of services not covered under the IFSpi Support Agreement:**

- 3<sup>rd</sup> party software fees or support unless the 3<sup>rd</sup> party software is part of the IFSpi application.
- Server migrations and server setup.
- Operating System updates or troubleshooting (IBM or Windows servers), except as related to Microsoft or IBM standard updates that IFSpi must operate under / or with.
- Applying OS updates to application and/or web server updates.
- Networking issues internal to county or agency.
- PC issues or PC troubleshooting, except as related to Microsoft or IBM standard updates that IFSpi must operate under / or with.
- Remote connection issues.
- Issues controlled by State of MN.
- Issues caused or initiated by county/agency that impact IFSpi or Cash Drawer that require TriMin assistance to resolve (i.e. user error - approving budget prematurely and needing to manually "fix" data).
- Support for non-IFSpi / non-Cash Drawer applications or county systems.

- Future 3<sup>rd</sup> party fees (if any) for what is currently "freeware" embedded within IFSpi (i.e. Crystal Reports viewer, xls converter, PDF viewer, etc.) These must be identified ASAP and a written report supplied to MnCCC within 90 days of contract signing.

#### **Customer Responsibilities**

- IFSpi Users will support their own requests for support with timely communication during and after problem resolution.
- IFSpi users will provide a high speed remote access capability to TriMin, as needed, to help resolve support issues. TriMin agrees to follow the individual agencies / counties requirements for this connectivity.
- IFSpi users will work with their local IT staff to rule out local issue before contacting TriMin.
- IFSpi users are encouraged to consult the TriMin IFS Portal and/or IFS Golden for additional help information.
- Users need to supply as much detail of the issue to the TriMin help desk as possible. Examples of information needed is:
  - Knowing if they are running IE in compatibility mode, and what IE version they are on.
  - Knowing if the issue is isolated, or happening multiple time and to different IFSpi users.
  - If the problem can readily be recreated, knowing the specific steps that cause the issue.
  - Knowing if any changes have occurred in the local system/network environment (new levels of operating system, or hardware, or web server, etc.).
  - If any local diagnostics were run, being able to share them with TriMin.
  - Sharing screen shots of issue, or error code.

#### **Reporting**

- TriMin will provide MnCCC approved reports to MnCCC concerning the following aspects of IFSpi Support, These reports shall be supplied bi-monthly or on a schedule mutually agreed to by MnCCC, and TriMin
  - Volume of Support Issues (new vs. resolved).
  - Resolution Type for Support Issues.
  - Volume of Issues by reporting agencies.
  - Trends in support.
  - Severity 1, 2, 3, 4 issues reported/resolved.
  - "Bugs" fixed/pending.
  - Enhancements completed/pending.
  - Modernization Project activities status and hours usage.

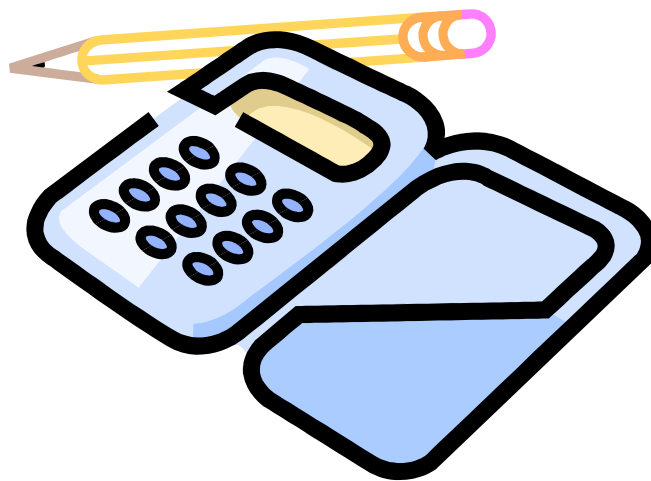
**ATTACHMENT C**

**Level of Support document to be maintained by JIC and list shared with TriMin upon commencement of this agreement and when any changes are made.**



# Redwood County

## Accounting Policies and Procedures Handbook



Adopted 5/18/10  
Last Update 2019  
Approved 12-28-21

# TABLE OF CONTENTS

	page
1.00 Summary of Significant Accounting Policies .....	4
1.01 Financial Reporting Entity .....	4
1.02 Basic Financial Statements .....	5
1.03 Measurement Focus and Basis of Accounting .....	6
1.04 Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity .....	7
2.00 Financial Reporting .....	12
3.00 Public Purpose Doctrine .....	13
4.00 Payment of Claims and Other Obligations .....	15
5.00 GASB 34 Related Policies .....	19
5.01 Capital Assets Policy .....	19
5.02 Budget Policy .....	23
5.03 Classification of Program Revenues Policy .....	23
5.04 Functional Reporting Level Policy .....	24
5.05 Policy to Determine Current Portion of Compensated Absences .....	24
5.06 Use of Restricted Assets Policy .....	24
5.07 Policy for Direct and Indirect Expenses .....	25
5.08 Policy for Identifying Special or Extraordinary Items .....	25
5.09 Revenue Recognition in Governmental Fund Statements Policy .....	25
6.00 Credit Card Policy .....	26
7.00 Electronic Funds and ACH Transfer Policy .....	29
7.01 Electronic Funds Transfer Policy .....	29
7.02 ACH (Automated Clearing House) Transfer Policy .....	30
8.00 Revenues Policy .....	31
9.00 Travel Policy .....	33

10.00 Month End Accounting and Reporting Policy ..... 35

11.00 Long Term Receivables and Payables, and Contracts Payable Policy ..... 37

12.00 Membership Dues Policy..... 37

13.00 Gifts and Contributions Policy ..... 37

14.00 Departmental and Fund Audits..... 37

15.00 Procurement Policy ..... 38

16.00 Key Fob Procedure ..... 38

**APPENDIX – See Appendix Table of Contents ..... 39**

# 1.00 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The County's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (statements and interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989, (when applicable) that do not conflict with or contradict GASB pronouncements. The more significant accounting policies established in GAAP and used by the County are discussed below.

In June 1999, GASB unanimously approved Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*. The significant changes in the statement include the following:

The financial statements include:

- A Management's Discussion and Analysis (MD&A) section providing an analysis of the County's overall financial position and results of operations.
- Financial statements prepared using full accrual accounting for all of the County's activities, including infrastructure (roads, bridges, etc.).
- A change in the fund financial statements to focus on the major funds.

The County has elected to implement all provisions of the statement.

## 1.01 Financial Reporting Entity

Redwood County was established February 6, 1862, and is an organized County having the powers, duties, and privileges granted counties by M.S. § 373. As required by accounting principles generally accepted in the United States of America, these financial statements present Redwood County. The County is governed by a five-member Board of Commissioners elected from districts within the County. The Board is organized with a chair and vice chair elected at the annual meeting in January of each year.

## **1.02 Basic Financial Statements**

### **Government-Wide Statements**

The government-wide financial statements (the statement of net position and the statement of activities) display information about Redwood County. These statements include the financial activities of the overall County government, except for fiduciary activities. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities, which normally are supported by taxes and intergovernmental revenue, are reported separately.

In the government-wide statement of net position, the governmental activities are presented on a consolidated basis and are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The County's net position are reported in three parts: (1) net investment in capital assets; (2) restricted net position; and (3) unrestricted net position. The County first utilizes restricted resources to finance qualifying activities.

The statement of activities demonstrates the degree to which the direct expenses of each function of the County's governmental activities are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or activity. All expenses, including depreciation, that support a specific function are directly charged and reported against that function. Any indirect expenses experienced by the County are reported within the General Government function. No attempt is made to allocate these indirect expenses to the other functions of the County.

Program revenues include: (1) fees, fines, and charges paid by the recipients of goods, services, or privileges provided by a given function or activity; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or activity. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues. The County will summarize its activities to the following functional levels: General Government, Public Safety, Highways & Streets, Sanitation, Human Services, Health, Culture & Recreation, Conservation of Natural Resources, Economic Development, and Interest.

### **Fund Financial Statements**

The fund financial statements provide information about the County's funds, including its fiduciary funds and blended component unit. Separate statements for each fund category – governmental, proprietary, and fiduciary – are presented. The emphasis of governmental and proprietary fund financial statements is on major individual governmental funds, with each

displayed as separate columns in the fund financial statements. The County reports all of its governmental funds as major funds.

The County reports the following major governmental funds:

The **General Fund** is the County's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The **Special Revenue Funds** are used to account for the proceeds of specific revenue sources that are legally restricted for specified purposes.

The **Debt Service Funds** is used to account for the accumulation of restricted resources used for, and the payment of the principal, interest and related costs of general long-term debt.

Additionally, the County reports the following fund types:

The **Internal Service Fund** accounts for health insurance premiums and payments.

The **Agency Funds** are custodial in nature and do not present results of operations or have a measurement focus. These funds account for assets that the County holds for others in an agent capacity.

### **1.03 Measurement Focus and Basis of Accounting**

The government-wide, proprietary fund and fiduciary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Redwood County considers all revenues to be *available* if they are collected within 60 days after the end of the current period. Property taxes are recognized as revenues in the year for which they are levied provided they are also available. Shared revenues are generally recognized in the period the appropriation goes into effect and the revenues are available. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met and are available. Property and other taxes, licenses, and interest are all considered to be susceptible to accrual. Expenditures are recorded when the related

fund liability is incurred, except for principal and interest on general long-term debt, compensated absences, and claims and judgments, which are recognized as expenditures to the extent that they have matured. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

When both restricted and unrestricted resources are available for use, it is the County's policy to use restricted resources first, then unrestricted resources as they are needed.

## **1.04 Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity**

### **Deposits and Investments**

The cash balances of substantially all funds are pooled and invested by the County Auditor-Treasurer for the purpose of increasing earnings through investment activities. Pooled and fund investments are reported at their fair value based on market prices at the end of the year. Pursuant to M.S. § 385.07, investment earnings on cash and pooled investments are credited to the General Fund. Other funds receive investment earnings based on other state statutes, grant agreements, contracts, and bond covenants.

Investments earnings are receipted in by the Auditor-Treasurer Accountant.

The Redwood County Board of Commissioners reviews all investment transactions monthly.

(Appendix – Policies #1 - Investment Policy for more detailed procedures)

### **Receivables and Payables**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (the current portion of inter-fund loans) or "advances to/from other funds" (the non-current portion of inter-fund loans). All other outstanding balances between funds are reported as "due to/from other funds."

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

All receivables are shown net of an allowance for uncollectibles.

Property taxes are calculated on property values assessed as of January 2<sup>nd</sup> of the prior year. The property tax statement is mailed in March with the first half payment due on May 15 and the second half payment due October 15 or November 15, depending on the classification.

Unpaid taxes at January 1 become liens on the respective property and are classified in the financial statements as delinquent taxes receivable.

### **Inventories**

All inventories are valued at cost using the first in/first out (FIFO) method. Inventories in governmental funds are recorded as expenditures when purchased rather than when consumed. Inventories in proprietary funds and at the government-wide level are recorded as expenses when consumed.

(Appendix – Narratives #9 - Inventory Narrative for detailed procedures)

### **Prepaid Items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

### **Restricted Assets**

Certain funds of the County are classified as restricted assets on the statement of net position because the restriction is either imposed by law through constitutional provisions or enabling legislation or imposed externally by creditors, grantors, contributors, or laws or regulations of other governments. Therefore, their use is limited by applicable laws and regulations.

Unrestricted resources will only be used to pay restricted liabilities after appropriate restricted resources have been depleted, or the County Board takes specific action to appropriate those unrestricted resources.

### **Capital Assets**

Capital assets, which includes buildings, machinery & equipment, land, improvements, right-of-way, work in progress, and infrastructure assets (such as roads, bridges, and similar items), are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the County as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset's lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Buildings, machinery and equipment of Redwood County are depreciated using the straight-line method

(Appendix – Narratives #3 - Capital Assets Narrative, See Page 20 - GASB 34 Policies - Capital Assets section for detailed procedures)

### **Compensated Absences**

The liability for compensated absences reported in financial statements consists of unpaid, accumulated annual vacation and sick leave balances. The liability has been calculated using the vesting method, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements. Compensated absences are accrued when incurred in the government-wide, proprietary, and fiduciary fund financial statements.

(See Page 25 - GASB 34 Policies - Compensated Absences section)

### **Long-Term Obligations**

In the government-wide financial statements, and the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities or proprietary fund type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of the debt issued is reported as another financing source. Premiums received on debt issuances are reported as other financing sources, while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

### **Pension Plan**

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net

position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA, except that PERA's fiscal year end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Plan investments are reported at fair value.

(Appendix - Narratives #16 – GASB 68 PERA/Pension Reporting Narrative)

### **Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and will not be recognized as an outflow of resources (expenditure/expense) until then. Currently, the County has one item, deferred pension outflows, that qualifies for reporting in this category. These outflows arise only under the full accrual basis of accounting and consist of pension plan contributions paid subsequent to the measurement date and also the differences between projected and actual earnings on pension plan investments and, accordingly, are reported only in the statement of net position.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. Currently, the County has two types of deferred inflows. The governmental funds report unavailable revenue from delinquent taxes receivable, and delinquent and deferred special assessments receivable, for amounts that are not considered to be available to liquidate liabilities of the current period. Unavailable revenue arises only under the modified accrual basis of accounting and, accordingly, is reported only in the governmental funds balance sheet. The unavailable revenue amount is deferred and recognized as an inflow of resources in the period that the amounts become available. The County also has deferred pension inflows. These inflows arise only under the full accrual basis of accounting and consist of differences between expected and actual pension plan economic experience and also pension plan changes in proportionate share and, accordingly, are reported only in the statement of net position.

### **Unearned/Unavailable Revenue**

Governmental funds and government-wide financial statements report unearned revenue in connection with resources that have been received, but

not yet earned. Governmental funds report unavailable revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period.

### **Fund Equity**

In the fund financial statements, governmental funds report fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose, which are reported as either non-spendable or restricted for. Fund balance that represents tentative management plans that are subject to change are ~~either~~ committed for, assigned for, or unassigned.

(See Appendix - Policies - GASB 54 Fund Balance Policy)

### **Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

## **2.00 FINANCIAL REPORTING**

### **Monthly Working Trial Balance Process**

Monthly, the Financial Accountant prints a “Treasurer’s Cash Trial Balance” from the IFS system. This form is used to ensure that the cash in each fund matches the manual treasurer’s cash balance, prepared by the Account Technician. If there are any differences, they are investigated and corrections are made.

### **Year-End Working Trial Balance Process**

During the year, new accounts are added to the IFS system. The County uses the COFARS chart of accounts. The Auditor-Treasurer checks the COFARS manual to determine the code to use and then checks the chart of accounts to make sure the number is available. The Auditor-Treasurer creates these accounts for the whole County.

After the accounts are entered, they are mapped to the proper line item in the working trial balance. The Auditor-Treasurer maps the new accounts. (A number is assigned to tell the account which line item to go to on the working trial balance.) The GASB 34 Audit List is run at the end of the year to determine that all accounts are mapped correctly.

At the end of December, the cash is closed so no changes can be made to it. Journal entries are made in the modified accrual basis for the short settlement, delinquent tax, septic system and any other items for the prior year. Accounts payable, due to other funds, due to other governments, accounts receivable, due from other funds, and due from other governments are coded directly in the disbursement or receipt in IFS. The system then automatically does a journal entry in the modified accrual basis to go to the correct year. Each of the fund accountants take care of entering the codes for these disbursements and receipts. The Auditor-Treasurer reviews each of the funds to verify the correct code was used and if it should have been coded at all.

The Auditor-Treasurer completes worksheets for cash, taxes, payroll, prepays, reserves and designations, septic loans, contracts, budgets, debt, capital assets, and OPEB to assist in completing the trial balances and the financial statements.

### **Financial Statement Process**

The Auditor-Treasurer uses the State Auditor's financial package to complete the fund trial balances using the state auditor's download for each fund. The state auditor's download is used to sort the mapping of the accounts to get the trial balance into the cash basis. The Auditor-Treasurer then uses journal entries to convert the financial statements into the modified accrual basis. Once the trial balances have been completed, they are used to create the government wide trial balances. The government wide trial balances are converted into full accrual and the financial statements are created. When all of the financial statements have been created, the Auditor-Treasurer prepares the notes to the financial statements and the Management's Discussion and Analysis (MD&A). The State Auditors are then able to audit the county's financial statements for the year. Once everything has been audited and approved, a summary report is published in the local newspaper.

## **3.00 PUBLIC PURPOSE DOCTRINE**

### **Public Funds**

According to the interpretation and understanding of state law described as the "public purpose doctrine", public funds may be spent only if the purpose is a public one for which tax money (and all funds) may be used, there is authority to make the expenditure, and the use is genuine.

There is not a precise definition of what constitutes a "public purpose". However, the courts have interpreted it to mean "such an activity as will serve as a benefit to the community as a body and, at the same time, is directly related to the functions of government."

A declaration must be signed by vendors or other claimants, and employees and elected officials for reimbursable expenses, as included on the claim forms or on the check endorsement, which states:

On claim form:

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

---

(Signature of Claimant)

Check Endorsement:

The above signed payee in endorsing this warrant-check declares that the same is received in payment of a just and correct claim against the County and that no part of it has heretofore been paid. Laws 1959, Chapter 56.

## **County Expenditures**

Commentary by State Auditor Patricia Anderson

County officers and employees often ask the State Auditor's Office whether certain expenditures are allowed by law. In order to assist you in addressing such questions, this article will present some of the basic standards to consider when you are faced with an expenditure request.

First, consider the nature of a county's authority to expend funds. As a public entity, a county must have statutory or charter authority to make an expenditure. Such authority may be either expressly enumerated in a statute or in the county's charter, or "implied as necessary in aid of those powers which have been expressly conferred." *Mangold Midwest Co. v. Village of Richfield*, 143 N.W.2d 813, 820 (Minn. 1966). This is a county's main limitation in spending money. Counties can always ask for more authority from the legislature.

Second, make sure each expenditure is for a public purpose. The public purpose requirement originates in the Minnesota Constitution, which states that "taxes.....shall be levied and collected for public purposes." The Minnesota Supreme Court has explained that "public purpose" generally means "such an activity as will serve as a benefit to the community as a body and which, at the same time, is directly related to the functions of government" *Visina v. Freeman*, 89 N.W.2d 635 (1958). It has also stated that public funds may be used by a public entity if the purpose is a public one for which tax money may be used, there is authority to make the expenditure, and the use is genuine. *Tousley v. Leach*, 180 Minn. 293, 230 N.W. 788 (1930). Generally, the main point is that a county's expenditure must ultimately benefit the county's citizens as a whole, although various citizens may benefit more or less directly.

Many of the specific questions we receive involve requests for donations by individuals, non-profit entities, charities, etc. Such donations are not permitted unless they are based on express statutory authority. The assumption is that a gift of public funds to an individual or private entity necessarily serves a private, rather than a public purpose. Attorney General opinions have stated that public entities have no authority to donate funds, even to groups like 4-H clubs, the Red Cross and the Boy Scouts. If a group

is going to perform a function that the county has authority to perform, the county should set out the arrangement in a properly executed contract.

Counties, unlike private employers, must remember that public funds cannot be given away to public employees or officials as gifts. Public funds should not be used to purchase plants, flowers, birthday cakes, etc. for officers, employees or others. Likewise, unless express authority provides otherwise, employee social functions may not be paid for with public funds. Of course employees can informally pool their own money to purchase such things for each other. The Attorney General has stated that municipal corporations may not imply authority to appropriate public revenue for celebrations, entertainments, etc., or fund a Christmas party for employees. However, counties are expressly authorized to establish and expend funds for preventive health and employee recognition services. M.S. § 15.46 (2002).

The State Auditor's Office hopes that the information in this article helps you as you make decisions regarding county expenditures. If you have questions, feel free to contact the State Auditor's Legal Division at (651) 296-2551.

## **4.00 PAYMENT OF CLAIMS AND OTHER OBLIGATIONS**

### **Purchasing**

The purchasing process for Redwood County starts in each individual department. The department will decide they have a need for an item. An order will be placed with the respective vendor. The department will receive the items ordered along with an invoice. If all of the items were received in satisfactory condition, the department head/supervisor will sign off on the invoice to approve the transaction for payment. The invoice will then be sent over to the Auditor-Treasurer's Office for payment, with the exception of Road & Bridge; Road & Bridge handles claims and invoices pertaining to its own fund. Invoices including the vendor's name and address are required. Each department will receive a budget to actual report monthly, and annually an account activity report that will show each transaction that went through the system for that year for each department.

