

REDWOOD COUNTY, MINNESOTA

December 27, 2016

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

Present for all or portions of the meeting were Commissioners Dennis Groebner, Lon Walling, Jim Salfer, and Sharon Hollatz. Also present were Administrator Vicki Knobloch; Auditor/Treasurer Jean Price; HR Coordinator Peter Brown; County Engineer Willy Rabenberg; Sheriff Randy Hanson; United Community Action Transportation Director Cathleen Amick; Dave Forkrud and Bob VanHee.

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

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

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

**CONSENT AGENDA**

- On motion by Salfer, second by Hollatz, the Board voted unanimously to approve the following:
  - December 13th Board minutes

**ROAD AND BRIDGE**

- On motion by Groebner, second by Hollatz, the Board voted unanimously to approve Road and Bridge bills in the amount of \$72,695.86.
- On motion by Walling, second by Salfer, the Board voted unanimously to approve the final payment for SAP 064-608-026 to R & G Construction in the amount of \$13,481.15.
- On motion by Walling, second by Hollatz, the Board voted unanimously to approve a purchase from Crysteel Truck Equipment for an Air N Arch 300 Power Unit in the amount of \$29,288.65.
- On motion by Salfer, second by Walling, the Board voted unanimously to award the purchase of a Ford F550 Service Truck and Chasis from Kohls-Weelborg in the amount of \$49,052.00 plus sales tax and licensing fees.

Bids received:

Company	Bid Amount
Kohls-Weelborg	\$49,052.00
Midway Ford	\$49,442.00

- On motion by Hollatz, second by Groebner, the Board voted unanimously to approve the purchase of Stellar TMAX1-11 Service Body, Eagle liftgate, Outriggers and Stellar 4421 Crane off State Contract #116762 in the amount of \$42,447.04 with trade in of existing shop service truck.

- On motion by Groebner, second by Hollatz, the Board voted unanimously to approve an amended Road Maintenance Agreement with Mathiowetz Construction.

**SHERIFF**

- On motion by Hollatz, second by Groebner, the Board voted unanimously to approve the purchase of three camera systems for the inside of squad cars from Watch Guard in the amount of \$15,510.

**UNITED COMMUNITY ACTION**

- Amick presented yearly update of the non-profit public transportation servicing Redwood County.

**ADMINISTRATOR**

- On motion by Walling, second by Groebner, and in a roll-call vote with Hollatz, Walling, Groebner, Klabunde and Salfer 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 2016, 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
- RCEDA Revolving Loan - 2011
- Retiree Health Insurance
- Sheriff Canteen
- United Community Action Area Transit
- Veteran's Cemetery Land Purchase

**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 2016 year and amounts budgeted for the 2017 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 Groebner, second by Hollatz, and in a roll-call vote with Hollatz, Walling, Groebner, Klabunde and Salfer all voting aye, the Board adopted the following Resolution:

**Resolution Authorizing the Redwood County Auditor-Treasurer  
To Pay Certain Claims in 2017**

**WHEREAS**, Minnesota Statute 375.16 allows the County Board to authorize the County Auditor/Treasurer to pay incidental expenses of the county; 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 Redwood County Auditor/Treasurer is authorized to pay incidental expenses per Minnesota Statute 375.16.

**BE IT FURTHER RESOLVED**, That the Redwood County Auditor/Treasurer is authorized to pay certain claims made against the County that are included in the Accounting Policies and Procedures Manual.

**BE IT FURTHER RESOLVED**, That as part of the control procedure for informational purposes, a list of all claims paid be presented to the Board at its next regularly scheduled meeting.

- On motion by Salfer, second by Groebner, the Board voted unanimously to approve the Accounting Policies and Procedures Handbook.
- On motion by Hollatz, second by Walling, the Board voted unanimously to approve the 2017 County Fee Schedule.
- On motion by Walling, second by Salfer, the Board voted unanimously to approve the Amendment to the Redwood-Renville Regional Solid Waste Authority Joint Powers Agreement.
- On motion by Walling, second by Salfer, in a roll-call vote with Walling, Salfer, Hollatz, Groebner and Klabunde all voting aye, the Board adopted the following resolution:

**Resolution to Use Website Advertisement for Transportation Project Bids**

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

**NOW THEREFORE**, the County of Redwood Board of Commissioners hereby resolves:

**BE IT RESOLVED**, The County of Redwood designates publication for transportation contracts on the County website, [www.co.redwood.mn.us](http://www.co.redwood.mn.us), in place of or in addition to any other required form of publication.

