OFFICIAL PROCEEDINGS OF THE COUNTY BOARD OF NOBLES COUNTY, MINNESOTA

The County Board of Nobles County met for its Annual Meeting this 3rd day of January, 2012, in the Board of Commissioners Room, at the Nobles County Government Center, Worthington, Minnesota. The following Commissioners were in attendance: Diane Thier, Vern Leistico, Marvin Zylstra, David Benson and Robert Demuth Jr.

Meeting was called to order by County Administrator, Melvin J. Ruppert.

On a motion by Marvin Zylstra, seconded by Diane Thier, it was duly passed to nominate David Benson for the position of Chairperson for 2012.

It was duly passed to declare a unanimous ballot be cast for Commissioner Benson as Chairperson.

Newly elected Chairperson Benson then presided over the meeting.

On a motion by Diane Thier, seconded by Vern Leistico, it was duly passed to nominate Robert Demuth Jr. for the position of Vice Chairperson for 2012.

It was duly passed to declare a unanimous ballot be cast for Commissioner Demuth as Vice Chairperson.

The Pledge of Allegiance to the flag was recited.

On a motion by Marvin Zylstra, seconded by Robert Demuth Jr., it was duly passed to approve the agenda as amended.

On a motion by Robert Demuth Jr., seconded by Vern Leistico, it was duly passed to approve the Official Proceedings of the December 20, 2011 County Board meeting.

Mark Bartosh, Dundee, and Michael McCarvel, Brewster, met with the Board to express their interest in appointment to the Heron Lake Watershed Board of Managers. Comments and/or questions about the appointment were received from two (2) of the persons in attendance: Merle Hassebroek, Worthington, presented the Board with a letter of recommendation and Jerry Perkins, Worthington, addressed the Board to express his satisfaction with the Heron Lake Watershed District.

On a motion by Marvin Zylstra and seconded by Vern Leistico, it was duly passed to adopt the following resolution:

> **WHEREAS,** it is the duty of the Board of Commissioners to appoint citizens to various Boards, Committees and Commissions of Nobles County.
>
> **BE IT THEREFORE RESOLVED,** to appoint the following persons, for the term specified on Boards, Committees and Commissions as listed:

Heron Lake Watershed Board
(3 year term expiring February 14, 2015)
Michael McCarvel, Brewster

Daniel Bohn, Brewster, met with the Board for continued discussion on the request for the addition of a driveway on CSAH 14.

On a motion by Vern Leistico, seconded by Robert Demuth Jr., it was duly passed to approve Daniel Bohn's request for an additional driveway along CSAH 14 west of CSAH 3 in the southeast quarter of section 20.

Steve Schnieder, Public Works Director, presented information and recommendations in the area of Public Works' permit fees.

Nicole Names, Community Services Director, presented the Board with information and recommendations in the area of Health and Human Services.

On a motion by Marvin Zylstra, seconded by Vern Leistico, it was duly passed to authorize the Chair and County Administrator to sign, on behalf of Nobles County, a Home and Community-Based Waiver Services Contract with Specialized Vocational Services.

On a motion by Vern Leistico, seconded by Diane Thier, it was duly passed to authorize the Chair to sign, on behalf of Nobles County, a IV-D Cooperative Agreement with the Minnesota Department of Human Services and the Nobles County offices of Human Services, County Sheriff and County Attorney to administer the Child Support Enforcement program under the Title IV-D of the Social Security Act.

On a motion by Diane Thier, seconded by Robert Demuth Jr., it was duly passed to authorize the County Board Chair and County Administrator to sign, on behalf of Nobles County, interpreter contracts with Abera Angolie, Violeta Cota and Nyabuay Gach.

On a motion by Robert Demuth Jr., seconded by Marvin Zylstra, it was duly passed to authorize the Chair and County Administrator to sign, on behalf of Nobles County, Family Service Supervision agreements for Adult Social Services, Children's Services and Income Maintenance/Child Support and an Administrative agreement for Account Technician with Pipestone County.

On a motion by Diane Thier, seconded by Vern Leistico, it was duly passed to authorize the Chair and County Administrator to sign, on behalf of Nobles County, an assignment agreement to provide early hearing detection and intervention.