According to County policy, the department heads are authorized to approve all claims within the budget. However, furniture and equipment purchases of more than \$5,000 must have prior approval from the Board of Commissioners. If the claims are going to be greater than \$25,000 the County must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source. If the expenses are greater than \$175,000 the County must receive sealed bids.

(Appendix - Narratives #6 - Contracts Narrative for Redwood County contract process)

## **County Disbursement Process**

Claims and original invoices are due to Accounts Payable Staff in the Auditor-Treasurer's Office by 12:00 noon the Tuesday before the board meeting with the exception of Road & Bridge; Road & Bridge handles claims and invoices pertaining to its fund. Claims for payment are entered into the IFS System with the assigned budget line item code. An audit list is presented to the Commissioners for approval. Commissioner warrants are processed semi-monthly and are approved at the board meetings. The checks are mailed 3 days after board approval per Statute 373.09.

Requests for reimbursement 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.

Auditor Warrants are processed Mondays or when needed. The County Board annually delegates to the County Auditor-Treasurer the authorization to pay the following bills: regular or periodic bills such as utility, phone and related bills which require payment by a certain date and carry with it late fees and penalties for late payment. The audit list for the auditor warrants are signed by the Auditor/Treasurer for all funds except Road & Bridge. The Road & Bridge department head signs off and has a backup in the absence of the department head. The Auditor/Treasurer presents the list of auditor warrants to the board monthly for approval for all funds.

If a warrant has not been received or is lost by the vendor, the vendor may fill out an Affidavit form or notify the Auditor's Office that the warrant was not received or has been lost. The Auditor's office uses positive pay in their Bremer checking account therefore are able to VOID the check before a new one is issued. The original warrant number is voided and a new warrant number is issued for payment.

If a warrant has inadvertently been issued to the wrong vendor for payment (e.g. L & S Construction Corp vendor #50050 instead of L & S Electric Inc vendor #50060) and the error is caught before the warrant is sent out, the warrant will be reissued using the same number and notations will be made on the Warrant Register and the Audit List.

(Appendix – Narratives #7 - Disbursement and Purchasing Narrative for more detailed procedures)  
(Appendix – Forms #35 – Affidavit of Lost or Stolen Check)

## **Accounts Payable**

Payables are only recorded at year end. Invoices paid in January and February and sometimes March are reviewed and coded with an accrual code of AP, DTF, or DTG in IFS indicating the transaction as a payable.

## **Minnesota Sales and Use Tax**

Starting January 1, 2014, counties are exempt from sales and use tax used to provide certain government services. To qualify for this exemption, purchases must meet the following requirements:

- The purchases are used to provide government services.
- The purchases are not used as inputs to services that are generally provided by a private business.
- The purchases are billed to and paid directly by the local government.

The exemption does not apply to:

- Purchases of lodging, prepared food, candy, soft drinks, and alcoholic beverages.
- Solid Waste Management Tax.
- Certain Park & cemetery-related purchases – examples:
  - Lawn maintenance services for the cemetery burial grounds are exempt.
- Certain motor vehicles.

For each eligible purchase, the county gives the vendor a fully completed Certificate of Exemption, form ST3. (Appendix – Forms #36 – ST3-Certificate of Exemption)

Most county income (fees for service) is subject to payment of Minnesota Sales Tax (1992 Law change).

The Minnesota Department of Revenue website at [www.taxes.state.mn.us](http://www.taxes.state.mn.us) has “Fact Sheets” available by subject and by number that may be helpful.

If there is a purchase with a vendor and sales tax is to be paid the tax must be itemized on the billing sent to Redwood County.

If a taxable purchase is made from an out-of-state vendor,- for example the vendor pays 5% Sales Tax in its home state -, we are required to pay the difference, which is referred to as use tax, (1.875% in this example) to the State of Minnesota.

Sales tax collected and use tax paid are deposited to a general ledger account and remitted once a month to the MN Dept of Revenue.

### **Archival Policy**

Original claims with invoices, receipts, and other attachments are kept according to the General Record Retention Schedule.

(Appendix – Schedules #1 – General Record Retention Schedule)

### **W-9 Forms Required**

A W-9 form is required to be completed by each new vendor whose payment qualifies for a 1099, where the Tax ID number or Social Security Number is required. See example

(Appendix – Forms #28 - W-9 form)

### **2004 Federal Check 21 Policy**

Some cancelled checks may be returned to the county or retained by the banks. The County keeps cancelled checks for 10 years, according to the General Record Retention Schedule. The Check 21 Policy removed the requirement that banks return cancelled checks, and are required to return only electronic images of the checks.

### **Unclaimed Warrants**

The Auditor-Treasurer initiates the process by contacting the payees for vendors for outstanding checks that have not been cashed within a minimum of 6 months from the date of issuance. The “Affidavit of Lost or Stolen Check” form is required to be completed, signed and notarized before a replacement check will be issued. If no response is received after 30-days, a second letter is sent by certified mail to the last known address. If no reply is received, information is added to the list of unclaimed property, and reported to the State according to M.S.345.41.

(Appendix - Forms #35 – Affidavit of Lost or Stolen Check)

### **Bid Bond Procedure**

Bid Bonds, or other qualified bid security, is required for all goods to be purchased, or for sale, through a bid or quotation process wherein the estimated value exceeds \$15,000.

The amount of the bid bond shall be the sum of \$5,000. Other qualified bid securities include: certified checks, bank letters of credit or cash. Money orders or bank drafts are not acceptable.

Any goods valued under \$15,000 to be sold or purchased through the bid or quotation process does not require bid security unless specified by the Redwood County Board of Commissioners.

## 5.00 GASB 34 Related Policies

The following policies are presented and adopted in response to the accounting and reporting requirements of the Governmental Accounting Standards Board (GASB) pronouncement 34 and later pronouncements. These policies provide the foundation for the collection and reporting of County financial information in accordance with these pronouncements.

“Fund Statements” refers to the individual fund year-end financial statements. These are essentially the same as previously published statements.

“Government Wide Statements” refers to the new Statement of Net Position, Statement of Activities, and the reconciliation required under GASB 34 reporting standards.

Redwood County maintains the following governmental funds:  
General (which includes Building and Public Health), Road & Bridge, Human Services, Ditch, Solid Waste, and Debt Service

Redwood County maintains the following fiduciary funds:  
State Revenue, Taxes & Penalties, and Forfeited Tax Sale

Redwood County maintains the following proprietary fund:  
Internal Service Fund for health insurance premiums and payments

### 5.01 Capital Assets Policy

All capital assets are considered General Capital Assets and are reported only in the Governmental Activities' portions of the Government Wide Statements.

Capital Assets are reported at historical cost, or if donated, fair market value at time of donation.

Depreciation expense is reported as a direct expense of the Functional Levels of the County, as identified herein, with the exception of the Courthouse building whose entire depreciation expense is reported within General Government. Infrastructure depreciation is reported as a direct expense of the responsible Function – primarily the Highway Department.

#### **Threshold**

The lower value threshold for the collection and reporting of Capital Assets for Government Wide reporting purposes will be according to the following table:

<b>Class of Assets</b>	<b>Lowest Value Threshold</b>
Land	\$ 1
All Other Classes of Assets	\$ 5,000

Items acquired of \$500 to \$4,999 are recorded and inventoried for control purposes, but are not included in financial statement reporting.

The County may record and report items of value less than the threshold where the majority of similar items are greater than the threshold and the exclusion of the few items of less value would distort the financial picture.

Example: The County owns 5 computer servers; 4 valued at over the threshold and 1 valued at under the threshold. The 5<sup>th</sup> server may be reported as well.

The acquisition of individual items of office furniture and such, which are valued below this threshold, will not be reported. However, if the County acquires an office suite of furniture that exceeds the threshold; the suite will be reported, although the individual items may or may not be inventoried for control purposes. This approach will be followed for other classes of assets as well.

Example: The County remodels the Assessor's Office, replacing all of the desks and files with matching cubicles, desks and files. The replacement was bid and installed as a unit. The unit may be reported as a single capital asset.

Department/Fund's are required to fill out either the Add Items to Inventory form, Delete Items from Inventory form, or the Transfer Items in Inventory form for any purchase's over the \$500 threshold added to their inventory, items that have been deleted from their inventory, or items that have been transferred from or into their inventory from/to another department/fund.

(Appendix – Forms #20 – Add Items to Inventory)  
 (Appendix – Forms #22 – Delete Items from Inventory)  
 (Appendix – Forms #26 – Transfer Items in Inventory)

### **Infrastructure**

The County Infrastructure includes all roads, bridges, dams, lighting systems and other public facilities that have utility to the public through the County, but which are not Capital Assets that could be routinely sold to and used by private enterprise.

Infrastructure acquired after 1979 is valued and reported at the acquisition, construction or project cost.

Roads and bridges are reported as a single value for each year for each road system. The five road “systems” used for summary and reporting will be CSAH Regular, CSAH Municipal, County Roads, Bridges and Right-of-Way.

Each year’s improvements to infrastructure will be recorded as a new infrastructure asset, with its own value and life. No change will be made to the value or depreciation of the original asset unless it is completely destroyed or replaced in the improvement process.

Ditches and drains are generally on private property and are not considered Capital Asset value to the County.

ATV trails, snowmobile trails, and other bridges and structures that are owned by the County but rest on private property are of reportable infrastructure value to the County if the County has maintenance and insurance responsibility for the structure.

#### **Easements**

Easements or right-of-ways exist when the County holds some permanent property rights to land. Recorded easements or right-of-ways for GASB 34 purposes must meet the stated threshold and are not depreciated.

Acquisition will be assumed to be at the same time that the resultant road or other asset was built.

#### **Mineral Rights**

Mineral rights value within County owned property is included in the value of the recorded land. The County owns no mineral rights on other than County owned property.

#### **Works of Art and Historical Treasures**

Works of Art and Historical Treasures are valued at historical cost or fair value at the time of acquisition. Items that are diminished by display or use will be depreciated over their useful lives. Items that are inexhaustible will not be depreciated.

#### **Categories of Asset**

Capital Assets will be reported in summary within the following list of Categories.

Further classification within these categories may be used for convenience and control purposes:

- Buildings
- Improvements, Other Than Buildings
- Infrastructure
- Land
- Machinery & Equipment
- Right-of-Way
- Work in Progress

Note: Park land will be recorded as land. Park buildings that meet the capital asset threshold will be recorded as buildings. Other park facilities may be summed together and recorded as improvements, other than buildings. Parks are not considered infrastructure.

### **Depreciation**

Depreciation will begin the first day of the month of purchase and will be calculated using the Straight Line Method.

Any depreciation expense not recognized prior to disposal of the asset will be recognized at disposal. The appropriate amount of gain is also recognized on disposal.

The County Highway Department also calculates depreciation expense for cost and reimbursement purposes. This depreciation expense for costing purposes may not be identical to the depreciation expense for GASB 34 reporting purposes.

### **Useful Lives**

The useful or depreciable lives of Capital Assets conform to this generalized table:

Land	Not depreciated.
Infrastructure	15 to 70 years, depending on the structure
Buildings	25 to 40 years, depending on the structure
Improvements	20 to 35 years, depending on the item
Furniture, equipment & vehicles	3 to 20 years
Intangible asset	3 to 7 years
Right-of-Way	Unique
Work in Progress	Not depreciated.

(Appendix – Narratives #3 - Capital Asset Narrative for more detailed procedures)  
(Appendix – Guides #1 – Minnesota Guide to Local Government Capital Assets)

## **5.02 Budget Policy**

### **Budget Adoption Process**

The County Budget is adopted annually by the County Board.

Once the Budget has been adopted by the County Board, any changes and adjustments are made to the annual Revised Budget, leaving the Adopted Budget in its original approved form.

### **Budgeted Funds**

The County prepares a budget for the General Fund and Special Revenue Funds. The County does not prepare a budget for Fiduciary Funds.

### **Budget Accounting Basis**

The Budget for the General Fund, Special Revenue Funds and other governmental funds is prepared and reported on the modified accrual basis. All budgets are prepared in conformity with generally accepted accounting principles.

### **Budget Level for Legal Control**

Budget control is designated at the department level. The use of budget dollars across line items within a department are at the discretion of the department management, as long as federal, state, or other funding source use and reporting requirements are met.

(Appendix – Narratives #2 - Budgeting Narrative for more detailed procedures)

## **5.03 Classification of Program Revenues Policy**

Program revenues are revenues that apply directly to a program from revenue sources, not including tax collections. Program revenues include charges for services applicable to the program, specific grants and contributions to the program, and earnings of endowments or investments specifically restricted to that program. Those revenues not designated by rule, statute, or policy to a program, are considered General Revenues to the County.

## **5.04 Functional Reporting Level Policy**

For Government Wide reporting of Activities, the County will summarize its Activities to the following Functional Levels:

- General Government
- Public Safety
- Highways & Streets
- Sanitation
- Human Services
- Health
- Culture & Recreation
- Conservation of Natural Resources
- Economic Development
- Interest

## **5.05 Policy to Determine the Current Portion of Compensated Absences**

### **Vacation and Sick Leave**

The liability for compensated absences reported in financial statements consists of unpaid, accumulated annual vacation and sick leave balances. The liability has been calculated using the vesting method, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included. The liability for compensated absences is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements. Compensated absences are accrued when incurred in the government-wide financial statements. The government-wide statement of net assets reports both current and noncurrent portions of compensated absences using full accrual accounting. The current portion consists of all vacation, compensatory time, and an amount based on a trend analysis of current usage of total vested sick leave. The noncurrent portion consists of the remaining amount of total vested sick leave.

## **5.06 Use of Restricted Assets Policy**

Unrestricted resources will only be used to pay restricted liabilities after appropriate restricted resources have been depleted, or the County Board takes specific action to appropriate those unrestricted resources.

## **5.07 Policy for Direct and Indirect Expenses**

All expenses, including depreciation, that support a specific function are directly charged and reported against that function.

Any indirect expenses experienced by the County are reported within the General Government function. No attempt is made to allocate these indirect expenses to the other functions of the County.

## **5.08 Policy for Identifying Special or Extraordinary Items**

Items reported as Extraordinary Items are transactions that are both unusual in nature and infrequent in occurrence and are the result of events that may be beyond the control of County management.

Special Items are either unusual in nature or infrequent in occurrence and are under the control of County management.

## **5.09 Revenue Recognition in Governmental Fund Statements**

Governmental Fund Statements, including the General Fund, are presented using modified accrual accounting. In order for a receivable to be recognized as revenue within these statements, it must be considered available. The county considers revenue available if it is collectable within 60 days of the date of the financial statement.

## **6.00 CREDIT CARD POLICY**

### **PURPOSE**

The purpose of this policy is to provide user information to those employees who have been approved by Redwood County Board of Commissioners to do business for Redwood County using a credit card issued in the County's name.

### **AUTHORITY TO ESTABLISH**

Minnesota Statute 375.171 Credit Cards

A county board may authorize the use of a credit card by any county officer or employee otherwise authorized to make a purchase on behalf of the county. If a county officer or employee makes a purchase by credit card that is not approved by the county board, the officer or employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules or county policy applicable to county purchases.

### **SCOPE**

It is the policy of Redwood County to allow the use of a credit card by departments and commissioners for certain expenses as outlined below. Department heads are responsible for all cards issued to their department and the use of those cards by their employees. Employees are personally liable for unauthorized purchases.

### **AUTHORIZATION**

- Board approval is necessary for a department head to obtain a credit card.
- One card per employee may be issued as approved.
- A card checked out by an employee is to be used by that employee only.
- A department head may, at any time and without notice to the employee, cancel credit card use authorization for any of their employees.
- The Redwood County Board of Commissioners shall review credit card use randomly. If it is determined that credit card use is not in the best interest of Redwood County, they may discontinue credit card privileges.

## CONTROLS

- The Redwood County Board of Commissioners will approve or deny each credit card request.
- A credit limit and/or a single purchase limit of \$2,500 is the maximum allowed per authorized credit card holder. Credit limits can be increased and/or decreased at the Auditor/Treasurer's discretion.
- Departments that do not have their own credit card can request to use the Auditor-Treasurer's credit card. When needed, employees need to fill out the **Credit Card Request** form and submit it to the Auditor-Treasurer's office. (Appendix – Forms #23 – Credit Card Request)  
All itemized receipts with the signature of the department head, accounting code, and reason need to be turned into the Auditor/Treasurer's office as soon as the monthly credit card activity is available.
- Department Credit Cards can be applied for using the **Department Request for Credit Card** form. When applying for a department credit card for use within his/her department, the department head will complete the Department Request for Credit Card form and return it to the County Auditor-Treasurer's office. (Appendix – Forms #24 – Department Request for Credit Card)
- Once approval is granted by the Redwood County Board of Commissioners, the A/T office will submit a request to ELAN requesting a credit card. All credit card holders will be required to sign an ELAN Cardholder Agreement form (Appendix – Forms #21)
- The A/T office will give each designated responsible individual training on the ELAN website to retrieve monthly forms and how to add financial account numbers.
- All existing purchasing policies apply to purchases made on a credit card.
- All itemized receipts must be obtained by the person using the credit card and presented to their department head for reconciliation of the billing.
- It will be the responsibility of the department head to cancel a lost card immediately and to notify the County Auditor-Treasurer's Office of the same.

## ELIGIBLE USES OF THE CREDIT CARD

1. The credit card MAY be used to:
  - Guarantee rooms for conferences and/or meeting attendance.
  - Purchase lodging and overnight meal expenses while attending authorized meetings or training sessions.
  - Purchase supplies and/or materials when purchase of the items by credit card is more time and cost efficient than if purchased by a county warrant.

- Purchase gasoline or roadside assistance (flat tire, towing services) only when using a county vehicle.

### **INELIGIBLE USES OF THE CREDIT CARD**

1. The credit card MAY NOT be used for:
  - Personal purchases. **Absolutely no personal use** of the card is allowed.
  - Meal expenses without overnight stays.
  - Gratuities and excess daily meal allowance.
  - Gasoline or roadside assistance for any personal vehicle.
  - Cash advances.
  - Alcoholic beverages.
2. Any unallowable expenses charged on a card will be the responsibility of the employee making the purchase and the department head. It is the department head's responsibility to ensure that only reimbursable expenses are charged on a card.

### **MONTHLY RECONCILIATION**

- All departments issued a credit card must submit a monthly Cardholder Activity Sheet listing accounting codes, reason for purchase, and signed by authorized individual
  - (document can be found on the credit card holders ELAN website under "Transaction Management". Click on transaction list, then print account activity).along with the itemized receipts on the 23<sup>rd</sup> of each month or the Monday following a weekend. If a department head is not in the office to submit the forms on the 23<sup>rd</sup>, then forms need to be submitted ASAP upon return to the office.



Redwood County Administrative Policy  
Adopted: March 20, 2007  
Revised: October 1, 2014  
Board Approved: October 7, 2014

## **7.00 ELECTRONIC FUNDS AND ACH TRANSFER POLICY**

### **7.01 ELECTRONIC FUNDS TRANSFER POLICY**

#### **STATUTORY AUTHORITY**

Minnesota Statute 385.071 states "...the county board shall establish policies and procedures for investment and expenditure transactions via electronic funds transfer."

#### **PURPOSE**

To ensure the safety of county funds through controlling the electronic flow of these funds.

#### **POLICIES AND PROCEDURES**

1. The Redwood County Board of Commissioners delegates the authority to make electronic fund transfers to the Redwood County Auditor-Treasurer. The Redwood County Board of Commissioners further extends that authority 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. If a change in personnel takes place in either office, it is the responsibility of the County Auditor-Treasurer or Administrator to make password changes with each electronic transfer subdivision. This policy is to include any agency not currently being accessed by security code. In the event there is a vacancy in the County Auditor-Treasurer position the County Board of Commissioners shall delegate authority to the County Administrator to change all security codes used for the sole purpose of making electronic funds transfers; and likewise in the event of a vacancy in the County Administrator position, the County Auditor shall change all security codes.
2. The initiator shall document all electronic funds transfers on a warrant form with an EFT number being assigned to that document. The form shall be initialed and dated by the person who is performing the transfer of funds, with the department head signature on the back and entered on the manual warrant list. The completed form shall be filed with the manual warrants for that particular month for which funds were electronically transferred to pay any board approved expenditure, bond payment, investment purchase or employee payroll withholding deductions. This form

shall also be used in lieu of a check or warrant to support said transactions.

3. Annually, the Auditor-Treasurer will e-mail and mail a certified hard copy of the Board Resolution delegating the authority to make electronic funds transfer to the disbursing bank(s).

