PROCEEDINGS OF THE MURRAY COUNTY BOARD OF COMMISSIONERS MURRAY COUNTY GOVERNMENT CENTER - SLAYTON, MINNESOTA
August 19, 2025, 8:30 AM

Pursuant to notice, the Murray County Board of Commissioners convened with the following members present in person: Commissioners; Loy Woelber, Jackie Meier, Mark Carlson, Dennis Welgraven and Roger Zins. Also Present in person were County Administrator Carolyn McDonald, General Assistant Renee Gleason, and County Attorney Travis Smith.

CALL TO ORDER 8:30 A.M.

2.1 AGENDA ADDITIONS

The Board Chair asked if there were any additions to the agenda. There are no additions but there will be omissions per Carolyn McDonald: 4.5.2 Resolution Approving and Authorizing an Advance Agreement with the Minnesota Rural Water Finance Authority and Authorizing Participation in the Joint Powers Authority. As well as, 4.5.3 The Advance Agreement by and between the Minnesota Rural Water Finance Authority and Murray County, and the Water Commission of the Red Rock Rural Water System.

2.2 IDENTIFY ANY CONFLICT OF INTEREST

The Board Chair asked if there were any conflicts of interest. Loy Woelber will be abstaining for voting on items 4.1.1 Cattleman Building Final Pay Request for Construction and 4.1.3 Cattleman Building Final Pay Request for Concrete.

3.1 APPROVE CONSENT AGENDA

It was moved by Jackie Meier, seconded by Mark Carlson, to approve not additions to agenda but the omissions of 4.5.2 and 4.5.3 by Carolyn McDonald. In addition, conflict of interest on items 4.1.1 and 4.1.3 for Loy Woelber. He will be abstaining from voting on those items.
Motion Passed.

3.2 APPROVE MINUTES FROM 08/05/2025

It was moved by Roger Zins, seconded by Mark Carlson, to approve meeting minutes from 08/05/2025 with no changes. Motion Passed.

3.3 COMMISSIONER WARRANTS

It was moved by Roger Zins, seconded by Jackie Meier, to approve The Chairman authorization to sign the Audit List dated August 19, 2025 with fund totals as follows for Warrants 177847 to 177916, and ET 86377. Motion Passed.

General Revenue Fund	$55,462.83
Road & Bridge	30,198.76
EDA	132.25
Ditch	7,239.89
Self-Insurance	3,573.48
Sunrise Terrace	636.96

SAWS	169.00
TOTAL	$97,413.17

4.1.1 CATTLEMAN BUILDING FINAL PAY REQUEST FOR CONSTRUCTION

It was moved by Jackie Meier, seconded by Mark Carlson, to approve the final pay request for $14,300 to Ankrum Cabinets & Construction for the Cattleman's Building on the Fairgrounds. Motion Passed

- Bids opened and the contract approved on February 4, 2025
- Justin Hoffmann has reviewed the invoice and recommends making final payment
- IC 134 documentation is pending

Project: Cattleman Building - Construction
Vendor: Ankrum Construction
Contract Approved on: February 4, 2025

Original Contract	$ 141,300.00
Change Orders	$ -
Contract Sum to Date	$ 141,300.00
Total Completed and Stored to Date	$ 127,000.00
Current Payment Request	***$ 14,300.00***
Balance to finish	$0.00

			Warant #
8/5/2025	Pay Request 1	$ 127,000.00	177774
8/19/2025	Pay Request FINAL	$ 14,300.00	Pending
		$ 141,300.00	

Change Orders		
	NONE	
	Total Changes	$ -

Motion Passed with a roll call vote as follows:
Woelber: Abstain
Meier: Aye
Carlson: Aye
Welgraven: Aye
Zins: Aye

4.1.2 DITCH BILLS

It was moved by Roger Zins seconded by Jackie Meier and passed to approve the report of bills for payment of the Murray County Drainage Authority as follows:

KO Farm Drainage, LLC

21-805-6960	JD 3	2,985.00	#2024-040	Ok'd by T. Radke on	9/12/2024
	Subtotal	**2,985.00**			
	Total Ditch Bills	**2,985.00**			

4.1.3 CATTLEMAN BUILDING FINAL PAY REQUEST FOR CONCRETE

It was moved by Jackie Meier, seconded by Mark Carlson, to approve change orders of $2,102 to concrete contract and for final pay request for $24,174.00 to Huset Construction, Inc. for the Cattleman's Building on the Fairgrounds. Motion Passed.