On a motion by Marvin Zylstra, seconded by Vern Leistico, it was duly passed that the meetings of the Board will be held on the first Tuesday after the first Monday and the second to last Tuesday of each month at 9:00 a.m. with the remaining Tuesdays of each month being reserved for special meetings or work sessions; and further, to move the December 4th, 2012 Board meeting to December 6th, 2012.

On a motion by David Benson, seconded by Marvin Zylstra, it was duly passed to approve the Nobles County Board of Commissioners Operating Rules and Guidelines. A copy of the rules was before the Board and is made a part of this resolution by reference.

On a motion by Robert Demuth Jr., seconded by Vern Leistico, it was duly passed to designate the Daily Globe, Worthington as the legal newspaper of the County for 2012 and the County Web Page (www.co.nobles.mn.us) as the official publication for transportation projects pursuant to Minn. Statutes §331A.12; that a summary of county board proceedings pursuant to MN Statutes §331A.01 be published; and further, to authorize the County Administrator to sign, on behalf of Nobles County, an Advertising Agreement with the Daily Globe for 2012. A copy of the agreement was before the Board and is made a part of this resolution by reference.

On a motion by Marvin Zylstra, seconded by Diane Thier, it was duly passed to adopt the following resolution:

> **WHEREAS**, the 1976 Personnel Act., Chapter 182, Laws of 1976, State of Minnesota, was adopted by the Board; and,
>
> **WHEREAS**, the act provides for County Personnel Administration on an integrated merit basis, allowing the Board additional responsibility for jurisdiction over positions within county departments.
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> **BE IT RESOLVED**, to set the maximum positions allocated to each office for 2012 as follows.
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> **BE IT FURTHER RESOLVED,** that each position vacancy in 2012 be brought before the Board of Commissioners for their approval to fill.

FUND/DEPARTMENT	Full Time	Part Time	On-Call
General Fund			
Executive			
County Administration/HR	1.00		
Deputy	1.00		
Clerical	1.95		

Financial Administration			
Auditor-Treasurer- Chief Deputy	1.00		
Deputies	2.00		
Finance		0.50	
Motor Vehicle - Deputies	3.00		
Information Systems			
Local Area Network	1.00	0.60	
Central Services			
Car Pool - Clerical		0.05	
Attorney - Deputy	1.00		
Assistants	2.00		
Clerical	4.00		
Assessor	1.00		
Deputy	1.00		
Clerical	1.00		
Recorder - Deputies	2.00		
Buildings- Custodial	4.00		
Maintenance	2.00		
Veterans Service		0.60	
Public Safety			
Sheriff - Chief Deputy	1.00		
Sergeant	1.00		
Investigators	2.00		
Deputies	7.00		
Special Deputies			.26
Corrections			
Jail - Jail Administrator	1.00		
Jail Sergeants	4.00		
Jail Staff	16.00	1.20	
Emergency Management		0.60	
Agriculture & Natural Resources			
County Extension		0.60	
Public Works			
Environmental Services	4.00		
Highway	20.00		
Parks	1.00		
Grounds	1.00		
Community Services			
Deputy	1.00		
Supervisors	5.00		
Social Services	15.00		
Income Maintenance	15.00		
Clerical	3.50	0.50	
Health	8.00	1.50	
Library	4.00	3.21	

On a motion by Marvin Zylstra., seconded by David Benson, it was duly passed to authorize the County Auditor-Treasurer to issue warrants for the payment of the following expenses without requiring County Board approval.

Board Approved Contracts
Collections/Fees/Fines Due Other Governments
Group Insurance
Inter Fund Billings
Judicial Order for Payment
Payroll & Payroll Deductions
Employee Travel Expenses (Including Extension Employees)
Petty Cash / Change Fund Reimbursement
Postage, Fedex, UPS
Tax Distributions & Refunds
Telephone & Cell Phone Charges (Local & Long Distance)
Utilities
Credit Card Billings
Payments to Other Political Subdivision
Payments of contingency claims requested by the County Attorney under MS 388.14
County Attorney's Forfeiture Account
Social Service bills
Registrations for Meetings & Conferences

The following bills are approved by their own boards and are paid without County Board approval:

Community Corrections
Library
Park

*Bills submitted that allow for a discount if paid by a specific date.
*Bills submitted that impose a penalty and/or discontinuances of service if not paid by a specific date.