## **7.02 ACH (AUTOMATED CLEARING HOUSE) TRANSFER POLICY**

### **STATUTORY AUTHORITY**

Minnesota Statute 471.381 subd. 2. states "... a county may accept payment by all forms of electronic or wire funds transfer. Subject to any other law to the contrary, the county may add to the amount due a service charge for the acceptance of a payment method authorized in this subdivision. The county shall adopt policies and procedures regarding the payments."

### **ACH Definition**

ACH Processing (ACH - Automated Clearing House) is processing that occurs between a nationwide network of financial institutions that send electronic messages, via telecommunications lines instead of paper (checks), to transfer money between two parties. The most common ACH transactions are direct deposit, pre-authorized debits, cash concentration, and corporate to corporate payments.

### **PURPOSE**

To authorize the County Auditor/Treasurer to accept payments for property tax, revolving loan repayments made by the RCEDA and other types of payments through Automated Clearing House (known as ACH).

### **POLICIES AND PROCEDURES**

- The ACH program is administered and maintained by the office of the County Auditor/Treasurer.
- Any individual may request to make payment by ACH.
- The proper forms are required to be filed with the office of the County Auditor/Treasurer.

(Appendix – Forms #29 – Authorization for Direct Payment of Property Tax)

(Appendix - Forms #30 – Authorization for Direct Payment)

- The forms require banking information, payment type detail, and voided check or deposit ticket provided by the payee. The form must be signed. All applications for the program are required at least 4 weeks prior to a scheduled debit.
- The office of the County Auditor/Treasurer prepares a file for the banking institution which is the receiving bank, prior to the payment date. This file includes names, bank account and routing numbers and amounts to be debited. The file is sent to the bank via the bank's website.
- The office of the County Auditor/Treasurer verifies all incoming ACH payments, processes payments and issues appropriate receipts.
- Enrollees will remain in the program until a written request to withdraw is received by the office of the County Auditor/Treasurer, or until they are required to terminate due to a violation of the program. The office of the County Auditor/Treasurer will give written notification to individuals of their inability to remain in the program.

## 8.00 REVENUES

According to M.S. §385.05 Receipt and Payment of Money, "The County Auditor-Treasurer shall receive all moneys directed by law to be paid to the treasurer and pay them out only on the order of the proper authority."

Actual income should be credited to budgeted revenue line items. Accounts and budget line items are setup according to COFARS (State Auditor "County Financial Accounting and Reporting Standards") requirements and GASB34 Reporting. See the COFARS manual for a more detailed explanation.

**Reimbursements for some current year expenses should be credited to an expenditure line item in a budget. If the reimbursement is received in a new fiscal year, it may have to be credited to an income line item instead.** There may be exceptions according to State rules and regulations.

(Appendix – Narratives #5 - Cash Receipts and Receivables Narrative for general receipting and recording procedures)

### **Classification of Program Revenues**

Program revenues are revenues that apply directly to a program from revenue sources, not including tax collections. Program revenues include charges for services applicable to the program, specific grants and contributions to the program, and earnings of endowments or investments specifically restricted to that program. Those revenues not designated by rule, statute, or policy to a program, are considered General Revenues to the County.

## **Revenue Recognition in Governmental Fund Statements**

Governmental Fund Statements, including the General Fund, are presented using modified accrual accounting. In order for a receivable to be recognized as revenue within these statements, it must be considered available. The County considers revenue available if it is collectable within 60 days of the date of the financial statement.

## **Accounts Receivable**

Billing customers for services provided is performed by several county departments. Second notices or reminders are sent if payments are not received within a reasonable period.

During January and February of the new year, any payments received for those outstanding invoices must be marked as Accounts Receivable.

Receivables are set up for year-end accrual entries. Departments that typically have receivables are Road & Bridge, Sheriff, and Auditor-Treasurer (miscellaneous revenue). Receivables are set up just like regular cash receipts, but with an added step.

Receipts received in January and February for the prior year are coded in IFS with an accrual code of AR, DFF, or DFG in IFS indicating the transaction as a receivable. If the amount is received after the 60 days, the amount is considered deferred revenue unavailable.

(Appendix – Narratives #5 - Cash Receipts and Receivables Narrative for more detailed procedures)

## **Grants Accounting**

All grant applications must be approved by the County Board. Accounts are setup using COFARS for the correct Local, State or Federal grant category for income and expenses. The necessary information needed for financial reporting is included.

## **NSF Checks**

The banks automatically return NSF checks to the County after they have been presented for payment. If a receipt can be cancelled (such as for property tax payment), it is. If the check was taken in at another department, the department is notified and is responsible for contacting the customer or client directly to make the check good. If the department determines the check to be uncollectible, it is turned over to the Auditor-Treasurer's Office where procedure's set by the Sheriff's Department are followed for collecting dishonored checks.

## 9.00 TRAVEL POLICY

### TRAVEL EXPENSE REIMBURSEMENT

The County Board shall have the authority to set policies relating to job-related expenses that employees may incur as part of their normal job functions. These expenses may include but are not limited to: mileage, meals, out-of-state travel (including air travel), registration fees, and other expense incurred in performing the duties of the office or committee assignment. The Board also has the authority to establish per diem, reimbursable expense payments and other procedural matters for appointive boards and commissions allowed by State and Federal law, or regulations having the force and effect of law as long as they remain consistent with prevailing statute and regulation. Each year the board approves the amounts for these reimbursements (see the latest adopted policy).

(Appendix – Policies - #04 – Redwood County Reimbursement Policies)

A Redwood County Meal Reimbursement Policy Worksheet and paid itemized receipts for the amounts claimed will be required to accompany your submitted Claim form.

(Appendix – Forms - #27 – Redwood County Meal Reimbursement Policy Worksheet)

- a. When employees are required to use their personally owned vehicle on County business, the IRS mileage allowance shall be paid (set yearly). (Please bear in mind that if you claim and receive this reimbursement, you may not claim it as an itemized deduction on your Federal tax return.)
  - Mileage shall be measured from the office to place of activity and return. If an employee leaves from his/her home for a work-related activity, mileage shall be measured from either the employee's home or office to the place of activity and return, whichever is less. For employees who live outside the County, mileage reimbursement shall begin at the County boundaries or from the office to work-related activity, whichever is less.
  - The IRS has issued regulations on record keeping and fringe benefits taxation requirements affecting the use of County vehicles. The County prohibits the personal use of certain County vehicles for other than necessary commuting purposes. Any commuting use shall be valued and added to the employee's income.
- b. Meals will be reimbursed on itemized receipts submitted with a Redwood County Meal Reimbursement Policy Worksheet. Reimbursement **will not** include tips or wine or other alcoholic beverages.

(Appendix – Forms - #27 - Redwood County Meal Reimbursement Policy Worksheet)
- c. 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.

- d. Registration fees such as conference or workshop registrations must be approved by your Department Head in advance and will be reimbursed upon submission of an itemized receipt for payment and verification of attendance.
- e. Out-of-State Travel requests (including air travel) submitted on an Out-of-State Travel Request form will be reviewed and approved by the County Board on a case-by-case basis.  
(Appendix – Forms - #25 – Out-of-State Travel Request)
- f. Other expenses such as parking fees may be reimbursed upon submission of paid itemized receipt.
- g. County credit cards are the sole property of Redwood County and may be used only for business related purposes. When using such a card, you must retain all itemized receipts from any transactions and turn in those itemized receipts to your Department Head following your trip. Any transaction must have written approval from your Department Head. Credit cards must be immediately returned upon trip completion.

### **Redwood County Meal Reimbursement Policy Worksheet**

Original receipts must be submitted with the Redwood County Meal Policy Reimbursement Worksheet.

(Appendix – Forms - #27 – Redwood County Meal Policy Reimbursement Worksheet)

## 10.00 MONTH END ACCOUNTING AND REPORTING

After all receipts and checks have been processed, and journal entries and approved transfers of funds are entered in the IFS System, the Treasurer's Cash Trial Balance is prepared and Funds are balanced with the Highway Accountant, and for all other Governmental Departments and Funds. Monthly department budget reports are then printed and forwarded to Department Heads and various Staff as requested. This work is completed no later than the tenth day of each month.

Redwood County has adopted Integrated Financial System (IFS) as our general ledger package. The following numbering sequence is based on the State Auditor's recommendations that are listed in the COFARS manual.

### **Ranges by Department:**

001 – 199	General Government
200 – 299	Public Safety
300 – 389	Road & Bridge
390 – 398	Sanitation
399 – 437	Human Services
438 – 499	Public Health
500 – 599	Culture, Parks & Recreation
600 – 699	Conservation of Natural Resources
700 – 799	Economic Development
800 – 899	Other Non-Departmental
900 – 999	Other Financing Sources & Uses

### **Ranges by Program:**

001 – 999	Programs
-----------	----------

### **Ranges by Activity:**

0001 – 9999	Services
-------------	----------

### **Ranges by Object – Revenue:**

5000 – 5099	Property Taxes & Penalties
5100 – 5199	Licenses & Permits
5200 – 5299	State Shared Revenues
5300 – 5399	State Grants
5400 – 5499	Federal Grants
5500 – 5599	Fees and Services
5600	Fines & Forfeitures

5700 – 5749	Investment Earnings
-------------	---------------------

5750 – 5799 Gifts & Contributions  
5800 – 5899 Other Revenue  
5900 – 5999 Other Financing Sources

**Ranges by Object – Expenditure:**

6001 – 6099 Public Aid Assistance  
6100 – 6199 Personal Services  
6200 Services & Charges  
6201 – 6239 Communication & Transportation  
6240 – 6249 Publicity, Subscriptions & Dues  
6250 – 6259 Utilities Services  
6260 – 6299 Professional Services  
6300 – 6329 Repair & Maintenance Services  
6330 – 6339 Travel  
6340 – 6349 Rentals & Service Agreements  
6350 – 6399 Other Charges  
6400 – 6499 Materials and Supplies  
6500 – 6559 Road & Bridge Supplies & Materials  
6560 – 6599 Repair & Maintenance Supplies  
6600 – 6699 Capital Outlay  
6700 – 6799 Debt Service  
6800 – 6899 Other Expenditures  
6900 – 6999 Other Financing Uses

## **11.00 LONG TERM RECEIVABLES AND PAYABLES, AND CONTRACTS PAYABLE**

Long term receivables and payables must be reported for programs and projects authorized. "Long Term" means more than one year. These include repayment of loans on the "Receivable" side, to report as assets; and leases and some contracts on the "Payable" side, to report as liabilities.

Other information such as the cash activity expected within the next budget year must be reported separately as "Current". The balances remaining after that are reported as "Non Current".

## **12.00 MEMBERSHIP DUES**

The County Board may appropriate funds for certain memberships as explained in M.S. §471.96.

## **13.00 GIFTS AND CONTRIBUTIONS**

The County Board must approve acceptance of gifts and contributions according to M.S. §375.26, §465.03, §375.19.

## **14.00 DEPARTMENTAL AND FUND AUDITS**

On 12/29/09, the Board directed Knobloch and Price to perform random audits of cash transactions of all departments for internal control compliance.

Approved by the County Board.

Date \_\_\_\_\_

Signed \_\_\_\_\_

## **15.0 PROCUREMENT POLICY**

### **PURPOSE**

The purpose of this policy is to provide County departments, citizens and vendors with purchasing and contracting services of the highest professional standards. This policy will also guide County employees in the purchase of items at the best price and quality, promote and maintain a good working relationship with suppliers, and emphasize cooperation between and among departments in identifying and implementing standardized organizational programs to save time and money.

(Appendix – Policies #2 – Procurement Policy for more detailed procedures)

## **16.0 KEY FOB**

### **PURPOSE**

The purpose of this policy is to provide guidance and explain the management of the key fob procedures.

(Appendix – Narrative #22 – Key Fob Narrative for further details.)

# APPENDIX

## Narratives

Assessor .....	1
Budgeting .....	2
Capital Assets .....	3
Cash & Investment.....	4
Cash Receipts and Receivables .....	5
Contracts.....	6
Disbursements and Purchasing .....	7
Environmental .....	8
Inventory .....	9
License Center .....	10
Payroll .....	11
Recorder .....	12
Sheriff.....	13
Tax .....	14
Park .....	15
GASB 68 PERA/Pension.....	16
GASB 75 OPEB .....	17
Journal Entry .....	18
Self Insurance .....	19
Debt .....	20
Fund Balance .....	21
Key Fob Procedure .....	22

## Forms

Add Items to Inventory .....	20
Affidavit of Lost or Stolen Check .....	35
Authorization for Direct Payment of Property Tax .....	29
Authorization for Direct Payment .....	30

E'lan Cardholder Agreement .....	21
Credit Card Request .....	23
Delete Items from Inventory .....	22
Department Request for Credit Card.....	24
Out-of-State Travel Request Worksheet .....	25
Redwood County Meal Reimbursement Policy Worksheet .....	27
ST3 – Certificate of Exemption.....	36
Transfer Items in Inventory.....	26
W-9 .....	28
Vendor Request Form .....	31

#### Guides

Minnesota Guide to Local Government Capital Assets .....	1
<a href="http://www.osa.state.mn.us">www.osa.state.mn.us</a>	

#### Policies'

Investment Policy .....	1
Procurement Policy .....	2
GASB 54 Fund Balance Policy.....	3
Redwood County Reimbursement Policies .....	4

#### Schedules

General Record Retention Schedule.....	1
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**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	12-28-2021	<b>Originating Dept.:</b>	Technology Dept.
<b>Preferred 2<sup>nd</sup> Date:</b>	12-28-2021		
<b>Discussion Item:</b>		<b>Presenter:</b>	Paul Parsons
VM Host Purchase		<b>estimated time needed:</b>	5 Minutes
<b>Board Action:</b> <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

**If Action, Board Motion Requested:**

Board of Commissioners, please review and provide direction for the purchase of a new VM Host for the Sheriff's Department servers. The current Records Management server for LEC is over 8 years old, and are in a need for more storage space for future use (new servers, disaster recovery, etc. ). Purchase price for new server is \$22,436.07 and to include two new Buffalo storage devices at \$2,331.16 each. Grand total to be \$27,098.39.

**Background Information:**

I have reached out to other vendors on a very similar quote for one of our Agencies we support and Morris Electronics has provided the better quote, in addition, we work with Morris Electronics on a monthly basis and have trusted their work for years.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

[Empty box for Administrator Comments]

Reviewed by Administrator:  Yes  No

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



511 Atlantic Ave., Morris, MN 320-589-1781

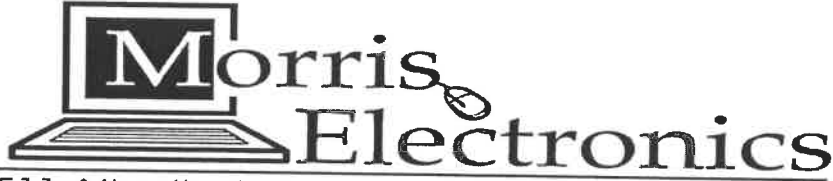
To: Paul Parson  
 Redwood County  
 Phone: 507-637-1134  
 Fax: 507-637-4017

Date  
 12/8/2021

From: Morris Electronics Inc  
 Shawn Larsen  
 Phone: 320-589-1781  
 Cell: 320-287-0922  
 Fax: 320-589-3595  
 E-mail: [shawn.larsen@morriselectronics.net](mailto:shawn.larsen@morriselectronics.net)

SERVER HARDWARE - SOLID STATE DRIVES:

Qty	Part #	Description	per unit \$	extended \$
1	13771559	HPE ProLiant DL380 Gen10 SMB Networking Choice - Server - rack-mountable - 2U - 2-way - 1 x Xeon Gold 5220 / 2.2 GHz - RAM 32 GB - SATA/SAS - hot-swap 2.5" bay(s) - no HDD - GigE, 10 GigE, 25 Gigabit LAN - monitor: none	\$ 6,706.78	\$ 6,706.78
1	13629848	Intel Xeon Gold 5220 - 2.2 GHz - 18-core - 36 threads - 24.75 MB cache	\$ 2,631.89	\$ 2,631.89
7	13635703	HPE SmartMemory - DDR4 - module - 32 GB - DIMM 288-pin - 2933 MHz / PC4-23400 - CL21 - 1.2 V - registered - ECC	\$ 614.74	\$ 4,303.18
9	14157487	HPE Very Read Optimized - Solid state drive - 1.92 TB - hot-swap - 2.5" SFF - SATA 6Gb/s - with HPE Smart Carrier	\$ 839.09	\$ 7,551.81
1	12735873	HPE - Power supply - hot-plug (plug-in module) - Flex Slot - 80 PLUS Platinum - AC 100-240 V - 800 Watt - 908 VA	\$ 208.80	\$ 208.80
1	80008463	HW Assmby RAID Firmware Update, Burn-In	\$ 176.47	\$ 176.47
1	12735549	HPE - Storage SAS bus extender - SAS 12Gb/s - 1.2 GBps	\$ 603.09	\$ 603.09
1	12735595	HPE Box1/2 Cage/Backplane Kit - Storage drive cage - 2.5" - SATA / SAS	\$ 254.05	\$ 254.05
			Sub Total	\$ 22,436.07
			Sales Tax	EXEMPT
			<b>Total</b>	<b>\$ 22,436.07</b>



511 Atlantic Ave., Morris, MN 320-589-1781

To: Paul Parson  
 Redwood County  
 Phone: 507-637-1134  
 Fax: 507-637-4017

Date  
 12/8/2021

From: Morris Electronics Inc  
 Shawn Larsen  
 Phone: 320-589-1781  
 Cell: 320-287-0922  
 Fax: 320-589-3595  
 E-mail: [shawn.larsen@morriselectronics.net](mailto:shawn.larsen@morriselectronics.net)

**NAS UNIT:**

Qty	Part #	Description	per unit \$	extended \$
1	13179121	BUFFALO TeraStation 5410RN - NAS server - 4 bays - 32 TB - rack-mountable - SATA 6Gb/s - HDD 8 TB x 4 - RAID 0, 1, 5, 6, 10 - RAM 4 GB - 10 Gigabit Ethernet - iSCSI - 1U	\$ 2,331.16	\$ 2,331.16
			Sub Total	\$ 2,331.16
			Sales Tax	EXEMPT
			<b>TOTAL</b>	<b>\$ 2,331.16</b>



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	12-28-2021	<b>Originating Dept.:</b>	Technology Dept.
<b>Preferred 2<sup>nd</sup> Date:</b>	12-28-2021		
<b>Discussion Item:</b>		<b>Presenter:</b>	Paul Parsons
Morris Electronics Inc Support Contract		<b>estimated time needed:</b>	5-8 minutes
<b>Board Action:</b> <input checked="" type="checkbox"/> Yes, action required		<input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Board of Commissioners, please review and provide direction to sign contract with Morris Electronics Inc (Shawn Larsen) for Monthly on-site visits, and Tech support for larger projects. This has been an annual agreement for years.

**Background Information:**

for years Shawn and/or one of his staff will come on-site and will assist with County IT to perform larger projects. This has been real nice since Shawn and his crew have direct communications with other Counties and the State IT.

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 \*\***



**2022 Network Support Contract**

**This agreement is made effective as of January 1, 2022 through December 31, 2022 by and between Redwood County, Redwood Falls MN 56283 and Morris Electronics, Morris MN 56267.**

In this agreement, the party who is contracting to receive services shall be referred to as "the County" and the party who will be providing the services shall be referred to as "Morris Electronics".

Morris Electronics has a background in design, installation, and on-going support of network systems and is willing to provide services to the County based on this background. The County will include all departmental units, but the contract will be held with Redwood County.

The County desires to have services provided by Morris Electronics.

Therefore, the parties agree as follows:

**1. Description of services.**

Morris Electronics, will assist in maintaining Redwood County's computer networks.

Connectivity to other networks is also provided under this contract. Below is a list but not limited to types of possible services:

- Address server and workstation issues
- Maintain and monitor antivirus software
- Assist with iSeries access
- Maintain E-mail software
- Work with structured cabling issues
- Assist with developing a strategic technology plan
- Troubleshoot areas around technology
- Maintain and provide a network schematic

**2. Payment.**

The County will pay \$14,400.00 to Morris Electronics for the services described above upon board approval. Morris Electronics will provide the equivalent of one (1) on-site visit per month. The amount above includes mileage charges.

### **3. Expense reimbursement.**

Morris Electronics shall be entitled to reimbursement from the County for meals and lodging expenses, only if overnights are needed and are not to exceed the amount set in the County Personnel Policy.

