

REDWOOD COUNTY, MINNESOTA

December 17, 2024

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

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

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

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

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

**CONSENT AGENDA**

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

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

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

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

**EMPLOYEE RECOGNITION**

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

**COUNTY ATTORNEY**

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

**AUDITOR/TREASURER**

- On motion by Wakefield, second by Van Hee, the Board voted unanimously to approve the following consent agenda: Cash Balance Report; Investment Summary; Budget Reports, and November 2024 Disbursements in the amount of \$1,760,745.24.
- Bills exceeding \$2,000:

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

MN COMMISSION OF FINANCE	189,662.42
NATIONWIDE RETIREMENT SOLUTIONS	4,823.00
PAYCOM CORPORATE HEADQUARTERS	2,458.45
WEX LEAP	7,426.11
WEX LEAP	7,426.11
36 Payments less than 2 0 0 0	19,186.73
<b>Final Total:</b>	<b>371,807.56</b>

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

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

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

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

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

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

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

<u>Vendor Name</u>	<u>Amount</u>
ENERGY SOLUTION PARTNERS, LLC	18,928.55

MEADOWLAND FARMERS COOP	11,305.00
MR PAVING & EXCAVATING INC	213,836.54
1     Payments less than 2 0 0 0	232.77
<b>Final Total:</b>	<b>244,302.86</b>

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

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

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

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

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

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

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

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

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

WHEREAS, Minnesota Statute 375.16 allows the County Board to authorize the County Auditor/Treasurer to pay incidental expenses of the county upon the presentation of a properly

itemized and verified bill; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Encumbrances for contracts entered into at year end
- RCEDA Revolving Loan - 2008
- Septic System Revolving Loan - 2017
- Retiree Health Insurance
- Sheriff Canteen
- United Community Action Area Transit

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

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

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

#### **PUBLIC HEARING**

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

#### **SHERIFF**

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

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

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

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

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

- Jacobson reviewed with the Board the November 2024 Jail Population.

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

**ROAD & BRIDGE**

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

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

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

**ENVIRONMENTAL**

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

**ADMINISTRATION**

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

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

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

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

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

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

WHEREAS, The Redwood County Board of Commissioners voted to authorize Redwood County to expend American Rescue Plan Coronavirus State and Local Fiscal Recovery Funds utilizing the Standard (Revenue Loss) Allowance at their Regular Board Meeting held on March 1, 2022;

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

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

### ***Personnel***

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

- On motion by Salfer, second by Wakefield, the Board voted unanimously to acknowledge the resignation of Samantha Harmon, License Center Technician, effective December 27, 2024.

*Safety*

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

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

**CLOSED SESSION- Attorney/Client Privilege**

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

**ADJOURN**

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

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Jim Salfer, Chair  
Board of County Commissioners

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