On a motion by Diane Thier, seconded by Vern Leistico, it was duly passed to adopt the Nobles County Fee Schedule as amended effective January 1, 2012 with the exception of the Sheriff's Department Mortgage Foreclosure Sale. The Board directed Administration to contact the Sheriff to determine the reason for the fee increase and will reconsider it at the next board meeting. A copy of the fee schedule was before the Board and is made a part of this resolution by reference.

The Board reviewed the Catastrophic Leave Bank annual report as of December 31, 2011.

On a motion by Vern Leistico and seconded by Robert Demuth Jr., it was duly passed to set the date for the Board of Equalization to be Tuesday, June 12th, 2012 at 6:00 p.m. in the Commissioners' Room, 3rd Floor, Government Center as recommended by the County Assessor.

On a motion by Marvin Zylstra and seconded by Robert Demuth Jr., it was duly passed to appoint members of the Board to represent the Board of Commissioners on committees; and further, to authorize the payment of per diem and expense reimbursement for their attendance at assigned committee meetings.

Committees	**Term**	**Members**
Administrative Advisory Committee	1 year	David Benson Robert Demuth Jr.
AMC – Ag Task Force	1 year	Diane Thier Marvin Zylstra (Alt)
AMC – Extension	1 year	Marvin Zylstra David Benson (Alt)
AMC District VIII Meetings	1 year	Full Board
AMC Policy Meetings	1 year	Full Board
AMC Quarterly Meetings	1 year	Full Board

AMC Sponsored Legislative Visits	1 year	Full Board
Annual Meetings & Banquets	1 year	Full Board
Bio Science Jt. Powers Board	1 year	Marvin Zylstra Robert Demuth Jr.
Budget Committee	1 year	Robert Demuth Jr. Vern Leistico
Buffalo Ridge Regional Rail Authority	1 year	Marvin Zylstra Diane Thier
Capital Improvement Committee	1 year	Marvin Zylstra Vern Leistico
Committee of the Whole (Ditch, Finance, Planning, Roads, etc)	1 year	Full Board
Community Services Administrative Advisory Committee	1 year	Marvin Zylstra Vern Leistico Robert Demuth Jr. (Alt)
District 8 Land Use & Env. Task Force	1 year	Marvin Zylstra
D.A.C.	1 year	Robert Demuth Jr. Diane Thier (Alt)
Economic Development Ad Hoc Committee	1 year	Vern Leistico
Economic Development/Revolving Loan Committee	1 year	Robert Demuth Jr. Vern Leistico (Alt)
Extension Committee (County & Regional)	1 year	Marvin Zylstra David Benson
E.M.P.A.C. (County)	1 year	Marvin Zylstra Vern Leistico
Family Service Collaborative	1 year	Diane Thier Vern Leistico (Alt)
Heron Lake Watershed & Restoration	1 year	Marvin Zylstra
Highway 60 Action Group	1 year	David Benson Robert Demuth Jr.
Homeland Security & EM Reg. Review Committee	1 year	David Benson
Joint City, County, School Operations Committee	1 year	Diane Thier Robert Demuth Jr.
Joint Dispatch	1 year	Marvin Zylstra Vern Leistico Diane Thier (Alt)
Joint Planning Commission (Jt. Jurisdictional)	1 year	Robert Demuth Jr. Vern Leistico
Joint Powers HRA	1 year	Marvin Zylstra Robert Demuth Jr.
Joint Powers Transit Authority	1 year	Marvin Zylstra Vern Leistico
Kanaranzi-Little Rock Joint Powers	1 year	Diane Thier Vern Leistico (Alt)
Kanaranzi-Little Rock Watershed	1 year	Diane Thier
Land Integration Compliance Committee (GIS)	1 year	Vern Leistico Diane Thier (Alt)
Law Library	1 year	David Benson
Library Board	1 year	Diane Thier
Nobles County Housing & Redevelopment Authority	1 year	Full Board
Noxious Weed Appeals Committee	1 year	Marvin Zylstra Diane Thier
Okabena-Ocheda Watershed	1 year	Robert Demuth Jr.
Park Board	1 year	Vern Leistico Marvin Zylstra (Alt)
PJC Joint Operations Committee	1 year	Diane Thier Vern Leistico David Benson (Alt)
Planning Advisory Commission	1 year	Diane Thier Robert Demuth Jr. (Alt)
Plum Creek Library System	1 year	Diane Thier