### **4. Term/termination.**

This agreement shall terminate automatically on December 31, 2022 and that no notice to either party is required.

### **5. Relationship to Parties.**

It is understood by the parties that Morris Electronics is an independent contractor with respect to the County, and not an employee of the County. The County will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of Morris Electronics.

The Contractor should provide proof of their worker's compensation insurance coverage as required by the Minnesota Statute 176.181 Subd.2. This information will include the name of the insurance company, policy number and dates of coverage.

### **6. Injuries.**

Morris Electronics acknowledges Morris Electronics obligation to obtain appropriate insurance coverage for the benefit of Morris Electronics (and Morris Electronics employees, if any). Morris Electronics waives any rights to recovery from the County for any injuries that Morris Electronics (and/or Morris Electronics employees) may sustain while performing services under this agreement and that are a result of the negligence of Morris Electronics or Morris Electronics employees. The Contractor further agrees, in order to protect itself as well as the Department and the County under the indemnity contract provision set forth below, it will at all times during the term of the Contract have and keep in force a general liability insurance policy in the amount of Three Hundred Thousand Dollars (\$300,000) for both bodily injury or property damage to any one person and One Million Dollars (\$1,000,000) for total injuries or damages arising from one occurrence. See Minnesota Statute section 3.736, subdivision 4(c). The County will be named as additional insured and shall be sent a current certificate of insurance on an annual basis. The Contractor must also maintain worker's compensation insurance per Minnesota statutory requirements. If applicable, the Contractor must also maintain professional liability insurance with a minimum aggregate amount of \$1,000,000.

### **7. Indemnification.**

Morris Electronics agrees to indemnify and hold the County harmless from all claims, losses, expenses, fees, including attorney fees, cost, and all judgments that may be asserted against the County that result from the acts or omissions of Morris Electronics, Morris Electronics employees, if any, and Morris Electronics agents.

### **8. Entire Agreement.**

This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreements whether oral or written. This agreement supersedes any prior written or oral agreements between parties.

## **9. Amendment.**

This agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

## **10. Severability.**

If any provision of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provisions it would be valid or enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

## **11. Waiver of Contractual Right.**

The failure of either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of the party's right to subsequently enforce and compel strict compliance with every provision of this agreement.

## **12. Applicable Law.**

This agreement shall be governed by the laws of the State of Minnesota.

## **13. Records And Information.**

Ownership of Documents, Intellectual Property Rights and Confidentiality. All documents, reports, recommendations, and other work prepared or furnished by Morris Electronics pursuant to this Agreement are work products of the County and shall be the property of the County. Morris Electronics represents and certifies that the works and documents created and paid for under this Agreement do not and will not infringe upon any intellectual property rights of other persons or entities. Morris Electronics shall furnish the County with all products upon completion of the work, and at any other time as requested by the County. Morris Electronics may retain copies of all such work products and related documents, but Morris Electronics may not use the work products and related documents for any purpose not related to the Description of Services without the County's consent. No reports, documents, or other information that are generated under this Agreement shall be released by Morris Electronics except as required to be released by the Minnesota Data Practices Act or with the approval of the Authorized Representative.

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

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

**14. Audit**

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

IN WITNESS WHEREOF, Redwood County and the Contractor have executed this contract as of the day and year first written above:

COUNTY OF REDWOOD  
STATE OF MINNESOTA

Morris Electronics  
BY: \_\_\_\_\_

REDWOOD COUNTY  
BOARD OF COMMISSIONERS

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
Chairperson of the County Board  
DATED: \_\_\_\_\_

ATTESTED TO:

BY \_\_\_\_\_  
County Administrator  
DATED: \_\_\_\_\_

APPROVED TO LEGALITY AND FORM:

BY: \_\_\_\_\_  
DATED: \_\_\_\_\_



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	12/28/2021	<b>Originating Dept.:</b>	Assessor
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>	Presenter: John Thompson		
Runnings Law Suit update	<b>estimated time needed:</b>	5 Minutes	
<b>Board Action:</b>	<input type="checkbox"/> Yes, action required	<input checked="" type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Present the board with information about the Runnings Law suit.

**Background Information:**

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

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



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	12/28/2021	<b>Originating Dept.:</b>	County Attorney
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>		<b>Presenter:</b>	Jenna
Appeals Contract		<b>estimated time needed:</b>	5 minutes
<b>Board Action:</b>			
<input checked="" type="checkbox"/> Yes, action required		<input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Requesting approval of appeals contract

**Background Information:**

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

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

## Legal Services Agreement

THIS LEGAL SERVICES AGREEMENT is made and entered into by and between Redwood County, a political subdivision of the state of Minnesota (County), through its County Attorney (County Attorney), 250 S. Jefferson Street, P.O. Box 130, Redwood Falls, MN 56187, and the law firm of Smith & Johnson (Contractor), 2651 Broadway Avenue, Slayton, Minnesota.

### RECITALS

WHEREAS, pursuant to Minn. Stat. §388.09, subd. 1, a county board, with concurrence of the county attorney, may enter into agreements with attorneys or firms of attorneys for the purposes of assisting the county attorney or in any other matter affecting the interest of the county without making these attorneys or members of the firms assistant county attorneys or employees of the county, and,

WHEREAS, the Contractor's office is staffed by attorneys who are experienced and able to handle appellate cases and certain other special prosecutorial duties, and

WHEREAS, the County, with the concurrence of the County Attorney, wishes to purchase services from the Contractor as set out below, and

WHEREAS, there are funds available for the purchase of these services;

NOW, THEREFORE, the County, through the County Attorney, and the Contractor agree as follows:

1) Term and Cost of the Agreement

a. Unless otherwise terminated during this period, the County agrees to make referrals and the Contractor agrees to furnish services on behalf of the County from January 1, 2022 through December 31, 2024, regardless of the date of signatures or the date of ratification by the Redwood County Board of Commissioners.

b. The Contractor shall be paid at a rate as follows:

1. \$3,875 per month in equal monthly installments throughout the calendar year of 2022.
2. \$4,000 per month in equal monthly installments throughout the calendar year of 2023.
3. \$4,125 per month in equal monthly installments throughout the calendar year of 2024.

These amounts were determined based on the Parties' mutual agreement and the anticipated volume of appellate work based on current pending appeals and past appellate caseloads in the Redwood County Attorney's office.

c. With the exceptions noted in the following section, when an appellate case is argued, the County will also reimburse the Contractor for reasonable mileage, food and lodging incurred by the attorney arguing the case at the rates approved by the County.

2) Services to be Provided

a. The Contractor will represent Redwood County in:

- 1) All criminal appeals filed in either the Minnesota Court of Appeals or Minnesota Supreme Court, whether initiated by the County or by the Defense; and
- 2) All juvenile delinquency or juvenile petty offense appeals filed in either the Minnesota Court of Appeals or Minnesota Supreme Court, whether initiated by the County or by the Defense; and
- 3) All other criminal matters and processes related to the appellate courts, including but not limited to filing and responding to extraordinary writs such as Writs of Mandamus and Writs of Prohibition; and
- 4) All petitions for post-conviction relief filed in district court; and
- 5) All civil forfeiture appeals filed in either the Minnesota Court of Appeals or Minnesota Supreme Court, whether initiated by the County or by the Defense; and
- 6) All child protection appeals filed in either the Minnesota Court of Appeals or Minnesota Supreme Court, whether initiated by the County or by the Defense; and;
- 7) All habeas corpus petitions filed by criminal defendants in federal district court and appeals therefrom to the U.S. Court of Appeals for the Eighth Circuit; and
- 8) Filing a notice of appearance and waiving the State's right to respond to petitions for writs of certiorari filed in the United States Supreme Court by criminal defendants. If the Supreme Court calls for a response to such a petition for certiorari, the drafting and filing of a response, as well as any merits briefing in the event that the Supreme Court grants certiorari, will be addressed on a case-by-case basis as agreed upon by parties.

b. The Contractor will be available to provide consultation services to attorneys from the County with regard to cases that the County believes may be subject to future appeal.

c. Unless the parties agree otherwise, the County will print, bind, file, and serve any paper briefs that need to be filed.

3) Independent Contractor Status

a. The Contractor is and shall remain an independent contractor and not an employee of the County. Nothing in this Agreement is meant to alter that in any way. Contractor acknowledges that nothing in this Agreement makes the Contractor's firm, its individual partners or its employees County employees. Neither Contractor's firm, nor its individual partners or employees shall be entitled to any of the rights, privileges or benefits of employees of the County, including but not limited to, workers' compensation, health/death benefits, or indemnification for third-party personal injury/property damage claims, with the exception that Contractor's work under this contract will be covered for purposes of professional liability insurance by the County's professional liability policy as Special Assistant Redwood County Attorney(s);

b. Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due Contractor, and that it is Contractor's sole obligation to comply with the applicable provisions of all Federal and State tax laws.

c. Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein, within the guidelines provided by the County Attorney and the ethics of the profession.

d. Contractor is responsible for hiring sufficient workers to perform the services/duties required by this contract, withholding their taxes and paying all other employment tax obligations on their behalf.

e. Contractor represents that its attorneys will retain valid attorney's licenses in the State of Minnesota for the duration of this Agreement, and that any attorney appearing for the County has been admitted to appear in the court that attorney will be attending.

f. This Agreement of itself does not confer the status of Assistant Redwood County Attorney on the Contractor. Contractor shall not refer to or represent itself or its individual partners as Assistant Redwood County Attorney(s) with regard to the cases assigned under this Agreement, but instead shall refer to its attorneys as "Special Assistant Redwood County Attorney(s)".

4) Indemnification

Each party to this Agreement shall be liable for its own acts and the results thereof to the extent authorized by law, and shall not be responsible for the acts of the other party, its officers, employees, or agents.

Liability of the County shall be governed by the provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466, and other applicable laws.

5) Data Practices

a. All data collected, created, received, maintained or disseminated for any purposes by the activities of Contractor because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

b. Contractor acknowledges that during its performance of duties under this Agreement it will receive certain data which may be classified as non-public or confidential data under the Minnesota Government Data Practices Act, specifically §13.82.

c. Contractor will take all steps necessary to protect private, non-public, or confidential data from being disseminated to third parties in violation of Minn. Stat. Ch. 13.

d. If Data Practices requests are made regarding any of the assigned cases, the Contractor will consult with the County Attorney prior to taking action.

e. Contractor will notify the County Attorney in a timely fashion if there is a breach or suspected breach in confidentiality and will cooperate to mitigate and if possible cure any damage caused by the suspected breach.

6) File Creation, Distribution, Maintenance, Return, Timekeeping, Witness Notification Responsibility, Records Availability and Retention

a. While Contractor is responsible for the handling of each case, each file transmitted to the Contractor remains a Redwood County case and therefore the documents associated with the file remain the property of the County Attorney. For data preservation purposes copies of all documents related to the file must be provided to the County so that the County can maintain the case in the Redwood County case management system. It is understood that the Contractor will also have copies of documents related to the case on its server.

b. Pursuant to Minn. Stat. § 16C.05, subd. 5, the Contractor agrees that the County, the County Attorney, the State Auditor or the duly authorized representative of any of those entities may at any time during normal business hours and as often reasonably deemed necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement.

c. Contractor agrees to maintain those records for a period of six years from the date of termination of this Agreement.

7) Merger and Modification

a. It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

b. Any material alterations, variations, modifications or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

8) Default and Cancellation

a. If the Contractor fails to perform any of the provisions of this Agreement, or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Contractor's default is excused, the County, through the County Attorney, may immediately cancel this Agreement in its entirety by giving written notice that the Agreement is cancelled and the month of cancellation shall be the last month for which payment shall be made.

b. This Agreement may be cancelled with or without cause by either party upon 30 days written notice. Once notice has been given by either party, no further referrals shall be made. Any cases not completed at the end of the 30-day period shall be returned to the County Attorney for completion, unless other arrangements have been made.

10) Subcontracting and Assignment

Contractor shall not enter into any subcontract for performance of any services contemplated under this Agreement without the prior written approval of the County Attorney and subject to such conditions and provisions as the County Attorney may deem necessary. The Contractor shall be responsible for the performance of all subcontractors.

11) Nondiscrimination

During the performance of this Agreement, the Contractor agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

12) Renewal

Unless previously terminated, this Agreement may be renewed on a month-to-month basis by the agreement of the parties. Renewal shall be accomplished by a written letter signed by representatives of both parties indicating agreement on the terms and conditions of the renewal, executed prior to the end of the current contract period.

Signatures:

For the County:

\_\_\_\_\_  
Chair, Board of Commissioners

Dated: \_\_\_\_\_

For the Contractor:

  
\_\_\_\_\_  
Travis J. Smith

Dated: 20 December 2021

Attest:

\_\_\_\_\_  
County Administrator

Dated: \_\_\_\_\_

\_\_\_\_\_  
Dated: \_\_\_\_\_

For the County Attorney:

  
\_\_\_\_\_  
Redwood County Attorney

Dated: 12.20.2021



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	December 28, 2021	<b>Originating Dept.:</b>	Commissioner
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>		<b>Presenter:</b>	Scott Wold/Nick Brozek
Honner Township Border		<b>estimated time needed:</b>	10 min
<b>Board Action:</b>	<input type="checkbox"/> Yes, action required	<input checked="" type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

**Background Information:**

Honner Township contacted Commissioner Groebner regarding a desire to merge their township with Paxton Township. Staff will discuss steps required.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Recommend inviting Honner Township Board Chair (etal.) to attend a future Board meeting and provide the reasoning/background to the Commissioners.

Reviewed by Administrator:  Yes  No

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

## **Township Boundaries – Potential merger of Honner and Paxton Townships**

**Introduction:** The Honner Township Board of Supervisors has approached the Paxton Township Board about merging their townships. The Paxton supervisors agreed to the merger, but any change in town boundaries must be approved by the County Board. Honner and Paxton reached out to their commissioner (Groebner) to explain what the townships want to do. They will need to submit a formal petition. As of now, this matter is informational only.

### **Law: Minnesota Statutes Section 379 – County Board authority and requirements**

1. If petitioned to do so, “The County Board may alter the boundaries of towns” by dividing, combining, or forming new townships. (379.02)
2. A petition to combine, or merge, towns must be signed by at least 20 legal voters residing within the territory to be affected. (379.02)
3. Public hearing and notice: A public hearing must be held on the petition and notice of the time and place of the hearing must be posted for at least 30 days. (379.03)
4. Granting the petition:
  - a. The Board may grant the petition if “it finds it to be necessary or expedient.” (379.02)
  - b. The Board shall adopt a resolution and order and make a report of the proceedings. (379.09)
  - c. The order shall determine and set the boundaries of the township and the name. (379.04 and 379.09)
5. Assets and debts: The County Board shall apportion the assets and debts to the “new” township “as may seem to it right and proper.” (379.06)
6. The county must prepare an estimate of population and household number of the township, to be certified by the state demographer, as of the date of the resolution.

### **History:**

1. Part of Honner Township was previously combined with Paxton Township. In 1993, 31 residents of Sections 33, 34, 35, 36, and 31E of Honner Township petitioned the County Board to be combined with Paxton Township.
2. The petition stated that it was in response to “the city of North Redwood, Honner Township and city of Redwood Falls...considering consolidation or annexation proceedings.”
3. Paxton Township Board passed a resolution accepting those sections into Paxton Township.
4. The Board of Commissioners approved the petition and those sections of Honner Township became Sections 31N, 33N, 34N, 35N, and 36N of Paxton Township.

### **Duties of the County Board:**

1. Receive the petition, provide notice, and hold a public hearing.

### **Powers of the County Board:**

1. Combine Honner and Paxton Townships if “necessary or expedient.”
2. Determine and describe the boundaries and name of the new combined township.
3. Apportion the assets and debts of Honner and Paxton Townships to the new combined township.

## Office of the Revisor of Statutes

## 2021 Minnesota Statutes

[Authenticate](#)  PDF

## CHAPTER 379. ORGANIZATION, FORMATION, AND PARTITION OF TOWNS

Section	Headnote
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<a href="#">379.01</a>	ORGANIZATION.
<a href="#">379.02</a>	TOWNS, CHANGE OF BOUNDARIES AND NAMES.
<a href="#">379.03</a>	NOTICE OF HEARING.
<a href="#">379.04</a>	IF GRANTED, BOARD TO FIX BOUNDARIES; MAKE, FILE REPORT.
<a href="#">379.045</a>	FIRST TOWN MEETING; ELECTION OF OFFICERS.
<a href="#">379.05</a>	AUDITOR TO SUM UP REPORT FOR STATE, MAKE TOWN RECORD.
<a href="#">379.06</a>	APPORTIONMENT OF FUNDS; TAXES.
<a href="#">379.07</a>	TOWNS WITH SAME NAME.
<a href="#">379.08</a>	CHANGE OF NAME OF TOWN.
<a href="#">379.09</a>	ORDER OF BOARD.

**379.01 ORGANIZATION.**

Subdivision 1. **Manner; petition; name.** When a majority of the registered voters of any congressional township containing not less than 25 legal voters petition the county board to be organized as a town such board shall forthwith call an election on the question. If a majority of the vote in the township is in favor of organization, the county board shall proceed to fix and determine the boundaries of such new town and name the same and make and file with the auditor a full report of its proceedings in relation to the establishment thereof. Towns thus formed shall be named in accordance with the expressed wish of a majority of its voters. If they fail to request a name, the board shall select one.

Subd. 2. **Petition by freeholders.** When a majority of the resident freeholders of any one, two, three, four, or five congressional townships containing in the aggregate not less than 25 freeholders who are legal voters petition the county board to be organized as a town such board shall forthwith call an election on the question. If a majority of the vote in the townships is in favor of organization, the county board shall proceed to fix and determine the boundaries of such new town and name the same and make and file with the county auditor a full report of its proceedings in relation to the establishment thereof. For the purposes of this section, the word "freeholders" shall be construed to include any person who is a legal voter in any such town occupying real estate therein under the homestead or preemption laws of the United States or under contract of purchase from any person or corporation or from the state of Minnesota.

Subd. 3. **Organizational meeting.** If the result of an election held under this section is in the affirmative, the county shall arrange for the holding of the first organizational meeting not more than 30 days after the election in the township to be organized.

Subd. 4. **Conduct of election; costs.** The county auditor shall have the ballots printed for an election under this section and shall otherwise make preparation for the election including having a notice published in the official newspaper of the county once a week for two successive weeks stating the date of the election and the question to be voted on. The last publication shall be no later than ten days before the election. The cost of the election shall be borne by the county.

**History:** (787, 788) [RL s 451](#); [1905 c 143 s 1](#); [1931 c 19](#); [1987 c 147 s 3](#)

**379.02 TOWNS, CHANGE OF BOUNDARIES AND NAMES.**

The county board may alter the boundaries of towns, or partition any town among other towns within the county by attaching a part of one town to another, or by dividing one town and attaching the parts to other towns, or by forming a new town from the territory of one or more towns, or from territory not before included in a town, whenever it is made to appear necessary or expedient, by a petition for that purpose signed by not less than 20 legal voters residing within the territory to be affected. The county board may, upon notice as provided in section [379.03](#), alter the boundaries or change the name of any town within the county by attaching thereto unorganized territory abutting thereon within the county, after a petition for that purpose, signed by not less than 20 legal voters residing within the unorganized territory proposed to be attached, is approved by the town board of the town to which the territory is proposed to be attached. No town shall be so formed, having less than 36 square miles, nor have its boundaries so changed as to reduce its territory below that area, unless after such division it shall have at least 25 qualified voters therein, and real estate valued at the last preceding assessment at \$30,000 or more; and no town shall be divided or have any part detached therefrom so as to make its area less than 36 square miles, except upon the petition of at least two-thirds of the legal voters residing in one or both subdivisions or parts. The county auditor must notify the state demographer of any boundary or name changes. The county shall prepare an estimate of the population and the number of households in the attached or detached area. The estimate must be certified by the state demographer. The estimate must estimate the population as of the effective date of the county board's resolution and must be so dated.

**History:** (789) [RL s 452](#); [1955 c 3 s 1](#); [1997 c 87 s 2](#)

**379.03 NOTICE OF HEARING.**

Before acting on any petition mentioned in section [379.02](#), the county board shall cause 30 days' posted notice of the time of hearing the same to be given within the bounds of the territory proposed to be partitioned, altered, or formed into a new town. Such notice shall include a copy of the petition, and be served on the clerk of each town whose territory may be affected.