Change orders of $2,102 to the concrete contract for the Cattleman's Building

$400.00	Concrete Slab
$580.00	2" Foam for Kitchen Walls
$1,122.00	102.5 tons Extra Gravel
$ 2,102.00	

Final pay request for $24,174 to Huset Construction, Inc, on the concrete contract for the Cattleman's Building on the Fairgrounds, contingent on IC 134 Contractor Affidavit being received (account code: 01-110-115-6622).

Motion Passed with a roll call vote as follows:
Woelber: Abstain
Meier: Aye
Carlson: Aye
Welgraven: Aye
Zins: Aye

RECESS FOR 5 MINUTES

RECONVENE

4.2 DITCH INSPECTION REPORT

A motion was made by Roger Zins, seconded by Jackie Meier to approve said repairs to be made as per Petition 2025-025 for CD 7 and Petition 2025-026 for CD 37.

4.3.A 9:00 AM PUBLIC HEARING MURRAY COUNTY TOBACCO ORDINANCE

Representatives from Southwest Health and Human Services, Jenna Stephenson and Mariah Talsma appeared in person to provide their feedback, comments, and considerations on Murray County's Tobacco policy as per attachment.

It was moved by Roger Zins, seconded by Mark Carlson, to approve and adopt SWHHS recommendations to Ordinance # 2025-02, Relating to the Sale, Possession, and Use of Tobacco, Tobacco Related Devices, Electronic Delivery Devices, and Nicotine or Lobelia Delivery Products in Murray County, with the exception of the selling age of tobacco at 21 years old. The age requirement of selling tobacco in Murray County will be 18 years old.

As recommended by Travis Smith, Murray County Attorney, it was moved by Roger Zins, seconded by Mark Carlson to approve and adopt the overall amended Odinance #2025__, relating to the Sale, Possession, and Use of Tobacco, Tobacco Related Devices, Electronic Delivery Devices, and Nicotine or Lobelia Delivery Products in Murray County

4.3.B 9:15 AM PUBLIC HEARING MURRAY COUNTY HOME INITIATIVE TAX ABATEMENT

It was moved by Mark Carlson, seconded by Loy Woelber and passed to approve the Murray County Home Initiative Tax Abatement for Don & Theresa DeJager on property located at 1425 North Oak Drive, Slayton, MN 56172. Motion Passed.

4.3.1 JOINT POWERS AGREEMENTS FOR CANNABIS ENFORCEMENT AND REGULATIONS

In December 2024, and again on June 2025, the Murray County Board of Commissioners accepted and approved the joint powers agreements for 20 township and all but two cities, Slayton and Iona. The City of Iona has since approved their joint powers agreement and submitted it for acceptance and signatures.

It was moved by Mark Carlson, seconded by Loy Woelber, to accept and approve the joint powers agreement with the City of Iona for the enforcement and regulation of Cannabis, and to authorize Board Chair Welgraven and County Administrator McDonald to sign on behalf of the County. And to further approve the update to APPENDIX - ARTICLE 27 to add Iona to Sections 2702.2A and 2702.2B. Motion Passed.

4.3.2 LAKE SARAH DAM - FINAL PAYMENT - RUPP CONSTRUCTION COMPANY, INC.

1. Original Contract	$205,675.00
2. Change Orders	$ -
3. Original Contract plus Change Orders	$205,675.00
4. Value of Work Completed to Date	$205,675.00
5. Less 0% Retainage	$ -
6. Total earned less retainage	$205,675.00
7. Previous Pay Applications	$195,391.25
8. Amount Due this Request	$ 10,283.75

This final payment application for Rupp Construction has been reviewed by Houston Engineering, project engineer and is recommended for approval. This project is funded by a Conservation Partners Legacy Grant. The county will submit a request for these funds once paid by the county.

