

OFFICIAL PROCEEDINGS OF THE COUNTY BOARD OF NOBLES COUNTY, MINNESOTA

The County Board of Nobles County met in regular session this 20th day of December, 2016, in the Board of Commissioners Room, at the Nobles County Government Center, Worthington, Minnesota. The following Commissioners were in attendance: Marvin Zylstra, Gene Metz, Matt Widboom, Robert Demuth Jr. and Donald Linssen.

The Pledge of Allegiance to the flag was recited.

On a motion by Matt Widboom and seconded by Marvin Zylstra, it was duly passed to approve the amended agenda adding item 7.4 Coroner/Medical Examiner Contract.

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

- 5.1 December 8, 2016 Regular Meeting Minutes
- 5.2 December 8, 2016 2017 Budget & Tax Levy Meeting Minutes
- 5.3 2017 SWMHC Community Support Service Agreement Renewal
- 5.4 2017 SWMHC Master Services Agreement Renewal
- 5.5 2017 SWMHC Intensive Family Based Contract Renewal
- 5.6 2017 Day Care Consultation Agreements
- 5.7 2017 Interpreter Agreements
- 5.8 Meetings & Conferences – Travel Expenses
- 5.9 Auditor's and Commissioner's Warrants
 - A. Accounts Payable Summary
 - B. Audit List of Warrants

Wayne Smith, Environmental Services Director, and Eric Joens, Waste Connections of Minnesota, Inc. DBA Schaap Sanitation, presented the Board with information and a recommendation in the area a recycling contract renewal.

On a motion by Robert Demuth Jr. and seconded by Donald Linssen, it was duly passed to approve the Professional Recycling Services Agreement effective January 1, 2017 through December 31, 2021 for the provision of collection and processing services of Recyclable Material for the County. A copy of the agreement was before the Board and is made a part of this resolution by reference.

Stacie Golombiecki, Community Services Director, presented the Board with information and a recommendation in the area of a letter of recommendation so that the House of Hope can begin the process of obtaining the approval from the Department of Human Services to provide outpatient adolescent chemical dependency treatment.

On a motion by Donald Linssen and seconded by Marvin Zylstra., it was duly passed to authorize the County Board Chair to sign, on behalf of Nobles County, a letter of recommendation to the House of Hope to provide adolescent outpatient treatment. A copy of the letter was before the Board and is made a part of this resolution by reference.

Beth Van Hove, Auditor-Treasurer, presented the Board with information and recommendations in the areas of final payment of bills, individual ditch system year end balances, a tax forfeited land classification public meeting notice and rescheduling the hearing for consolidated Judicial Ditch #1.

On a motion by Marvin Zylstra and seconded by Matt Widboom, it was duly passed to authorize the Nobles County Auditor-Treasurer to pay bills December 31, 2016 without prior County Board approval for family service administration claims, capital improvement claims and general government claims as permitted under M.S. 375.18 Subd. 1.b.

On a motion by Matt Widboom and seconded by Donald Linssen, it was duly passed to authorize the transfer of \$242,000 as of December 31, 2016 from the General Fund to County Ditch systems 2,5 and 11 and Judicial Ditch 9 with deficit cash balances at 2016 year end. The monies transferred will be reimbursed effective January 2017. A copy of the year end balances was before the Board and is made a part of this resolution by reference.

On a motion by Matt Widboom and seconded by Marvin Zylstra, it was duly passed to hold a public meeting at 10:30 a.m. on Tuesday, March 7, 2017, in the Commissioners Room of the Nobles County Government Center for the purpose of approving for sale, classifying tax-forfeited lands, setting basic sale prices, setting terms of the auction and setting a date for the public sale.

Ms. Van Hove advised the Board that the tax-forfeited properties which were already classified last year but have not sold would not need to be reclassified. The Board may just want to review the sale price and assessments.

On a motion by Donald Linssen and seconded by Matt Widboom, it was duly passed to reschedule the public hearing for an outlet request on Consolidated Judicial Ditch #1 at 10:30 a.m. on Tuesday, January 24, 2017, in the Commissioners Room of the Nobles County Government Center.

Jerry Vyskocil, Finance Director, presented the Board with the 2016 Budget Amendment and proposed 2017 Property Tax Levy and Budget.

On a motion by Robert Demuth Jr. and seconded by Marvin Zylstra, it was duly passed to adopt resolution 201659 amending the 2016 budget:

WHEREAS, the approved 2016 budget expenditures for Community Services, Forfeited Property, and Debt Service were established in July 2015 and set by the Nobles County board of Commissioners in December of 2015 in the amount of \$7,910,111 for Social Services, \$117,000 for Forfeited Property and 1,388,475 for Debt Service.