**History:** [\(790\) RL s 453](#)

**379.04 IF GRANTED, BOARD TO FIX BOUNDARIES; MAKE, FILE REPORT.**

If such application is granted, the county board shall forthwith fix and determine the boundaries of such town or towns, and make and file with the county auditor a full report of its proceedings in the matter.

**History:** [\(791\) RL s 454](#)

**379.045 FIRST TOWN MEETING; ELECTION OF OFFICERS.**

The first town meeting and election of officers in each new town shall be held as provided in sections [365.50](#) and [367.03, subdivision 1](#).

**History:** [1985 c 169 s 14](#)

**379.05 AUDITOR TO SUM UP REPORT FOR STATE, MAKE TOWN RECORD.**

Each county auditor shall within 30 days after any such town is organized transmit by mail or appropriate digital technology to the secretary of state an abstract of such report, giving the name and boundaries of such town and record in a book kept for that purpose a full description of each such town. The secretary of state shall distribute copies of the abstract to the commissioner of revenue, the state demographer, the Minnesota Geospatial Information Office, the chief administrative law judge of the state Office of Administrative Hearings, and the commissioner of transportation.

**History:** [\(792\) RL s 455; 1973 c 492 s 14; 1976 c 231 s 27; 1984 c 618 s 54; 2003 c 2 art 5 s 7; 2008 c 196 art 2 s 6; 2009 c 101 art 2 s 107; 2010 c 392 art 1 s 15](#)

**379.06 APPORTIONMENT OF FUNDS; TAXES.**

In case of the division or partition of any town, the funds in its treasury and undistributed town taxes shall be apportioned to the town or towns to which the portions thereof shall be attached, or to the new town or towns established, to the extent the same are collected from the territory so attached or established into a new town. All taxes collected after the division or partition of such town shall when collected be paid to the town in which the property upon which the taxes are collected is located; but taxes levied for the payment of outstanding bonds shall be paid to the town issuing such bonds until such time as the same are paid. When any such county board shall have heretofore or shall hereafter divide or partition any such town it shall apportion to the several parts thereof that portion of the debts of the town represented by outstanding orders or otherwise and the property thereof as may seem to it right and proper, and the apportionment when so made shall be binding upon the parts affected, but shall be subject to review by the district court.

**History:** [\(793\) RL s 456; 1909 c 123 s 1](#)

**379.07 TOWNS WITH SAME NAME.**

If the commissioner of revenue, on comparing the abstracts of the reports from the several counties, finds that two or more towns have the same name, the commissioner shall transmit to the auditor of the proper county the name to be altered, and the county board shall, at its next meeting thereafter, adopt for such town a different name. When such name is adopted the county auditor shall inform the commissioner of revenue, as before directed.

**History:** [\(794\) RL s 457; 1973 c 492 s 14; 1976 c 231 s 28; 1986 c 444](#)

**379.08 CHANGE OF NAME OF TOWN.**

The board of county commissioners of any county in this state may change the name of any town within such county upon a petition signed by a number of the legal voters of such town equal to 55 percent of the votes cast in such town at the last preceding general election and the new name suggested in such petition shall be adopted as the official name of such town. Such petition shall be filed with the county auditor and it shall be the duty of the auditor thereupon to give three weeks' published notice of the filing of such petition by publishing the same in the official newspaper of the county, and the petition shall be taken up and considered at the next meeting of the board of county commissioners held not less than 30 days after the date of publication of such notice.

**History:** [\(795\) 1907 c 88 s 1](#)

**379.09 ORDER OF BOARD.**

Petition being granted, the board shall make a formal order to that effect, which shall be filed with the county auditor and thereupon the official name of such town shall be the one so adopted. The auditor shall within 20 days after any such change of name of town transmit by mail to the commissioner of revenue an abstract of all the proceedings and orders of the county commissioners relative to such change of name.

**History:** [\(796\) 1907 c 88 s 2; 1973 c 492 s 14; 1976 c 231 s 29](#)

O'LEARY & MORITZ, CHARTERED

ATTORNEYS AT LAW

BOX 76, 102 NORTH MARSHALL

SPRINGFIELD, MINNESOTA 56087-0076

PHONE 507-723-6272 FAX 507-723-5340

J. BRIAN O'LEARY

March 5, 1993

SANBORN 648-3211

JOHN D. MORITZ

COMFREY 877-2511


Ms. Cheryl Hanson  
Coordinator, Board of Commissioners  
P.O. Box 62  
Redwood Falls, MN 56283

Re: My File 4845

Dear Ms. Hanson:

Enclosed you will find the original petition for change of boundaries brought by residents of Section 333, 34, 35 and 36, Township 113 and Section 31 of 113-34 in Honner Township. I am also enclosing a copy of the minutes of the Board of Paxton Township agreeing to accept this change in their boundaries. Pursuant to Minnesota Statute 379, we are asking that you schedule this on for a public hearing after which time you act upon the request. I am sure the county attorney has access to M.S.A. 379, but I am enclosing a copy for your reference.

Yours very truly,

  
J. Brian O'Leary

JBOL:djm  
Enc.

TO: BOARD OF COMMISSIONERS  
REDWOOD COUNTY, MINNESOTA

FROM: Residents of Sections 33,  
34, 35, 36 and 31 of Honner Township

Attached hereto is a Petition containing the names of more than 20 legal voters residing in the above listed Sections of Honner Township. The attached list of residents hereby petitions the Redwood County Commissioners to alter the boundary of Honner Township by allowing Sections 33, 34, 35 and 36, Township 113, Range 35 and Section 31, Township 113, Range 34 to be attached to and become a part of Paxton Township.

Also attached hereto is a resolution from the Township Supervisors of Paxton Township joining in the request to remove the above-listed sections from Honner Township and attach them to Paxton Township.

Pursuant to Minnesota Statutes Annotated 379.02, et seq., the petitioners request that the County Commissioners schedule a hearing to act on the proposed change in boundaries.

PETITION TO CHANGE OF BOUNDARIES

Whereas the city of North Redwood, Honner Township and city of Redwood Falls are considering consolidation or annexation proceedings the following undersigned voters of Honner Township are petitioning under Minnesota statute 379.02 to have sections numbers 33, 34, 35, 36 and 31 (Range 34) of Honner Township to be attached to Paxton Township.

- 
- |                               |                               |
|-------------------------------|-------------------------------|
| 1. <del>[Signature]</del>     | 21. Jusie Schmidt             |
| 2. Dory B Hamper              | 22. Don Schultz               |
| 3. Dennis Johnson             | 23. Julie Schultz             |
| 4. Judy Johnson               | 24. Cheryl Hammer             |
| 5. Sara F. Madson             | 25. Joyce Anderson            |
| 6. Audrey Stoner              | 26. <del>Steve S Anders</del> |
| 7. Dorothy Haus               | 27. Donald F Stewart M/F      |
| 8. Paul Haus.                 | 28. Alice R Haut M/A          |
| 9. Rowena F. Coplech          | 29. H Glenn Madson            |
| 10. <del>Fred M. Jirass</del> | 30. <del>me</del>             |
| 11. John Henderson            | 31. Brian Langdon             |
| 12. Jeffrey C. Rodd           | 32.                           |
| 13. David M. E. Rodd          | 33.                           |
| 14. William E Dahlberg        | 34.                           |
| 15. Mrs William E Dahlberg    | 35.                           |
| 16. Grit Petrick              | 36.                           |
| 17. Mark Petrick              | 37.                           |
| 18. Tommy Houle               | 38.                           |
| 19. Linda Gies                | 39.                           |
| 20. Douglas Houle             | 40.                           |

Annual Audit Meeting Feb. 16, 1993 7:30 p.m.

With Board members Heiling, Hawton, Mages and Leopold present Chairman Mark Parker called the meeting to order. The minutes from the 1992 audit meeting were approved. The books of the Treasurer and the Clerk were audited by the Board of Supervisors and found to be in order. A motion was made to approve the Clerk's and Treasurer's books for 1992 as presented. Motion carried. A motion was duly made to adjourn the Audit meeting. Motion carried.

CLERK,  
*Rod Leopold*  
Rod Leopold

Monthly Board Meeting Feb. 18, 1993 8:00 p.m.

With all Board members present, Chairman Mark Parker called the meeting to order. The minutes of the Jan. 12, 1993 Board meeting were read and approved. Randy Mages gave a Treasurer's report showing \$10,378.52 in the Checking account and \$80,000 in C.D.'s. The Treasurer's report was approved as given. The Board was informed of a bus tour to the State Capitol on March 3, 1993 at a cost of \$10 per person plus meals, which is being sponsored by the Redwood Co. Assn. of Townships. Tom Heiling will try to attend. The Board was also informed of the Redwood County Assn. of Townships Officers annual meeting to be held on March 29, 1993 at 9:30 a.m. at the Wabasso Community Center.

The Board was also reminded of the Paxton Township Annual meeting on March 9, 1993 at the Redwood Falls Fire Station at 1:30 p.m. with the polls open from 10:30 a.m. to 1:30 p.m.

The Board was also informed of the upcoming Township Officers Short Course at the Orchid Inn in Sleepy Eye on March 18, 1993.

Chairman Parker informed the Board of what is happening regarding the possibility of a part of Honner Township being annexed into Paxton Township. The general consensus of the Board was that the entire Board is in favor of accepting sections #31, 33, 34, 35 and #36 of Honner Township if this is a possibility.

The Clerk presented the financial report and suggested 1994 levy to the Board. After a brief discussion a motion was made to recommend a levy of \$19,000 for 1994 to the voters at the Annual Meeting on March 9, 1993. Motion carried.

Chairman Parker updated the Board of the upcoming Court date of March 31, 1993 at 9:30 a.m. in Redwood Falls involving the minimum main. road in section #33 and #34 and will contact Attorney Brian O'Leary on this matter.

A motion was made to pay the bill's as submitted. Motion carried.

Bill's Submitted

1280.00	Morgan Rural Fire Assn. regular and special assessment
1291.08	Mn. Assn. of Township dues= \$201.08 Redwood Co. Assn. of Townships= \$90
1175.00	Tenny Kenkhoff 23½ hrs. snowplowing
11746.08	

A motion was duly made to adjourn. Motion carried.

CLERK,  
*Rod Leopold*  
Rod Leopold

Whereas: Parts of Honner Township are going to be annexed to Redwood Falls; and

Whereas: Honner Township has plans to be dissolved in the future; and

Whereas: A sizable portion of Honner Township residences have petitioned to join Paxton Township; and

Whereas: It creates more efficiency in Township government, more tax base to cover the same fixed costs; and

Whereas: This is a logical and practical solution to let people decide where they prefer to go; and

Whereas: There is a contingent piece of Honner Township consisting of Sections 33, 34, 35, 36, and 31 (Range 34); which is the Southeastern portion; and

Whereas: Paxton Township is able to provide all the services that these residences require and have asked for; and

Whereas: The DNR owns and now controls a sizable acreage which permits public hunting, which is probably outlawed in a city limits; and

Whereas: Nova now mine kaolin and has plans for expansion which city law might prohibit.

Therefore be it resolved that Paxton Township Board request that the County Board approves the portion of Honner Township that would like to join Paxton Township.

**Subject:** RE: Contact Form | Website Contact Form  
**From:** Steve Fenske <sfenske@mntownships.org>  
**Date:** 10/21/2021, 9:36 AM  
**To:** "dkroth@newulmtel.net" <dkroth@newulmtel.net>

Hi Dennis,

I've attached the entire chapter for you. Section 379.02 describes the process to change boundaries. It says the county board may alter the boundaries of towns if they receive a petition signed by at least 20 legal voters in the area to be affected. For the sake of expediency, both towns should try to get at least 20 signatories on separate petitions.

Then the county holds a hearing with at least 30 days notice, on the petition. (379.03).

As a starting point, you should talk to the County Commissioners for your areas and the Board Chair. They may have never encountered this situation before. You will need to explain the issue and what the townships would like to happen. You will give them the statute that authorizes them to take these steps. They will probably get the county Attorney involved as well, because they will want advice of their attorney. The better setup it is in advance with the county board, the more smoothly it should go.

The two towns may want or need their own town attorneys involved in this process. I may be able to provide some help and some sample documents, but the work may be more than our officer handles. Its not necessarily complicated – there are some notices to post, and a resolution that the county board will need to issue. The County Attorney may want to prepare these, but may ask that the towns provide them.

Sincerely,

**Steve M. Fenske | General Counsel**  
Minnesota Assoc. of Townships  
805 Central Avenue East  
St. Michael, MN 55376-0267  
(800) 228-0296 – Toll Free

**From:** Information <information@mntownships.org>  
**Sent:** Wednesday, October 20, 2021 7:56 AM  
**To:** Steve Fenske <sfenske@mntownships.org>  
**Subject:** FW: Contact Form | Website Contact Form

**From:** Website Contact Form Webflow Forms <no-reply-forms@webflow.com>  
**Sent:** Tuesday, October 19, 2021 7:54 PM  
**To:** Information <information@mntownships.org>  
**Subject:** Contact Form | Website Contact Form

**Name:** Dennis Rothmeier  
**Your Township:** Redwood Falls  
**Your County:** Redwood Falls  
**Phone:** 5074300612  
**Email:** [dkroth@newulmtel.net](mailto:dkroth@newulmtel.net)

**Notes:** Steve, I talked with you a couple months ago, Our township (Honner) is considering merging with our neighboring township (Paxton) We approached them, they approved, You emailed me a Change of boundaries (379.02) info. earlier. Could you email us a procedure we should follow so everything goes smooth and legal. You can call me at 507-430-0612 with questions if needed. Best between 11 and 12 ( my noon hour)

12/4/2021. 9:55 AM

Mat = Steve Fenske

Office of the Revisor of Statutes

2020 Minnesota Statutes

Authenticate PDF

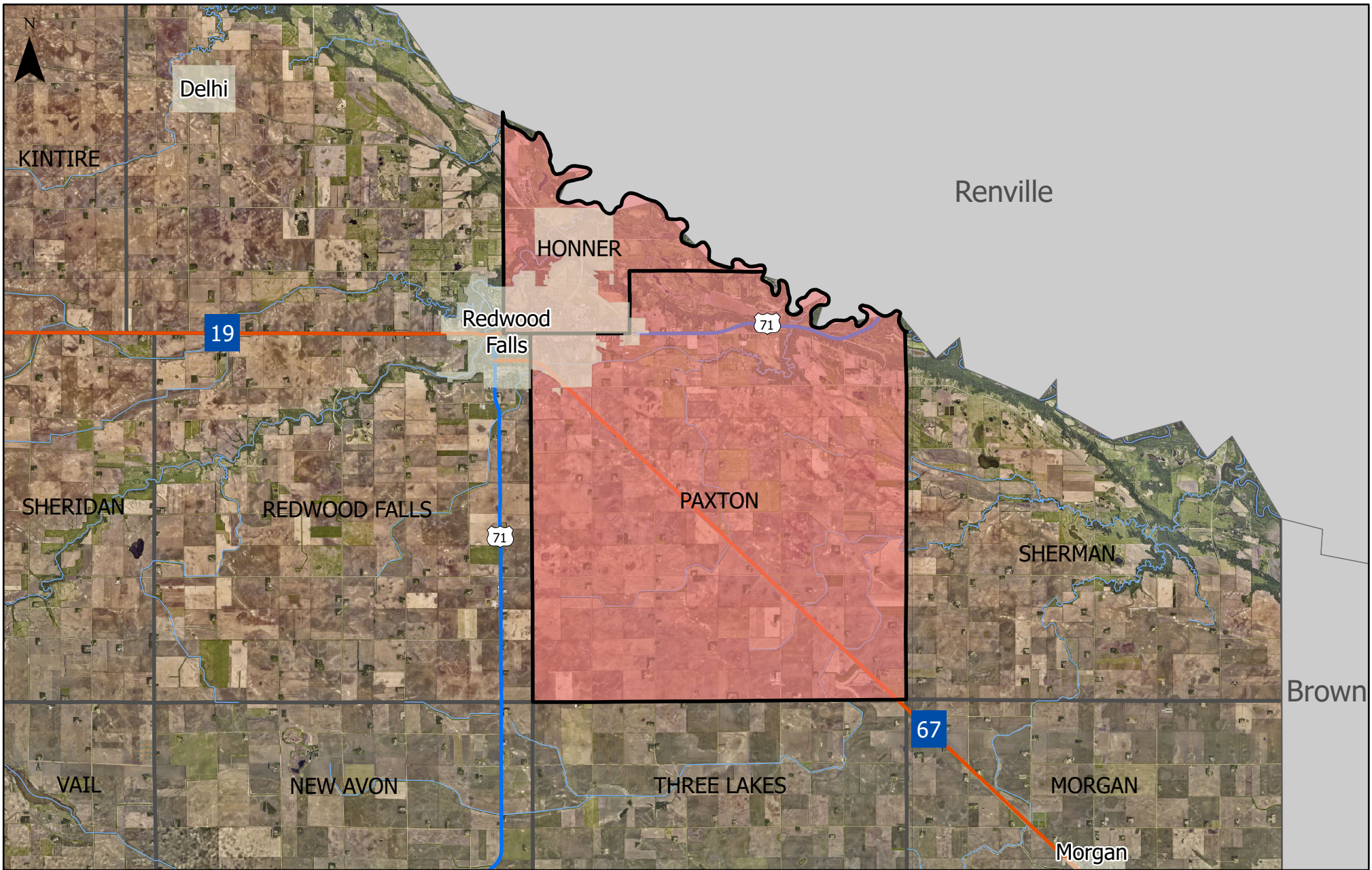
379.02 TOWNS, CHANGE OF BOUNDARIES AND NAMES.

The county board may alter the boundaries of towns, or partition any town among other towns within the county by attaching a part of one town to another, or by dividing one town and attaching the parts to other towns, or by forming a new town from the territory of one or more towns, or from territory not before included in a town, whenever it is made to appear necessary or expedient, by a petition for that purpose signed by not less than 20 legal voters residing within the territory to be affected. The county board may, upon notice as provided in section 379.03, alter the boundaries or change the name of any town within the county by attaching thereto unorganized territory abutting thereon within the county, after a petition for that purpose, signed by not less than 20 legal voters residing within the unorganized territory proposed to be attached, is approved by the town board of the town to which the territory is proposed to be attached. No town shall be so formed, having less than 36 square miles, nor have its boundaries so changed as to reduce its territory below that area, unless after such division it shall have at least 25 qualified voters therein, and real estate valued at the last preceding assessment at \$30,000 or more; and no town shall be divided or have any part detached therefrom so as to make its area less than 36 square miles, except upon the petition of at least two-thirds of the legal voters residing in one or both subdivisions or parts. The county auditor must notify the state demographer of any boundary or name changes. The county shall prepare an estimate of the population and the number of households in the attached or detached area. The estimate must be certified by the state demographer. The estimate must estimate the population as of the effective date of the county board's resolution and must be so dated.

History: (789) RLS 452; 1955 c 3 s 1; 1997 c 87 s 2

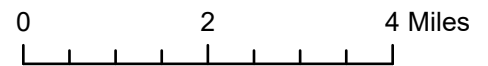
Official Publication of the State of Minnesota  
Revisor of Statutes

800-728-0296



- Honner & Paxton Townships
- Townships
- Municipalities
- Counties

## Paxton & Honner Townships



This map is for informational purposes only. Redwood County is not responsible for any inaccuracies herein contained. No responsibility is assumed for damages or other liabilities due to the accuracy, availability, use or misuse of the information herein provided.



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	December 28, 2021	<b>Originating Department:</b>	Environmental
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>	<b>Presenter:</b> Nick B.		
Solar garden size requirements	<b>estimated time needed:</b>	10 minutes	
<b>Board Action:</b>	<input type="checkbox"/> Yes, action required	<input checked="" type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Direction requested as to whether to pursue a moratorium on solar gardens in order to study the impact of solar garden construction on agricultural productivity, and determine the most efficient size of solar garden, based on acreage taken out of production.

**Background Information:**

Small solar gardens tend to take up more acreage per megawatt of energy produced, compared to larger solar gardens. Consequently, small solar gardens take more agricultural land out of production, for the energy produced, than do larger solar gardens. A quick comparison of the solar gardens in Redwood County shows that a 3-MW solar garden uses 8 acres per MW, whereas 1-MW solar gardens average around 9 acres per MW. Additional study could determine whether a minimum size requirement for solar gardens would be beneficial to preserve agricultural productivity.