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

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

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

- On motion by Hollatz, second by Groebner, the Board voted unanimously to approve the 2017 Redwood County Reimbursement Policies.
- On motion by Salfer, second by Hollatz, in a roll-call vote with Salfer, Hollatz, Groebner, Klabunde and Walling all voting aye, the Board adopted the following resolution:

**WHEREAS**, Minnesota Statutes require the County Board of Commissioners to annually set by resolution the salary of the County elected officials.

**THEREFORE, BE IT RESOLVED**, that the salary of the Redwood County Commissioners be set for 2017 as listed below per Minnesota Statute 375.055:

County Commissioners           \$ 26,915.00

**BE IT FURTHER RESOLVED**, that the 2017 salary for the Redwood County Recorder shall be set as listed below per Minnesota Statute 386.015, Subd. 2:

County Recorder                 \$ 78,707.20

**BE IT FURTHER RESOLVED**, that the 2017 salary for the Redwood County Auditor-Treasurer shall be set as listed below per Minnesota Statute 384.151 Subd. 1a and 385.373, Subd. 1a:

County Auditor-Treasurer     \$ 91,811.20

**BE IT FURTHER RESOLVED**, that the 2017 salary for the Redwood County Attorney shall be set as listed below per Minnesota Statute 388.18, Subd. 1:

County Attorney                 \$ 97,988.80

**BE IT FURTHER RESOLVED**, that the 2017 for the Redwood County Sheriff shall be set as listed below per Minnesota Statute 387.20, Subd. 2:

County Sheriff                   \$ 103,542.40

**BE IT FURTHER RESOLVED**, that a maximum per diem (per day) rate of \$75.00 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 education/training sessions; and for 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.

- On motion by Hollatz, second by Walling, the Board voted unanimously to approve 2016 Budget adjustments.
- On motion by Salfer, second by Walling, the Board voted unanimously to approve the Southwest Health and Human Services Lease Agreement.
- On motion by Hollatz, second by Groebner, the Board voted unanimously to approve the Office of the State Auditor Engagement Letter.
- On motion by Walling, second by Salfer, the Board voted unanimously to approve the Tobacco License for the Vesta Bar.
- The Child Advocacy Grant Amendment was tabled to the January 3, 2017 board meeting.
- On motion by Hollatz, second by Klabunde, the Board voted unanimously to approve the Abstract of Bills.

General Fund	\$ 128,166.70
Building Fund	\$ 4,889.48
Ditch Fund	\$ 221.61
Solid Waste Fund	\$ 220.00

*Personnel Action Items:*

- On motion by Hollatz, second by Walling, the Board voted unanimously to acknowledge the resignation of Carrie Kleinschmidt from full-time License Center Technician effective 12-23-16.
- On motion by Walling, second by Groebner, the Board voted unanimously to approve the Rural and Community Economic Planner job description to be used in the future. The position was set at the non-union salary schedule at Grade 12.

**COMMISSIONER REPORTS**

- The Commissioners reported on meetings they attended:

Hollatz:

- Technology Committee

Walling:

- Ditch Matters
- Redwood/Renville Regional Solid Waste Authority
- Future Building Committee

Klabunde

- Advocate-Connect- Educate Annual Meeting
- Southern Prairie Community Care
- Western Mental Health
- Personnel Sub-Committee

Salfer:

- Personnel Sub-Committee
- Workforce Council
- Southwest Health and Human Services
- Southwest Minnesota Private Industry Council

Groebner

- MN Valley Regional Rail Authority
- Redwood Soil and Water Conservation District Board
- Redwood-Renville Regional Solid Waste Authority

**ADJOURN**

There being no further business, Chair Klabunde declared the meeting adjourned at 10:42 a.m.

\_\_\_\_\_  
Priscilla Klabunde, Chair  
Board of County Commissioners

Attest: \_\_\_\_\_  
Vicki Knobloch  
County Administrator