WHEREAS, the Community Services, Forfeited Property, and Debt Service expenditures for 2016 are expected to exceed the approved budget expenditures based on the following.

\$363,981 for payments to certain MH placements. In mid 2016 Counties became responsible for certain placements. Nobles had such placements. Current amount paid to Regional Treatment Centers is \$363,981. There was \$50,000 budgeted in that line item.

Forfeited Property maintenance expenses were 31% higher than budget for.

Debt Service fund. The LPRW bond Required Reserve was recalculated and adjusted. \$101,654 was returned to LPRW. There was nothing budgeted for this.

NOW, THEREFORE, BE IT RESOLVED, by the Nobles County Board of Commissioners to amend the 2016 budget to increase total expenditures in Fund 05 by \$300,000, in Fund 29 by \$50,000, and Fund 35 by \$105,000 and that any expenditures not covered by State and Federal funding or reimbursements from other outside governmental entities shall be paid for by using unassigned fund balance.

On a motion by Matt Widboom and seconded by Marvin Zylstra, it was duly passed to adopt resolution 201660 and order spread the following levies; and further, to direct the County Administrator to certify the below spread levy with the County Auditor for collection in 2017:

FUND	PROPERTY TAX
GENERAL GOVT.	\$7,106,114
PUBLIC WORKS	\$1,094,391
COMMUNITY SERVICES	\$3,106,689
BUILDING	\$0
LIBRARY	\$564,392
DITCH	\$0
FORFEITED PROPERTY	\$117,000
DEBT SERVICE	\$1,201,328
SPREAD LEVY	\$13,189,914

On a motion by Robert Demuth Jr. and seconded by Matt Widboom, it was duly passed to adopt resolution 201661 to approve the 2017 Budget as was before the Board as follows:

Budgeted Governmental Funds	2017 Adopted Budget
<u>REVENUES</u>	
County Portion of tax levy	13,189,914
State CPA	656,522
Wind Energy Production Tax	972,846
Wheelage Tax	200,000
Licenses and permits	415,220
Intergovernmental	
Federal	2,609,641
State	3,264,002
Highway State Aid	8,582,000
Charges for services	1,912,369
Interest on investments	31,150
Miscellaneous	2,090,254
Use of Reserves Equipment Revolving	142,500
Use of Reserves	326,910
Total Revenues & Other Sources	<u>34,393,328</u>
<u>EXPENDITURES</u>	
General Government	7,082,071
Public Safety	2,396,711
Jail	2,065,728
Probation & Parole	182,000
Highway and streets	3,668,875
Highway Construction	7,218,157
Sanitation	754,465
Human service (welfare)	6,704,393
Health	1,316,085
Culture and recreation	836,271
Conservation of natural resources	729,337
Economic Development	50,760
Debt Service Principal	1,240,000
Debt Service Interest	146,975
Other / Unallocated	1,500
Total Expenditures and Other Uses	<u>34,393,328</u>

Sue Luing, HR Director/Deputy County Administrator, presented the Board with information and recommendations in the areas of the 2017 Non-union Compensation Plan, the 2017 Temporary/Seasonal Worker wages and the appointment of the County Assessor.

On a motion by Matt Widboom and seconded by Donald Linssen, it was duly passed to approve the non-union employees compensation plan to be amended to include a 2.50% cost of living adjustment (COLA) increase for each level and step for all non-union positions effective January 1, 2017.

On a motion by Robert Demuth Jr. and seconded by Marvin Zylstra, it was duly passed to approve the increase of the 2017 Temporary/Seasonal hourly pay rate to \$10.75 with \$0.50 per hour increase for each year the same person returns effective January 1, 2017.

On a motion by Marvin Zylstra and seconded by Donald Linssen, it was duly passed to reappoint Valerie L. Ruesch for a four year term as Nobles County Assessor.

Tom Johnson, County Administrator, presented the Board with information and recommendations in the areas of citizen appointments, the 2017 IRS standard mileage rate and a Coroner/Medical Examiner contract.