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**

<b>Requested Board Date:</b>	12/28/2021	<b>Originating Dept.:</b>	EDA
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>	CDBG-CV Broadband Development Grant Options		
	<b>Presenter:</b>	Briana Mumme	
	<b>estimated time needed:</b>	10 minutes	
<b>Board Action:</b>	<input type="checkbox"/> Yes, action required <input checked="" type="checkbox"/> No, informational only		

**If Action, Board Motion Requested:**

To provide an update on recent information collected from DEED regarding the Small Cities Community Development Block Grant COVID-19 (CDBG - CV): Broadband Development Services grant awarded to Redwood County.

**Background Information:**

[Empty text box for background information]

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

[Empty text box for administrators comments]

Reviewed by Administrator:  Yes  No

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



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b> 12/28/2021	<b>Originating Dept.:</b> EDA
<b>Preferred 2<sup>nd</sup> Date:</b>	
<b>Discussion Item:</b>	<b>Presenter:</b> Briana Mumme
Long-Term Care Facility - ARP Funding Consideration	<b>estimated time needed:</b> 5 minutes
<b>Board Action:</b> <input type="checkbox"/> Yes, action required <input checked="" type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Presenting information regarding the long-term care facilities operating within Redwood County, as requested by Commissioners.

**Background Information:**

Following the December 14, 2021 County Commissioner Board Meeting, Commissioners requested to gather information regarding ownership and legal structure of long-term care facilities within Redwood County.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

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

## Long-Term Care Facilities in Redwood County

Facility Name	Address	Location	Managing Organization	Managing Organization Legal Structure	Property Ownership	Property Legal Structure
Parkview Senior Living	102 County Road 9	Belview	City of Belview - Pending a response from City	donations go to Parview Senior Living Foundation	City of Belview	??
Valley View Manor	200 10th Ave West	Lamberton	Superior Healthcare Management	LLC	200 10th Ave. East LLC	LLC
River Valley Health and Rehab (Sunwood)	200 Dekalb Street South	Redwood Falls	Monarch Healthcare Management	LLC	200 S. Dekalb Street LLC	LLC
Garnette Gardens	511 Dekalb Street South	Redwood Falls	Vista Prairie	LLC	City of RWF owns land, building owned by Vista Prairie. City has a ground lease.	
Gil-Mor Manor Nursing Home	96 3rd Street	Morgan	Morgan Memorial Foundation	Non-Profit	Morgan Memorial Foundation	Non-Profit
Serenity Suites Senior Living	1381 May Street	Wabasso			Serenity Suites Senior Living	Non-Profit
Wabasso Rehab and Wellness Center	660 Maple Street	Wabasso	Superior Healthcare Management???	LLC???	GPH Wabasso LLC	LLC
Countryside View Senior Living	810 8th Street	Walnut Grove	Minnewaska Community Health Services	Sole-Proprietorship	Walnut Grove Economic Development Authority	??



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	12/28/2021	<b>Originating Dept.:</b>	EDA
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>	Presenter: Briana Mumme		
Southwest Regional Development Commission Resolution	<b>estimated time needed:</b>	5 minutes	
<b>Board Action:</b>	<input type="checkbox"/> Yes, action required	<input checked="" type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Approve/Deny resolution from the Southwest Regional Development Commission in support of the Regional Trails Plan grant application in the amount of \$3,000.

**Background Information:**

Staff from the SRDC presented a funding request on 12/14/2021 for a grant application to develop a regional trails plan. SRDC will seek funding from the regions nine counties to participate in the overall 25% match. Board discussed, if approved, the funding would come from the EDA budget.

Supporting Documents:  Attached  None

County Attorney Reviewed Information:  Completed  In Progress  Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes  No

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

**Redwood County Board of Commissioners**

403 South Mill Street

P.O Box 130

Redwood Falls, MN 56283

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

redwoodcounty-mn.us



**Resolution in Support of the Southwest Regional Trails Plan  
and EDA Travel, Tourism, and Outdoor Recreation Program Grant Application**

WHEREAS, Redwood County, located in Southwest Minnesota, has demonstrated by its actions that it is committed to improving the economic conditions and quality of life of its people; and

WHEREAS, the Coronavirus Pandemic has adversely affected the travel, tourism, and outdoor recreation sectors of Southwest Minnesota's economy, and in addition, the inherent volatility of the agricultural markets, and limited availability of capital for investment have adversely affected our economy, and the outmigration and aging of the region's population is resulting in the decrease of available labor force; and

WHEREAS, the current economic distress requires continuous and direct attention and action to assist area residents in their pursuit of economic independence, and to assist area businesses, parks and trails, and travel/tourism destinations towards successful competition in the tourism climate of today; and

WHEREAS, the Southwest Regional Development Commission has been instrumental in the development and implementation of economic development strategies and the dissemination of information that provides assistance to industry and business in the achievement of these objectives; and

WHEREAS, the Southwest Regional Development Commission and Redwood County are committed to accelerating the recovery of the travel, tourism, and outdoor recreation economy in Southwest Minnesota; and

WHEREAS, the successful completion of a regional trails plan will expand and enhance the region's opportunities to strengthen our travel, tourism, and outdoor recreation economy, and will advance the region's equitable access to a connected trail system that can successfully compete in the outdoor recreation climate of today;

THEREFORE, BE IT RESOLVED, that Redwood County supports the efforts of the Southwest Regional Development Commission to develop and implement a Regional Trails Plan to advance recovery efforts in the tourism sector and improve equitable access to a regional trails system by applying to the U.S. Department of Commerce, Economic Development Administration under the Travel, Tourism, and Outdoor Recreation Program; and that Redwood County has committed matching funds in the amount of \$3,000, none of which are federal funds, and that these funds are committed and in place.

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

*2nd District*  
**JIM SALTER**  
865 Pine Street  
Wabasso, MN 56293  
(507) 342-2431  
Jim\_S2@co.redwood.mn.us

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

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

*5th District*  
**DAVE FORKRUD**  
P.O. Box 235  
Belview, MN 56214  
(507) 430-1907  
Dave\_F@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



**CERTIFICATION**

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by Redwood County at a duly authorized meeting thereof held on the 4<sup>th</sup> day of January, 2022 by the minutes of said meeting.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
County Administrator

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

*1st District*

**RICK WAKEFIELD**

P.O. Box 473

Walnut Grove, MN 56180

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Rick\_W@co.redwood.mn.us

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*5th District*

**DAVE FORKRUD**

P.O. Box 235

Belview, MN 56214

(507) 430-1907

Dave\_F@co.redwood.mn.us



Cottonwood | Jackson | Lincoln | Lyon | Murray | Nobles | Pipestone | Redwood | Rock

## Southwest Minnesota Regional Trails Strategic Planning Proposal

Name of Applicant: Southwest Regional Development Commission

Contact Information: Jay Trusty, Executive Director, [execdir@swrdc.org](mailto:execdir@swrdc.org), 507-836-1636

Project Title: Regional Trails Strategic Planning

**Project Goal & Outcomes:** The Southwest Regional Development Commission is applying for EDA Travel, Tourism, and Outdoor Recreation Program dollars for the development of a strategic plan to establish a regional trail network in Southwest Minnesota. The goal of this planning effort is to regionalize trail network prioritization efforts, establish a shared vision of the overall trails network in Southwest Minnesota, promote and increase outdoor recreation awareness within the region, and leverage trails group success on a regional level.

Outcomes for this project would include increasing cooperation and coordination between trails groups, establishing trail connections that are vital to developing a connected trail network in Southwest Minnesota, and enhancing competitiveness of projects in seeking funding assistance to further trail development.

**Project Description:** Through continuous conversations with stakeholders from across Southwest Minnesota, it is clear that a more robust and holistic plan for the development of trails in the region can help our trails increase local, regional, and legislative support; and increase access to funding sources. Twenty-one years ago, a regional trails plan was developed. Seven years ago, that plan was updated to include ADA accessibility definitions, a prioritized list of trail projects, and the addition of new local trails plans. These previous regional trail planning efforts, however, were a collaboration between only elected officials and state/local agencies. This proposed planning effort will be an enhanced collaboration between local trails groups, elected officials, state/local agencies, and our national, state, and regional parks. The planning effort will emphasize trail-user engagement and opportunities for local trail collaboration with communities, businesses, and local government to increase outdoor recreational use and tourism within the region.

SRDC plans to develop a regional trails plan that would combine local efforts to find trail connections and develop a holistic view of what is and what could be for trails access in our nine-county region. We view this as an opportunity to not only develop a holistic plan, but also to advance a region-wide support network. We realize that good trail planning and development needs to include a two-level approach:

1. Local: to provide grassroots support and ownership.
2. Regional: to provide a holistic view, connections, and multiple partnerships; and it must also be a well-coordinated effort to maximize utilization of all our resources.

**Project Proposal:** The Southwest Minnesota Regional Trails Planning process will take place over three main phases: 1. Research, 2. Community Outreach, and 3. Plan Development.

During the research phase, SRDC will conduct a comprehensive review of all local- and state-level trail planning documents, including the Minnesota Department of Transportation (MnDOT) District 7 Bicycle Plan (2018), MnDOT District 8 Bicycle Plan (2019), Minnesota's Statewide Bicycle System Plans, Active Living Plans in the SRDC region, Transportation Alternatives applications in the region, International Historic Highway 75 "King of Trails" Scenic Byway Corridor Work Plan (2015), Southwest Minnesota Regional Trails Plan (2001 and its 2015 update), and all other local plans from trails groups and local municipalities. This review will aid in assessing trail progress in the region and in identifying potential trail projects with support from multiple stakeholder groups. This phase will also include a primary trail-user assessment of the regional population, as well as an assessment of trails planning efforts in the regions of the states bordering Southwest Minnesota, including those in southeastern South Dakota and the regional hub of Sioux Falls, SD, and northwestern Iowa. Both regions offer opportunities for multi-state collaboration and a potential for a tri-state trails networks. After review of these plans, the findings will provide staff with the general strengths and weaknesses of the trail network in Southwest Minnesota.

The second phase will occur near the end of the review phase. During this phase, input from community members will be solicited through such means as public meetings and events, print and electronic surveys, workshops, and interviews and story collection throughout the region. These activities will allow staff to assess the overall demand for trail infrastructure, trail amenities, and levels of support from communities and the business sector.

In the last phase, regional goals and priorities will be drafted and brought to the stakeholder groups for review. Stakeholder groups will then assist SRDC in the implementation of any trails planning activities noted in the goals drafted in this phase.

**CEDS Relevancy:** A regional trails plan will support the following 2017-2021 CEDS priorities.

- Create and sustain vibrant and healthy communities that attract and retain residents.
- Increase visitor spending in the southwest region by 5% by 2021.
  - Keep Minnesota travel experiences fresh and current by creating outdoor recreation, arts, and cultural heritage experiences and amenities.
- Increase the number of regionally designated parks and trails by the Greater Minnesota Parks and Trails Commission.
- Work with state and local partners, including but not limited to SHIP, to coordinate efforts to develop and enhance regional bicycle and pedestrian systems.
- Work with state and local partners to support the expansion and maintenance of regional trails systems.

**Regional Economic Resiliency Plan Relevancy:** In addition to supporting priorities outlined in our 2027-2021 CEDS, this work also supports the following priorities from our upcoming Regional Economic Resiliency Plan (to be finalized/adopted 2022).

- Further economic development by advancing quality of life advancements in the region.
  - Increase awareness of opportunities and benefits of living in the region.
  - Promote outdoor recreational opportunities in the region.
- Build the resilience of resources that are especially vulnerable to shocks or disturbances.
- Promote best practices that support businesses and their communities by complementing the already present characteristics.

## Southwest Minnesota Regional Trails Strategic Planning Proposal

**Regional Collaboration:** In order to ensure that this plan is inclusive, comprehensive, and holistic, the planning workgroup will include representatives from the following:

- Minnesota Department of Transportation (MnDOT): Central Office, District 7, and District 8
- Trails/Parks Groups in the Region (including, but not limited to): Blue Mounds State Park, Camden Regional Trail, Camden State Park, Friends of Jackson County Trails, Friends of the Casey Jones State Trail, Friends of the Mound, Garvin Park, Hole in the Mountain, Pipestone National Monument, Shetek State Park, Split Rock Creek State Park, Touch the Sky Prairie Wildlife Refuge, and Wolf Creek Trail
- Museum/Interpretive Centers in the Region (including, but not limited to): End-O-Line Museum, Jeffers Petroglyphs, Laura Ingalls Wilder Museum & Pageant, Murray County Museum, and Wheels Across the Prairie Museum
- Statewide Health Improvement Partners (SHIP): Des Moines Valley Health & Human Services and Southwest Health & Human Services
- Greater Minnesota Regional Parks and Trails Commission
- Minnesota Parks and Trails Council
- Minnesota Department of Natural Resources (DNR)
- County Engineers
- Elected Officials
- King of Trails (Highway 75 Coalition)

Each stakeholder group will be asked to submit their latest version of any planning, construction, and/or engineering documents for inclusion in the regional trails planning efforts.

**Timeline:** The proposed Regional Trails Planning Timeline is outlined below.

Phase 1: Plan Review/Research	January 2022 – April 2022
Phase 2: Community Outreach	March 2022 – October 2022
Phase 3: Plan Development	October 2022 – January 2023
• Public Comment Period	February 2023
• Public Comment Incorporation	March 2023 – April 2023
Plan Adoption	May/June 2023

**Budget:**

Personnel (1,400 hours)	\$126,000
Travel	\$10,500
Equipment (\$8,500 each for two pedestrian/bicycle counters)	\$17,000
Supplies	\$17,000
Other	\$38,500
• Print/Publication of Plan	\$6,500
• Communications-phone, internet, postage (\$223x18 mths)	\$4,014
• Office space & utilities (\$638x18 mths)	\$11,484
• Insurance (\$39x18 mths)	\$702

Southwest Minnesota Regional Trails Strategic Planning Proposal

• Marketing/Outreach materials	\$10,400
• Meeting Space Rentals	\$5,400
<b>Total Project Cost</b>	<b>\$209,000</b>

# 2022 Liquor License Application

Redwood County, Minnesota

**Lower Sioux Community in Minnesota dba: Dacotah Ridge Golf Club**  
-Township of Sherman

- Board of Commissioner's Approval
- County Auditor Approval

No. 64-22-11

Fee \$ 850.00



County REDWOOD

### COUNTY LIQUOR LICENSE - "ON SALE"

THIS CERTIFIES THAT:

LICENSEE LOWER SIOUX COMMUNITY IN MINNESOTA

TRADE NAME DACOTAH RIDGE GOLF CLUB

STREET ADDRESS OR LOT AND BLOCK NO 31042 CO HWY 2, MORTON, MN 56270

Is authorized to sell intoxicating liquor at on sale subject to the laws and regulations of the State of Minnesota and municipal ordinances for the period beginning JANUARY 1, 2022 to JANUARY 1, 2023

THIS LICENSE IS APPROVED

\_\_\_\_\_  
Chair Person or President  
Given under my hand and the Corporate Seal of

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alcohol & Gambling Enforcement Director  
PS90381 (10/03)

\_\_\_\_\_  
Date

\_\_\_\_\_  
CLERK or Recorder

# 2022 Liquor License Application

Redwood County, Minnesota

**Staples Enterprises Inc dba: Expressway, Sanborn**

-Sanborn

Board of Commissioner's Approval

County Auditor Approval

# Off Sale License

License is hereby granted to

**Staples Enterprises, Inc.** Doing Business As **Expressway, Sanborn**

to sell at retail

## 3.2 Beer for Consumption OFF Premises

Located at intersection of Highway's 14 & 71 in the  
Township of Charlestown, County of Redwood, State of Minnesota

**Commencing** JANUARY 1, 2022 **AND Terminating** DECEMBER 31, 2022 AT MIDNIGHT.

This license is granted pursuant to application and payment of fee therefore and is subject to all the provisions and conditions of the laws of the state and of the federal government pertaining to such sale, and is revocable for the violation thereof. Not transferable.

**Witness the Governing Body** of the COUNTY of REDWOOD and the seal thereof this 28<sup>TH</sup> day of DECEMBER, 2021.

**By:**

Redwood County Board of Commissioners, Chairperson

**Attest:**

Redwood County Auditor-Treasurer

# 2022 Tobacco License Application's

Redwood County, Minnesota

**Lower Sioux Community in Minnesota dba: Dacotah Ridge Golf  
Club**

-Township of Sherman

- Board of Commissioner's Approval
- County Auditor Approval

# Tobacco Retailer's License

License is hereby granted to

Lower Sioux Community

dba: Dacotah Ridge Golf Club

to sell at retail

## Tobacco, Tobacco Products, & Tobacco Related Devices

at the nonmoveable retail establishment located at Morton, MN 56270, 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** 1<sup>st</sup> day of January, 2022, and **Terminating** 31<sup>st</sup> day of December, 2022

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 28<sup>th</sup> day of December, 2021.

**By:**

Redwood County Board of Commissioners, Chairperson

**Attest:**

Redwood County Auditor-Treasurer



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	12-28-21	<b>Originating Dept.:</b>	Administration
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>	Presenter: Vicki Kletscher		
Redwood County Reimbursement Policy for 2022	<b>estimated time needed:</b>	2 minutes	
<b>Board Action:</b> <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

**If Action, Board Motion Requested:**

Approve the 2022 County Reimbursement Policy with the standard mileage rate set by the IRS at .58.5 cents per mile.

**Background Information:**

The 2022 Reimbursement Policy has been reviewed and the only change was the federal mileage rate has increased from 56.5 to .58.5 cents per mile from 2021.

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 REIMBURSEMENT POLICIES FOR 2021**

## **MILEAGE REIMBURSEMENT**

As of January 1, 2022, the mileage reimbursement rate will be set at the federal rate. 2022 mileage reimbursement will be paid at the rate of .58.5 cents per mile, with .48.5 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 vendor or signed receipts 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.

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.