Public Safety Advisory Committee	1 year	Diane Thier Robert Demuth Jr.
Regional Solid Waste Task Force	1 year	Vern Leistico Marvin Zylstra (Alt)
Resource Conservation & Development Commission	1 year	Vern Leistico Marvin Zylstra (Alt)
Revolving Loan Fund Review Committee	1 year	Diane Thier Vern Leistico
Rock-Nobles Community Corrections Executive Board	1 year	David Benson Robert Demuth Jr.
Rural Minnesota Energy Task Force	1 year	Diane Thier David Benson
R.S.V.P.	1 year	Vern Leistico Robert Demuth Jr. (Alt)
Soil & Water Conservation District	1 year	Robert Demuth Jr.
Southern Prairie Health Purchasing Alliance	1 year	David Benson Vern Leistico
State Community Health Services Advisory	1 year	David Benson
SW Emergency Medical Services	1 year	Robert Demuth Jr.
SW MN Adult Mental Health Consortium- Jt. Powers	1 year	David Benson Diane Thier (Alt)
SW Regional Radio Advisory Board	1 year	Robert Demuth Jr. Marvin Zylstra (Alt)
S.M.O.C.	1 year	Marvin Zylstra Robert Demuth Jr.
S.R.D.C.	1 year	David Benson
Tri-County Day Treatment	1 year	Marvin Zylstra
W.R.E.D.C.	1 year	Robert Demuth Jr.

On a motion by Marvin Zylstra and seconded by Vern Leistico, it was duly passed to adopt the following resolution:

WHEREAS, it is the duty of the Board of Commissioners to appoint citizens to various Boards, Committees and Commissions of Nobles County.

BE IT THEREFORE RESOLVED, to appoint the following persons, for the term specified on Boards, Committees and Commissions as listed:

Emergency Management Planning Advisory Committee
(3 year term expiring December 31, 2014)
David McNab, Brewster
Park Board
(unexpired 3 year term expiring January 31, 2014)

On a motion by Robert Demuth Jr., seconded by Diane Thier, it was duly passed to approve county department and board travel expenses for December 30th, 2011. A summarized copy of the expenses was before the Board and is made a part of this resolution by reference.

On a motion by Diane Thier, seconded by Marvin Zylstra, it was duly passed to authorize the County Administrator to sign, on behalf of Nobles County, a Cooperative Purchasing Agreement with the State of Minnesota, through its commissioner of Administration, Materials Management Division, to acquire various supplies through competitive bidding or requests for proposals.

On a motion by Diane Thier, seconded by David Benson, it was duly passed to adopt P-225 Pension/Retirement Policy effective 01/03/2012. A copy of the draft policy was before the Board and is made a part of this resolution by reference.

Committee and Board reports were received from the following:
District IV-Commissioner Demuth reported on the Soil and Water Conservation District.
County Administrator Ruppert reported on the Nobles-Rock Community Health Joint Powers dissolution.

On a motion by Diane Thier, seconded by Marvin Zylstra, it was duly passed to approve the following claims for payment:

December 15, 2011	$7,408.13
December 19, 2011	$51.20
December 22, 2011	$88.75
December 23, 2011	$14,572.41
December 27, 2011	$1,353.12
December 28, 2011	$156.50
Commissioners' Warrants:	
General Fund	
December 30, 2011	$117,466.41
January 6, 2012	$298,822.13
Public Works Fund	$27,468.77
Family Services Administration	$11,214.74
Family Services Social Services	
December 23, 2011	$35,562.48

There being no further business, the Board adjourned sine dies.

Attest:

_____
Chairperson

_____
County Administrator