It was moved by Jackie Meier, seconded by Roger Zins, and passed to approve the Lake Sarah Dam Request for Final Payment to Rupp Construction Company, Inc. for the Retainage of $10,283.75.

4.4.1 SALE OF SURPLUS EQUIPMENT

It was moved by Roger Zins and seconded by Mark Carlson to approve the 2012 International tandem plow truck, 2003 Chevrolet Tahoe and 2013 Ford Expedition as surplus equipment and authorize the sale of the items on the auction site MnBid or GovDeals. Additional items are listed for the surplus sale and can be monitored on website via Carolyn McDonald. The website address was shared with the Board.

Updated Board on construction progress of Hwy Building Phase II and Lake Shetek Dike project.

4.5.1 PLUM CREEK LIBRARY 2025 - 2026 FUNDING REQUEST

Elizabeth Hoffman in attendance from PCLS and is requesting $3,250 from each of the nine counties to supplement technology initiatives during the 2026 fiscal year, consistent with previous years. Funding will ensure they are able to continue to provide Scholastic databases and other vital technology programs residents.

Motion made by Jackie Meier and seconded by Loy Woelber to approve the 2026 funding request for Plum Creek Library System in the amount of $3,250. Motion Passed.

4.5.2 RECYCLING CENTER RESTRUCTURING

With the Building Committee's recommendation to contract services to provide containers for recyclables, and to service the recycling facility for recycling materials pick-up. This streamlined the recycling program and eliminated the need for a part-time recycling center worker.

Motion made by Jackie Meier and seconded by Loy Woelber to approve the lay-off of Leslie Morin as Recycling Center Worker effective August 29, 2025.

4.5.3 LICENSE CENTER - ROLE ADJUSTED TO PART-TIME STATUS

It was moved by Jackie Meier, seconded by Loy Woelber, to approve the role adjusted to part-time for Tessa Risacher as License Center Clerk for a 90-day trial period. With the change to part-time status, the position's annual salary will be adjusted accordingly, reflecting an annual $20,275.84 reduction in wages.

It was moved by Jackie Meier, seconded by Roger Zins, to make the previous motion effective September 1st, 2025. Motion Passed.

4.5.4 LEAVE OF ABSENCE POLICY UPDATE INCORPORATING UNPAID TIME OFF

To ensure fairness, consistency, and operational continuity, the policy has been updated to include clear guidelines for unpaid time off. This revision establishes defined eligibility criteria, which require that unpaid time off may only be granted for documented qualifying emergencies, such as serious illness, family emergencies, or other unforeseen urgent situations. All employees must meet these criteria and follow the outlined process when requesting time away from work.

It was moved by Jackie Meier, seconded by Dennis Welgraven, to approve the amended Leave Of Absence Policy Update incorporating unpaid time off, effective September 1, 2025. Motion Passed.

5.1 COMMITTEE REPORTS

Woelber

8/05/25	Commissioners Meeting
8/11/25	SAWS

Meier

8/04/25	Supporting Helping Hands Nurse Family Partnership
8/05/25	Commissioners Meeting
8/11/25	MC Fair-cleanup/Emergency Management Meeting/MC Fair Emergency Drill/ Safety Meeting
8/12/25	MC Fair/Personnel Meeting/MC Fair 5K
8/16/25	MC Fair-release of exhibits

Carlson

8/05/25	Commissioners Meeting
8/11/25	SAWS

Welgraven

8/05/25	Commissioners Meeting
8/06/25	SWHHS Budget Meeting
8/12/25	MC Fair/Personnel Meeting

Zins

8/5/25	Commissioners Meeting
8/11/25	MC Fair
8/12/25	MC Fair
8/13/25	MC Fair
8/14/25	MC Fair
8/15/25	MC Fair
8/16/25	MC Fair

6. ADJOURNMENT

Adjournment at 9:30 A.M.

7. WORK SESSION

ATTEST: Carolyn McDonald

Carolyn McDonald, County Administrator

Dennis Welgraven, Board Chair