## **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 \$50.

## **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.



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	December 28, 2021	<b>Originating Dept.:</b>	Admin
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>	Presenter: Vicki K		
Justice Center Change Orders	<b>estimated time needed:</b>	5 min	
<b>Board Action:</b>	<input checked="" type="checkbox"/> Yes, action required	<input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Acknowledge/Approve Change orders decrease in the amount of (\$3,215.00)

**Background Information:**

Marshall Machine Shop CO 4 Structural Clarifications +\$2,000  
 Thompson Construction CO 2 Structural Clarifications -\$3,555  
 Patriot Erectors, Inc. CO 2 Structural Clarifications +\$840  
 Sussner Construction CO 3 Expansion joint deletion/opening revisions -\$2,500

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 \*\***



AIA®

# Document G731™ – 2019

## Change Order, Construction Manager as Adviser Edition

**PROJECT:** *(name and address)*  
 Redwood County New Justice Center  
 302 East 3rd Street  
 Redwood Falls MN 56283  
**OWNER:** *(name and address)*  
 Redwood County  
 PO Box 130, Redwood Falls MN 56283  
**CONTRACTOR:** *(name and address)*  
 Marshall Machine Shop, Inc  
 1005 Channel Pkwy, Marshall, MN 56258

**CONTRACT INFORMATION:**  
 Contract For: Cat.28: Steel Supply  
 Date: Oct. 6, 2020

**ARCHITECT:** *(name and address)*  
 Wold Architects and Engineers  
 332 MN St #W2000, St. Paul MN

**CHANGE ORDER INFORMATION:**  
 Change Order Number: 004  
 Date: December 6, 2021

**CONSTRUCTION MANAGER:** *(name and address)*  
 Contegrity Group, Inc.  
 101 First Street SE, Little Falls, MN 56345

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

PR 8: Structural Clarifications

The original Contract Sum was  
 Net change by previously authorized Change Orders  
 The Contract Sum prior to this Change Order was  
 The Contract Sum will be increased by this Change Order in the amount of  
 The new Contract Sum including this Change Order will be

\$	224,000.00
\$	9,240.00
\$	233,240.00
\$	2,000.00
\$	235,240.00

The Contract Time will be increased by Zero (0) days.  
 The Contractor's Work shall be substantially complete on

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.**

Wold Architects and Engineers  
 ARCHITECT *(Firm name)*

SIGNATURE  
 Jacob Wollensak, AIA  
 PRINTED NAME AND TITLE  
 12/8/21  
 DATE:

Marshall Machine Shop, Inc  
 CONTRACTOR *(Firm name)*

SIGNATURE  
 Josh Anderson  
 PRINTED NAME AND TITLE  
 DATE:

Contegrity Group, Inc.  
 CONSTRUCTION MANAGER *(Firm name)*

SIGNATURE  
 Lawrence Filippi  
 PRINTED NAME AND TITLE  
 Dec. 6, 2021  
 DATE:

Redwood County  
 OWNER *(Firm name)*

SIGNATURE  
 Vicki Knobloch Kletscher  
 PRINTED NAME AND TITLE  
 12.9.21  
 DATE:



# Document G731™ – 2019

## Change Order, Construction Manager as Adviser Edition

<b>PROJECT:</b> <i>(name and address)</i> Redwood County New Justice Center 302 East 3rd Street Redwood Falls MN 56283	<b>CONTRACT INFORMATION:</b> Contract For: Cat.4: Concrete Date: Oct. 6, 2020	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 002 Date: December 6, 2021
<b>OWNER:</b> <i>(name and address)</i> Redwood County 403 S. Mill St, PO Box 130 Redwood Falls MN 56283	<b>ARCHITECT:</b> <i>(name and address)</i> Wold Architects and Engineers 332 Minnesota St, #W2000 St. Paul, MN 55101	<b>CONSTRUCTION MANAGER:</b> <i>(name and address)</i> Contegrity Group, Inc. 101 First Street SE Little Falls, MN 56345
<b>CONTRACTOR:</b> <i>(name and address)</i> Thompson Construction of Princeton, Inc 9492 Baptist Church Rd, Princeton, MN 55371		

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

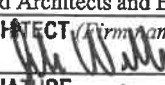
**PR 8: Structural Clarifications**

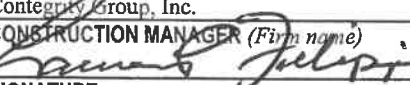
The original Contract Sum was	\$	770,444.00
Net change by previously authorized Change Orders	\$	-5,700.00
The Contract Sum prior to this Change Order was	\$	764,744.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	3,555.00
The new Contract Sum including this Change Order will be	\$	761,189.00

The Contract Time will be increased by Zero (0) days.  
The Contractor's Work shall be substantially complete on

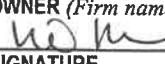
**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.**

Wold Architects and Engineers  
**ARCHITECT** *(Firm name)*  
  
**SIGNATURE**  
 Melissa Steh  
**PRINTED NAME AND TITLE**  
 JACOB WOLLENSKE, PM  
**DATE:**  
 12/8/21

Contegrity Group, Inc.  
**CONSTRUCTION MANAGER** *(Firm name)*  
  
**SIGNATURE**  
 Lawrence Filippi  
**PRINTED NAME AND TITLE**  
 Dec. 6, 2021  
**DATE:**

Thompson Construction of Princeton, Inc  
**CONTRACTOR** *(Firm name)*  
**SIGNATURE**  
 Matthew Thompson, President  
**PRINTED NAME AND TITLE**  
**DATE:**

Redwood County  
**OWNER** *(Firm name)*  
  
**SIGNATURE**  
 Vicki Knobloch Kletscher  
**PRINTED NAME AND TITLE**  
 12.9.21  
**DATE:**



# Document G731™ – 2019

## Change Order, Construction Manager as Adviser Edition

<b>PROJECT:</b> <i>(name and address)</i> Redwood County New Justice Center 302 East 3rd Street Redwood Falls MN 56283	<b>CONTRACT INFORMATION:</b> Contract For: Cat.7: Steel Erection Date: Oct. 6, 2020	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 002 Date: December 6, 2021
<b>OWNER:</b> <i>(name and address)</i> Redwood County 403 S. Mill St, PO Box 130 Redwood Falls MN 56283	<b>ARCHITECT:</b> <i>(name and address)</i> Wold Architects and Engineers 332 Minnesota St, #W2000 St. Paul, MN 55101	<b>CONSTRUCTION MANAGER:</b> <i>(name and address)</i> Contegrity Group, Inc. 101 First Street SE Little Falls, MN 56345
<b>CONTRACTOR:</b> <i>(name and address)</i> Patriot Erectors, Inc 9520 Cty Rd 19, Ste B, Loretto, MN 55357		

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

**PR 8: Structural Clarifications**

The original Contract Sum was	\$	118,150.00
Net change by previously authorized Change Orders	\$	2,940.00
The Contract Sum prior to this Change Order was	\$	121,090.00
The Contract Sum will be increased by this Change Order in the amount of	\$	840.00
The new Contract Sum including this Change Order will be	\$	121,930.00

The Contract Time will be increased by Zero (0) days.  
The Contractor's Work shall be substantially complete on

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.**

Wold Architects and Engineers <b>ARCHITECT</b> <i>(Firm name)</i>	Contegrity Group, Inc. <b>CONSTRUCTION MANAGER</b> <i>(Firm name)</i>
 <b>SIGNATURE</b>	 <b>SIGNATURE</b>
Jacob Wollensak, AIA <b>PRINTED NAME AND TITLE</b>	Lawrence Filippi <b>PRINTED NAME AND TITLE</b>
12/8/21 <b>DATE:</b>	Dec. 6, 2021 <b>DATE:</b>
Patriot Erectors, Inc <b>CONTRACTOR</b> <i>(Firm name)</i>	Redwood County <b>OWNER</b> <i>(Firm name)</i>
 <b>SIGNATURE</b>	 <b>SIGNATURE</b>
Brad Jacobs/Randy Pawlicki <b>PRINTED NAME AND TITLE</b>	Vicki Knobloch Kletscher <b>PRINTED NAME AND TITLE</b>
12/8/21 <b>DATE:</b>	12.9.21 <b>DATE:</b>



# Document G731™ – 2019

## Change Order, Construction Manager as Adviser Edition

<b>PROJECT:</b> <i>(name and address)</i> Redwood County New Justice Center 302 East 3rd Street Redwood Falls MN 56283	<b>CONTRACT INFORMATION:</b> Contract For: Cat.9: Carpentry Date: Oct. 6, 2020	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 003 Date: December 6, 2021
<b>OWNER:</b> <i>(name and address)</i> Redwood County PO Box 130, Redwood Falls MN 56283	<b>ARCHITECT:</b> <i>(name and address)</i> Wold Architects and Engineers 332 MN St #W2000 St. Paul MN	<b>CONSTRUCTION MANAGER:</b> <i>(name and address)</i> Contegrity Group, Inc. 101 First Street SE, Little Falls, MN 56345
<b>CONTRACTOR:</b> <i>(name and address)</i> Sussner Construction 305 Legion Field Rd, Marshall, MN 56258		

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*


PR 13: Expansion joint deletion and opening revisions


The original Contract Sum was	\$	103,645.00
Net change by previously authorized Change Orders	\$	1,416.00
The Contract Sum prior to this Change Order was	\$	105,061.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	2,500.00
The new Contract Sum including this Change Order will be	\$	102,561.00

The Contract Time will be increased by Zero (0) days.  
The Contractor's Work shall be substantially complete on

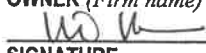
**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.**

Wold Architects and Engineers  
**ARCHITECT** *(Firm name)*  
  
**SIGNATURE**  
 Jacob Wollensak, AIA  
**PRINTED NAME AND TITLE**  
 12/8/21  
**DATE:**

Contegrity Group, Inc.  
**CONSTRUCTION MANAGER** *(Firm name)*  
  
**SIGNATURE**  
 Lawrence Filippi  
**PRINTED NAME AND TITLE**  
 Dec. 6, 2021  
**DATE:**

Sussner Construction  
**CONTRACTOR** *(Firm name)*  
  
**SIGNATURE**  
 Travis Madden  
**PRINTED NAME AND TITLE**  
  
**DATE:**

Redwood County  
**OWNER** *(Firm name)*  
  
**SIGNATURE**  
 Vicki Knobloch Kletscher  
**PRINTED NAME AND TITLE**  
 12.9.21  
**DATE:**



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	December 28, 2021	<b>Originating Dept.:</b>	Admin
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>	Presenter: Vicki K		
Prescription Rebate	<b>estimated time needed:</b>	5 min	
<b>Board Action:</b> <input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only			

**If Action, Board Motion Requested:**

Approve the amendment to the services agreement with PreferredOne

**Background Information:**

The amendment to the original agreement is to redirect the RX rebates to the Collaborative, rather than the rebates going to PreferredOne. This amendment was approved by the Collaborative Board and each participating County must sign the amendment as well.

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 \*\***

**AMENDMENT TO THE  
SERVICES AGREEMENT WITH PREFERREDONE**

WHEREAS, Redwood County, (the "County") is an Affiliate of the Minnesota Public Sector Collaborative (the "Collaborative"), a joint powers entity organized and operating under Section 471.59, subdivision 1 of the Minnesota Statutes.

WHEREAS, the County provides medical coverage to certain of its employees and their families through the County's participation as an Affiliate in the Collaborative;

WHEREAS, the Collaborative has negotiated the services agreements with PreferredOne Administrative Services, Inc. ("P1") to administer the medical coverage program of the County;

WHEREAS, the Collaborative has negotiated a Prescription Rebate beginning January 1, 2022 that benefits each Affiliate in the Collaborative;

WHEREAS, there will be a delay in finalizing the services agreements between the Affiliates of the Collaborative and P1 that take effect January 1, 2022;

THEREFORE, through this written instrument, the County seeks to amend the current services agreement with P1, and further provided that all other Affiliates of the Collaborative desiring to participate in the Prescription Rebate also amend their respective services agreements with P1, the services agreement with the County shall be amended to provide the following treatment of prescription rebates due to County.

**Treatment of Prescription Drug Rebates  
Effective January 1, 2022**

Pursuant to the general authority to amend the services agreement with P1, once signed by the County and P1, and further provided that all other participating Affiliates of the Collaborative in which the County participates also amend their respective services agreements with P1 in the same way, P1 shall handle prescription rebates due under the services agreements as follows:

Beginning with prescription rebates due under the administrative services agreement with respect to prescription drugs provided on and after January 1, 2022:

1. P1 shall aggregate the prescription rebates due to Affiliates of the Collaborative.
2. P1 shall distribute the aggregated amount to the Collaborative.
3. The Collaborative shall be solely responsible for the use of the aggregated amount of prescription rebates provided to it by P1.
4. This Amendment shall continue through December 31, 2022, unless incorporated in its entirety into the services agreement applicable to the 2022 calendar year.

**Redwood County,  
as a participating Affiliate of the Collaborative**

**PreferredOne Administrative Services, Inc.,  
as Third Party Administrator**

\_\_\_\_\_  
**Jim Salfer**

\_\_\_\_\_  
**Company Representative**

\_\_\_\_\_  
**Board Chair**  
\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

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

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



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	December 28, 2021	<b>Originating Dept.:</b>	Admin
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>	Presenter: Vicki K		
Letter of Support	<b>estimated time needed:</b>	5 min	
<b>Board Action:</b>	<input checked="" type="checkbox"/> Yes, action required <input type="checkbox"/> No, informational only		

**If Action, Board Motion Requested:**

Approve letter in support of HR 5735

**Background Information:**

HR5735 urges the House of Representatives to pass legislation which would allow flexibility in the ARPA recovery fund expenditures. Passage of this legislation would allow flexible spending towards transportation and infrastructure, economic development projects and government services. This legislation was unanimously passed by the U.S. Senate.

Supporting Documents:  Attached     None

County Attorney Reviewed Information:  Completed     In Progress     Not applicable

**Administrators Comments:**

Reviewed by Administrator:  Yes     No

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

**Redwood County Board of Commissioners**

403 South Mill Street

P.O Box 130

Redwood Falls, MN 56283

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

redwoodcounty-mn.us



The Honorable Michelle Fischbach  
United States House of Representatives  
1237 Longworth House Office Building  
Washington DC 20515-2307

Dear Representative Fischbach,

On behalf of the 15,425 residents of Redwood County, I respectfully urge you to immediately pass the bipartisan State, Local, Tribal, and Territorial Fiscal Recovery, Infrastructure, and Disaster Relief Flexibility Act (S. 3011/H.R. 5735), which will assist us in recovering from the devastating effects of COVID-19 within our local communities.

This legislation represents a bipartisan compromise forged by Senators Cornyn and Padilla that unanimously passed the U.S. Senate. It would provide Redwood County with the flexibility to invest a portion of our American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Funds (Recovery Funds) in transportation, infrastructure and government services. This flexibility is crucial to Redwood County as we struggle to make necessary investments within our community in compliance with the existing guidance for these funds.

Redwood County is working to swiftly invest Recovery Funds in infrastructure as well as COVID-19 mitigation using ARPA Recovery Funds on activities currently eligible under U.S. Treasury's Interim Final Rule. However, because of some current prohibitions on the use of these funds, we have been limited in our ability to invest in projects and programs that would promote economic recovery.

Under S. 3011/H.R. 5735, Redwood County would be allowed to use up to \$2.3 million towards transportation and infrastructure, economic development projects and for government services.

Redwood County believes this legislation is imperative to leverage the full benefits of the ARPA's historic investments.

We thank you for your partnership and respectfully ask that you swiftly pass S. 3011/H.R. 5735.

Sincerely,

Jim Salfer  
Redwood County Board Chair

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

*2nd District*  
**JIM SALFER**  
865 Pine Street  
Wabasso, MN 56293  
(507) 342-2431  
Jim\_S2@co.redwood.mn.us

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

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

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



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	12-28-21	<b>Originating Dept.:</b>	Administration
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>		<b>Presenter:</b>	Vicki Kletscher
Alpha Media Lease Agmt.		<b>estimated time needed:</b>	2 minutes
<b>Board Action:</b> <input checked="" type="checkbox"/> Yes, action required		<input type="checkbox"/> No, informational only	

**If Action, Board Motion Requested:**

Approve the renewal of a Lease Agreement with Alpha Media of Luverne, Inc. for a term of 5 years effective January 1, 2022 at a rate of \$1,500.00 per year.

**Background Information:**

The lease is for the land that their studio-transmitter building and radio transmitting tower are located on.

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 \*\***

## **LEASE AND AGREEMENT**

This Lease and Agreement (“Lease”) is made and entered into by and between the County of Redwood, a political subdivision of the State of Minnesota (hereinafter referred to as "County"), and Alpha Media of Luverne Inc., a Delaware limited liability company (hereinafter referred to as "Lessee").

WHEREAS, Lessee is a duly formed limited liability company registered to do business in the State of Minnesota; and

WHEREAS, Lessee has the authority to execute this Agreement as a binding legal obligation, fully enforceable in accordance with its terms and conditions; and

WHEREAS, the County has the power and right to enter into this Agreement.

NOW, THEREFORE, in consideration of the rents, covenants and mutual undertakings of the parties hereinafter set forth, the County does hereby lease and let to Lessee, and the Lessee does hereby hire and take from the County the following described tract of real estate lying and being in Redwood County Minnesota, to wit:

All that part of Lots Number 8 and IO of Auditor's Subdivision Number 1 of Section 36, Township 113N, Range 36 West described as follows:

Beginning at a point 3 28.2 feet west of the East line of Lot Number 8 of Auditor's Subdivision No. 1 of said Section 36, which is located on the centerline of Minnesota Trunk I highway Number 19; thence at right angles in a northerly direction a distance of 305 feet to the point of beginning. From said point of beginning in a northerly direction a distance of 165 feet; thence North 61 degrees 92 minutes 75 seconds West a distance of 510 feet; thence in a southerly direction a distance of 405 feet; thence in an easterly direction, parallel to the centerline of said highway a distance of 450 feet to the place of beginning, containing 2.94 acres, more or less.

for the purpose of constructing, installing, using, operating and maintaining thereon a radio transmitting tower and a studio-transmitter building, together with all structures, facilities, equipment, wiring system and the like deemed necessary or expedient by Lessee for the operation of its radio broadcasting station for a term of five (5) years from and after the first day of January, 2022, yielding and paying therefor a rent of One Thousand Five Hundred and NO/100 Dollars (\$1,500.00) per year, to be paid on or before January 1 each year, in advance.

**IT IS COVENANTED AND AGREED** by and between the County and Lessee as follows:

1. Lessee shall pay the rent as set forth above annually on or before the first day of January in each year during the term of this Lease. The County shall submit a bill for said rentals to Lessee at least thirty (30) days before said rentals are due. Any and all rent payments

received subsequent to the first day of January in violation of Section 1 herein shall be subject to a penalty of \$50 per month.

2. Lessee shall quietly and peaceably enjoy the exclusive right to possession and occupancy of the leased premises subject to the modifications of such use and occupancy hereinafter set forth.
3. The County may mow and remove all hay grown on said premises but shall use due care at all times not to damage or interfere with Lessee's installations and operations.
4. The County will and does hereby grant to Lessee, its successors and persons lawfully entering upon the leased premises the right, privilege and easement to use the County Highway along the East line of the leased premises for ingress thereto and egress therefrom for and during the term of this Lease.
5. Lessee shall have the right at any time from and after the date hereof to cancel this Lease for the reason that the Federal Communications Commission ("FCC") has cancelled, revoked, annulled, refused or failed for any reason to renew any and all licenses or permits required for the operation of Lessee's broadcasting station at or near Redwood Falls, Minnesota. Lessee may effect such cancellation by giving at least thirty (30) days' written notice to the County of its intention to so cancel this Lease pursuant to this Section 5.
6. Upon termination of this Lease or cancellation pursuant to its terms, Lessee shall have the right, but not the duty, for a period of six (6) months after said termination, or after the effective date of cancellation hereof, of entering upon the leased premises and severing and removing therefrom any or all of its property located thereon including, but not limited to, buildings, towers, structures, poles, wires and improvements. Lessee shall restore the affected area or areas as nearly as may be to its or their natural condition or shall reimburse the County for the costs of said restoration. If Lessee fails to remove all property within the time limits herein, said property shall become the property of the County.
7. None of the property of Lessee located or constructed on the leased premises shall become real estate but shall be and remain personal property.
8. Lessee shall at all times during the terms of this Lease keep in full force and effect a policy or policies of public liability and property damage insurance generally known as owners, landlord's and tenant's liability insurance covering the leased premises with coverages of at least \$1,000,000 per person, \$1,000,000 per occurrence, and \$1,000,000 for property damage. Said policy or policies shall name the County as an additional insured, and Lessee shall furnish the County on or before January 1, 2022, with a certificate or certificates of insurance showing that said insurance is in full force and effect.

9. Lessee shall keep and maintain the leased premises during the term of this Lease and quit and deliver the same to the County peaceably and quietly at the end of the aforementioned term or at any previous termination thereof for any cause.
10. Lessee shall keep said premises continually in a neat, clean and respectable condition, including mowing, and will at its expense remove therefrom all garbage or refuse of any kind and will not permit any waste thereon or thereof and will not assign or sublet said premises or any part thereof without the written consent of the County. Except for weed control, Lessee's obligations under this section do not extend to those areas immediately surrounding the radio tower.
11. Lessee shall be solely responsible for all water, light, heat, gas, sewer or garbage service, and any and all other utilities used on the leased premises by Lessee.
12. Lessee agrees to indemnify and hold harmless the County and its officers, officials, agents, volunteers and employees from any liability, claims, losses, damages, costs, judgments, or expenses, including reasonable attorneys' and other professional fees, resulting directly or indirectly from any negligent, tortious or illegal act or omission, including without limitation, professional errors or omissions by the Lessee or a sublessee arising from the use of the property pursuant to this Lease, and against all loss by reason of the failure of the Lessee to fully to perform all obligations under this Lease. The terms and provisions of this Section 12 shall survive the expiration, suspension or termination of this Agreement.
13. In addition to the penalties described in Section 1 herein, if the rent specified herein, whether the same be demanded or not, is not paid when the same becomes due, or if the leased premises shall be appropriated to or used for any other purpose or use than herein before specified or if said premises, or any part thereof, shall be sublet or this Lease be assigned without the written consent of the County, or if any term, condition or covenant of this Lease to be by Lessee kept or performed shall be violated or neglected and such failure to pay rent, non-permitted purpose or use, sublease or assignment, or violation or neglect of any term, condition or covenant of this Lease is not cured within the Cure Period (defined below), then Lessee does hereby authorize and fully empower the County or its agent to cancel and annul this Lease at once and to re-enter and take possession of said premises immediately and by force, if necessary, without any previous notice or intention to re-enter, and remove all persons and their property therefrom and to use such force and assistance in effecting and perfecting such removal as the County may deem advisable to recover at once the full and exclusive possession of all the leased premises, whether in the possession of Lessee or of third persons or vacant, or the County or its agent may at its option at any time after such Cure Period expires re-enter and take possession of the leased premises without such re-entry working a forfeiture of the rents to be paid and the covenants to be kept by Lessee for the full term of this Lease. As used herein, "**Cure Period**" means, as applicable, (i) ten (10) days following Lessee's receipt of written notice from the County that the rent specified

herein is not paid when the same became due, (ii) fifteen (15) days following Lessee's receipt of written notice from the County that Lessee's use of the leased premises is apportioned to or used for any other purpose or use than hereinbefore specified, or (iii) thirty (30) days following Lessee's receipt of written notice from the County that the leased premises, or any part thereof, was sublet or this Lease was assigned without the written consent of the County, or if any term, condition or covenant of this Lease to be by Lessee kept or performed was violated or neglected.

- 14. Any alterations, variations, modifications, or waivers of the provisions of this Lease shall only be valid when they have been reduced to writing and signed by authorized representatives of the County and Lessee. Any assignment or sublet of this Lease shall not be valid without the prior written consent of the County. Notwithstanding the foregoing, the County acknowledges and agrees that it has consent to and does consent to that certain Sublease Agreement between Lessee and VBA II, LLC, dated February 25, 2016, as the same may be amended from time to time.
- 15. This Lease is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understanding or agreements. There are no representations, warranties, or stipulations, either oral or written, not herein contained.
- 16. All of the covenants, terms and conditions of this Lease shall extend, apply to and firmly bind the successors and assigns of Lessee and the County as fully as the said parties are themselves bound. Any assignment pursuant to the terms of this Lease shall be subject to all the covenants, terms and conditions of this Lease.

**IN WITNESS WHEREOF**, the parties have executed this instrument on the date and year so indicated.

COUNTY OF REDWOOD:

\_\_\_\_\_  
Chair, Board of Commissioners

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

\_\_\_\_\_  
Redwood County Administrator

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

ALPHA MEDIA OF LUVERNE INC.

\_\_\_\_\_  
OBO Alpha Media of Luverne Inc.

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

APPROVED AS TO FORM:  
Redwood County Attorney

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

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



**REQUEST FOR BOARD ACTION**

<b>Requested Board Date:</b>	12-28-21	<b>Originating Dept.:</b>	RRRSWA
<b>Preferred 2<sup>nd</sup> Date:</b>			
<b>Discussion Item:</b>	<b>Presenter:</b> Vicki Knobloch-Kletscher		
2022 Solid Waste Hauler Licenses	<b>estimated time needed:</b>	5 Minutes	
<b>Board Action:</b>	<input checked="" type="checkbox"/> <b>Yes, action required</b>	<input type="checkbox"/> <b>No, informational only</b>	

**If Action, Board Motion Requested:**

Approve yearly Solid Waste Hauler Licenses for the following:  
 R & E Sanitation (pending receipt of Bond)  
 Renville Sibley Sanitation  
 Waste Management (pending receipt of licensing fees)  
 West Central Sanitation

**Background Information:**

Since the 1970's, Redwood County has required its' haulers to apply and obtain a Solid Waste Haulers License from the County. At this time, I'd like to ask the Board for approval.

Each license requires a \$50.00/truck fee. \$2,000 was collected in 2021, but that amount can fluctuate with the number of trucks each hauler chooses to license.

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 \*\***

# **SOLID WASTE HAULERS LICENSE**

Pursuant to Section V, Subd. 5, Solid Waste Ordinance of the  
County of Redwood, State of Minnesota,

## **R & E Sanitation**

is authorized and is granted this license to collect and haul solid  
waste for hire within the County of Redwood, State of Minnesota,  
for and during the year ending December 31, 2022.

Dated, this 28<sup>th</sup> day of December, 2021

**BOARD OF REDWOOD COUNTY COMMISSIONERS**

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

# **SOLID WASTE HAULERS LICENSE**

Pursuant to Section V, Subd. 5, Solid Waste Ordinance of the  
County of Redwood, State of Minnesota,

## **Waste Management**

is authorized and is granted this license to collect and haul solid  
waste for hire within the County of Redwood, State of Minnesota,  
for and during the year ending December 31, 2022.

Dated, this 28<sup>th</sup> day of December, 2021

**BOARD OF REDWOOD COUNTY COMMISSIONERS**

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

# **SOLID WASTE HAULERS LICENSE**

Pursuant to Section V, Subd. 5, Solid Waste Ordinance of the  
County of Redwood, State of Minnesota,

## **West Central Sanitation**

is authorized and is granted this license to collect and haul solid  
waste for hire within the County of Redwood, State of Minnesota,  
for and during the year ending December 31, 2022.

Dated, this 28<sup>th</sup> day of December, 2021

**BOARD OF REDWOOD COUNTY COMMISSIONERS**

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

# **SOLID WASTE HAULERS LICENSE**

Pursuant to Section V, Subd. 5, Solid Waste Ordinance of the  
County of Redwood, State of Minnesota,

## **Renville Sibley Sanitation**

is authorized and is granted this license to collect and haul solid  
waste for hire within the County of Redwood, State of Minnesota,  
for and during the year ending December 31, 2022.

Dated, this 28<sup>th</sup> day of December, 2021

**BOARD OF REDWOOD COUNTY COMMISSIONERS**

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

## 2022 COMMITTEE APPOINTMENTS

Forkrud  
Salfer

Wakefield  
Groebner

Van Hee

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

Commissioner Forkrud; Salfer as alternate.  
Meets 4th Thursday of the month at 9am  
Center for Regional Development – Slayton, MN  
Appropriation: \$32,747/yearly

Ag Society/Fairboard:

Commissioner Van Hee & Salfer (alternate), Ex Officio.  
Meets 2<sup>nd</sup> 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 (Amanda Wold)  
Will meet quarterly at the most

Association of Minnesota Counties  
(AMC Voting Delegates)

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

Meets for Annual Conference Dec. 4<sup>th</sup>-7<sup>th</sup>  
AMC Legislative Conference March 2-3<sup>rd</sup>  
AMC Leadership Conference Spring 2022 Nisswa, MN  
AMC Policy Committees September 2022, Alexandria  
Appropriation: \$12,404/yearly

AMC District VIII Meetings:

All five Commissioners. Department Heads option at their  
Choice. Meets May 2022 & October 2022 as scheduled within  
10 County District.

AMC Policy Committees:

Environmental – Wakefield  
Ag Subcommittee – Forkrud  
Transportation Subcommittee – Van Hee  
Health & Human Services – Salfer  
Social Services & Health Subcommittee's - Salfer  
General Government – Groebner  
Indian Affairs Task Force – Groebner  
Public Safety – Forkrud  
Futures Committee – Briana Mumme  
(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 1<sup>st</sup> 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: \$12,123.20

<u>Audit Committee:</u>	Board Chair, Administrator, Auditor-Treasurer Meets as needed	
<u>Board of Adjustment:</u> (Noxious Weed Appeal Board)	John Rohlik Jr., Dan Tauer, John Schueller Meets as needed. No Term limits Contact: Director of Environmental Services: Scott Wold, 507-637-4023. Commissioner of District.	
<u>Budget/Finance Committee:</u>	Commissioner Forkrud & Wakefield; County Administrator	
<u>Buildings Committee:</u>	Commissioners Groebner & Forkrud Administrator; Department Heads: Maintenance	
<u>Business Development Committee:</u> (Abatement) EDA	Commissioners Salfer (EDA) Forkrud (non-EDA); Alternate: Commissioner Van Hee Administrator; Attorney, Assessor, Auditor/Treasurer EDA Coordinator Meet as needed at a time that works for the majority	
<u>Child's Place (Non Profit)</u> <u>Advisory Board</u>	Commissioner Salfer, Alternate: Commissioner Forkrud	
<u>Communications Board</u> (Emergency Communication Board)	Commissioner Wakefield; Groebner Alternate Emergency Communication Board Delegate: Randy Hanson - Alternate: Jim Sandgren Regional User Committee: Meets every other month (4 <sup>th</sup> Wed.) at 1pm in Basement of Lyon County Sheriff's Office.	
<u>County Emergency Services Committee:</u>	Board Chair Vice Chair Dispatch EMS (Ambulance) County Administrator County Engineer Environmental	Sheriff National Guard Emergency Management Dir. Redwood County Fire Assn. City Police Dept. Red Cross
<u>County Office Appointments:</u>		
Assessor	John Thompson	4 yr. term ends = December 2024
Highway Engineer	Anthony Sellner	4 yr. term ends = April 2024
Veteran Service Officer	Dustin Hunter	4 yr. term ends = July 2022
County Coroner	Dr. Kelly Mills	4 yr. term ends = December 2023
<u>CPT (Counties Providing Technology)</u>	Commissioner Wakefield Alternate: Commissioner Forkrud Administrator	
<u>Dead Coon Lake Outlet</u>	Commissioner Groebner and Wakefield	

Drug Court Steering Committee

Commissioner **Wakefield**  
Alternate: Commissioner **Forkrud**  
Judge: Patrick Rohland  
Co. Attorney: Jenna Peterson  
DOC Supervisor: Sarah Eischens  
Sheriff's Department: Randy Hanson  
Drug Court Coordinator: Grady Holtberg  
Chief Public Defender: Cecil Naatz/Joel Solie  
5<sup>th</sup> District Administration: Brenda Pautsch  
Tribal Council: Robert Larsen  
SWHHS: \_\_\_\_\_  
Lower Sioux Social Services: Darin Prescott  
City Council President: John Buckley  
Lower Sioux Police Chief: Dave Hester  
Redwood Falls Police Chief: Jason Cotner  
Redwood Community Member: Rev. Scott Prouty  
Lower Sioux Community Member: \_\_\_\_\_  
Western Mental Health: Sarah Ackerman  
Project Turnabout: Rick Forde  
Meets as needed

Drug Task Force:  
(Joint Powers)

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

Emergency Medical Services (EMS)  
Board:

Joe Plaetz, alternate (3<sup>rd</sup> term 2019, 2020, 2021)  
Lewis Louwagie (2<sup>nd</sup> Term 2019, 2020, 2021)  
Contact: Ann Jensen [director@sw-ems.org](mailto:director@sw-ems.org)  
Louis Louwagie 507-829-6154

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

Commissioners **Van Hee** and **Forkrud**  
1<sup>st</sup> District: **VACANT**  
2<sup>nd</sup> District: Caroline Netzke (2<sup>nd</sup> Term) 2021, 2022, 2023  
3<sup>rd</sup> District: **VACANT**  
4<sup>th</sup> District: Lori O'Leary (1<sup>st</sup> term) 2020, 2021, 2022  
5<sup>th</sup> District: Mary Thomas (1<sup>st</sup> term) 2021, 2022, 2023  
**At-Large: VACANT** 2021, 2022, 2023  
Secretary Designate: Auditor-Treasurer Office  
Meets 4x/year 2022– January \_\_, April \_\_, August \_\_ and  
November \_\_ at 4pm 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, VACANT, Denise Siegfried,  
R & B: Paula Olson;  
LELS: B.J. Labat  
R & B: Roger Polkow; Matthew Guetter  
Non-Union Employees: Peter Brown  
Management Team: Auditor-Treasurer  
Meets as needed

Judicial Ditch Committee:

Commissioners Wakefield; Groebner, Forkrud  
Commissioner in District involved  
Environmental Director, Auditor/Treasurer, Ditch Inspector,  
Administrator

Ditch Committee

Wakefield; Groebner Forkrud  
Environmental Director, Auditor/Treasurer, Ditch Inspector  
Administrator

Law Library

Commissioner Van Hee  
County Attorney  
VACANT – Attorney at Estebo  
Judge Rohland

Lower Sioux Community Planning:

Commissioners Van Hee & Groebner;  
Administrator and EDA Coordinator  
Meets as needed

Marketing Committee

Briana Mumme, Heidi Wersal, Joyce Anderson, John  
Thompson, Robin Kokesch, Brian Schulte, Scott Wold, Amy  
Serbus  
Meet as needed at a time that works for the majority

MN Rural Counties Caucus

Commissioner Salfer Alternate – Van Hee  
2<sup>nd</sup> Monday every month in Alexandria  
Contact: Dan Larson  
Appropriation: \$2,300/yearly

MN Transportation Alliance:

Commissioner Van Hee; Alternate: Groebner  
Highway Engineer  
Executive Director: Margaret Donahoe  
[Margaret@transportationalliance.com](mailto:Margaret@transportationalliance.com)

MN River Master Plan  
Advisory Board

Commissioner Forkrud  
Renville County Commissioner:  
Renville County Park Committee: \_\_\_\_\_, \_\_\_\_\_  
Redwood County Park Committee: Ted Suss, Jeanne Prescott  
Meets: 2x/year minimum and as needed

MN Valley Regional Rail Authority:  
(Joint Powers)

Commissioner Groebner Alternate Van Hee  
Meets 3<sup>rd</sup> Wednesdays at 9:30 a.m.  
Odd months – Sibley County Courthouse;  
Even months – Redwood County Government Center  
Contact: RADC 507-637-4084.

Ordinance Task Force

Commissioner: Forkrud  
Planning Commission Member: Mike Scheffler  
Auditor/Treasurer: Jean Price  
Solid Waste Administrator: Jon Mitchell

Personnel Sub-Committee:

Salfer and Forkrud  
Administrator; HR Coordinator  
Meets as needed

Plum Creek Parks Committee

Commissioner Wakefield  
Environmental Director: Scott Wold  
EDA Coordinator: Briana Mumme  
Park Supervisor: Adam Kletscher  
City: Greg Hansen  
At Large: Merna Malmberg  
Lon Walling

Planning & Zoning Commission:

Commissioner Forkrud; Salfer as alternate;  
County Attorney; No term limits  
1<sup>st</sup> District: DeVonaa Zueg.(2<sup>nd</sup> Term) 2021-2022-2023  
2<sup>nd</sup> District: Mike Scheffler: (5<sup>th</sup> Term): 2021-2022-2023  
3<sup>rd</sup> District: Mark Madsen (4<sup>th</sup> Term): 2022-2023-2024  
4<sup>th</sup> District: Mike Kaufenberg (3<sup>rd</sup> Term): 2022-2023-2024  
5<sup>th</sup> District: Jeff Huseby (2<sup>nd</sup> term) 2021-2022-2023  
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.  
3<sup>rd</sup> 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](mailto:rhudson@plumcreeklibrary.net)  
Appropriation: \$109,323/yearly

Primewest

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

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

Commissioner Wakefield ; Groebner as alternate.  
Meets 1<sup>st</sup> 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

One Watershed, One Plan

Redwood County Collaborative:  
(Joint Powers)

Commissioner **Salfer**; **Wakefield** as alternate  
Meets yearly

Redwood County EDA Committee:

(May serve three 3-Year terms)

Commissioners **Salfer** – 2021-2022-2023 (3<sup>rd</sup> Term)  
**Van Hee** – 2020-2021-2022 (2<sup>nd</sup> Term)  
EDA Coordinator  
1<sup>st</sup> District: Jacob Jenniges (2<sup>nd</sup> Term): 2020-2021-2022  
2<sup>nd</sup> District: Ed Cohrs (2<sup>nd</sup> Term): 2021-2022-2023  
3<sup>rd</sup> District: Heather Koffler (1<sup>st</sup> Term): 2020, 2021, 2022  
4<sup>th</sup> District Sarah Kuglin (2<sup>nd</sup> Term) 2021-2022-2023  
5<sup>th</sup> District: Jeff Manthei (1<sup>st</sup> Term): 2022-2023-2024  
At Large: Jenifer Goblisch (2<sup>nd</sup> Term): 2021-2022-2023  
At Large: Stacey Heiling (1<sup>st</sup> Term): 2020-2021-2022  
2<sup>nd</sup> Thursday every other month (odd months) at 9am at the  
Government Center, and even months via Zoom

Redwood County Historical Society  
Board and Friends of Gilfillan:

Commissioner **Groebner**; **Forkrud** as alternate.  
Hist. Society meets 3<sup>rd</sup> Tuesday of the month in the evening.  
Friends of Gilfillan -meets 4<sup>th</sup> 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: Scott Wold (Soil and Water)  
Usually meets 2x/year or so

## Recycling Committees

Lyon County Regional Landfill:

Commissioner; **Groebner**; **Forkrud** as alternate;  
RRRSWA Executive Director; Redwood County Solid Waste  
Administrator  
Meets in Marshall 1x/year

Lyon County Regional Landfill:  
(Annual Meeting)

All five Commissioners  
Redwood County Solid Waste Administrator  
RRRSWA Executive Director

Redwood/Renville Regional Solid  
Waste Joint Powers:

Commissioner **Groebner**; Commissioner **Forkrud**  
**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:  
alternate.  
(Joint Powers)

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

<u>Solid Waste Subcommittee:</u>	Commissioners <b>Groebner</b> & <b>Forkrud</b> <b>Salfer</b> as alternate RRRSWA Executive Director/Redwood Cty. Solid Waste Administrator Meets as needed
<u>Southwest Regional Solid Waste : Commission:</u> (Joint Powers)	Commissioner <b>Groebner</b> ; 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 Falls City Council Committee</u>	All Commissioners Administrator Meets the 5 <sup>th</sup> Tuesday at 5:00 p.m.
<u>Redwood Soil &amp; Water Conservation District – Liaison Committee</u>	Commissioner <b>Groebner</b> & <b>Forkrud</b> Soil & Water Board Members: Joe Plaetz, Jeff Potter Environmental Director County Administrator Meets: As needed
<u>Redwood Soil &amp; Water Conservation Board</u>	Commissioner: <b>Groebner</b> ; Alternate: <b>Forkrud</b> Meets the 2 <sup>nd</sup> Wednesday of every month in the AM
<u>Safety Committee:</u>	Commissioner <b>Salfer</b> and <b>Forkrud</b> ; <b>Groebner</b> as alternate Safety Coordinator: Peter Brown; Safety Technician: Shelly Koenig R & B - Jerry Jenniges; Jeff Bommersbach as Alternate; Maintenance-Loren Gewerth Sheriff – Joel Bill CH/Government Center-Jim Sandgren Meets 4x/year
<u>Service Enterprises (S.E.I)</u>	Commissioner <b>Groebner</b> ; Alternate: <b>Salfer</b> Meets the 4 <sup>th</sup> Thursday of every month at 12noon in Redwood Contact <a href="mailto:Karin.ramey@service-enterprises.org">Karin.ramey@service-enterprises.org</a>
<u>Southern MN Tourism Association:</u>	Chamber Director; Commissioner <b>Forkrud</b> Meetings in various sites quarterly Contact: Mankato Office, 507-389-2683. Anne Johnson, Chamber Director Appropriation: \$841.00/yearly

Southern Prairie Community Care:

Commissioner **Van Hee**; Alternate **Salfer**  
Meets 4<sup>th</sup> Friday every month (9:30-12:30pm)  
At Redwood Falls MN West Room  
Toni.lecy@southernprairie.org

SMAMHC (SW MN Adult Mental Health Consortium Executive Commission Board: (Joint Powers 18 Counties)

Commissioner **Salfer**; Alternate **Wakefield**  
Meets annually in October  
Consortium meets 3<sup>rd</sup> Friday monthly. (attended by SWHHS)  
Marshall

Southwest Health & Human Services:

Commissioners **Salfer** & **Wakefield** (**Van Hee** as alternate)  
Public Health Lay-person: Carol Flahaven  
Meets third Wednesday of the month at 9:00 a.m. at the Gov't Center in Marshall.  
[Monica.christianson@swhhs.com](mailto:Monica.christianson@swhhs.com)

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](mailto:cbendix@swmnpic.org)  
Lyon County Government Center  
Appropriation: \$3,440/yearly

SW Regional Development Commission: (Joint Powers)

Commissioner **Van Hee**; **Salfer** as alternate.  
2<sup>nd</sup> Thursday every month at 3:30pm. at SRDC Office in Slayton. Contact: Slayton Office, 2401 Broadway Ave. #1  
Rhonda Wynia; [rwynia@swrdc.org](mailto: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  
Jim is the representative for SWHHS and they pay his per diem

Supporting Hands Nurse Family Partnership

Commissioner; **Salfer**; **Forkrud** Alternate  
Meets Quarterly – Carol Biren – SWHHS  
Meeting Dates:  
Kandiyohi HHS Building, Willmar

Tobacco Ordinance Hearing Panel:

Representative from SWHHS (5-18-21)

United Community Action Partnership – Community Transit

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

Wellness Your Way

Heidi Wersal, Michelle Koenig, Kim Kodet, Peter Brown,  
Robin Kokesch, Chris Burchfield,  
Jeanne Prescott, Jenifer Manthei, Amy Serbus  
Meets the 3<sup>rd</sup> 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  
4<sup>th</sup> Monday every month, 4:00 p.m.  
507-337-4926, Sarah Ackerman sackerman@wmhcinc.org