On a motion by Matt Widboom and seconded by Donald Linssen, 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:

**Community Services Advisory Committee:
(2 year terms expiring December 31, 2018)**
Jeff McNickle, Worthington (Consumer Rep./Health)

**Developmental Achievement Center:
(3 year terms expiring December 31, 2019)**
Sally Ann Johnson, Worthington
Marcia LaVelle, Worthington

**Emergency Management Planning Advisory Committee:
(3 year terms expiring December 31, 2019)**
Steve Schnieder (Public Works)
Terri Janssen (Public Health)
Nancy Veen (Public Safety Supervisor)

**Joint Planning Commission:
(3 year terms expiring December 31, 2019)**
Troy Wietzema, Worthington (Wgtn Twp)

**Personnel Board of Appeals:
(3 year term expiring December 31, 2019)**
Scott Hain, Worthington

**Planning Advisory Commission:
(3 year terms expiring December 31, 2019)**
Larry Boots, Worthington

**Travel Southwest Minnesota, Inc:
(3 year terms expiring December 31, 2019)**
Darlene Macklin, Worthington

On a motion by Marvin Zylstra and seconded by Matt Widboom, it was duly passed to accept the 2017 IRS standard mileage rate for business in the amount of 53.5 cents per mile.

On a motion by Gene Metz and seconded by Robert Demuth Jr., it was duly passed to appoint the Ramsey County Medical Examiner's Office as the Nobles County Medical Examiner; and further, to authorize the County Administrator and County Attorney to sign the contract upon its arrival.

Committee and Board reports were received from the following:

District I-Commissioner Zylstra reported on the Association of Minnesota Counties Annual Conference and the Southern Minnesota Opportunity Council. Commissioner Zylstra addressed the Board and thanked them for their encouragement.

District II-Commissioner Metz reported on input received from Commissioners at your Café events that Nobles County staff are friendly and that there is support for the Sheriff's office. Chairperson Metz commended staff.

District III-Commissioner Widboom gave no report.
 District IV-Commissioner Demuth thanked Commissioner Zylstra for his service and dedication to Nobles County. Commissioner Demuth reported that there were 2 locations for the Commissioners at your Café event in Round Lake and that he would suggest keeping it at 1 location in the future.
 District V-Commissioner Linssen reported on the Commissioners at your Café event, Advocate. Connect. Educate (A.C.E.), Chief Elected Officials and the Excellence In Performance Breakfast.
 Management Team – Kathleen Kusz gave no report.
 County Administrator-Tom Johnson reported on the “Grow Our Own Summit” conference facing the challenge of how do we meet workforce needs in the future.

Tom Johnson, County Administrator, presented the Board with information and recommendations in the area of setting salaries for all elected positions.

On a motion by Robert Demuth Jr. and seconded by Donald Linssen, it was duly passed to adopt the following resolution number 201663:

WHEREAS, Minnesota Statutes require the County Board of Commissioners to annually set by resolution the salary of the County Attorney.
NOW, THEREFORE, BE IT RESOLVED that the 2017 salary for the Nobles County Attorney shall be as follows, effective January 1, 2017:

County Attorney \$113,454

On a motion by Marin Zylstra and seconded by Robert Demuth Jr., it was duly passed to adopt the following resolution number 201662:

WHEREAS, Minnesota Statutes require the County Board of Commissioners to by resolution provide a budget for operations of the County Attorney Office.
NOW, THEREFORE, BE IT RESOLVED that the 2017 budget for personnel, operating and equipment for the Office of the County Attorney be as follows, effective January 1, 2017:

ATTORNEY - 091

Departmental Summary:	<u>2016</u> <u>Budget</u>	<u>2017</u> <u>Proposed</u>
Intergovernmental		
Fees for Service	\$209,090	220,559
Transfers In		
TOTAL REVENUES	\$209,090	\$220,559
Personnel	\$638,409	\$672,735
Operating	123,260	126,793
Equipment	500	500
Misc. Contingency	7,500	7,500
TOTAL EXPENDITURES	\$769,669	\$807,528
LEVY	\$560,579	\$586,969

On a motion by Donald Linssen and seconded by Matt Widboom, it was duly passed to adopt the following resolution number 201665:

WHEREAS, Minnesota Statutes require the County Board of Commissioners to annually set by resolution the salary of the County Auditor-Treasurer.

NOW, THEREFORE, BE IT RESOLVED that the 2017 salary for the Nobles County Auditor-Treasurer shall be as follows, effective January 1, 2017:

County Auditor-Treasurer \$77,979

On a motion by Robert Demuth Jr. and seconded by Matt Widboom, it was duly passed to adopt the following resolution number 201664:

WHEREAS, Minnesota Statutes require the County Board of Commissioners to by resolution provide a budget for operations of the County Auditor-Treasurer Office.

NOW, THEREFORE, BE IT RESOLVED that the 2017 budget for personnel, operating and equipment for the Office of the County Auditor-Treasurer be as follows, effective January 1, 2017:

AUDITOR-TREASURER - 040

Departmental Summary:	<u>2016</u> <u>Budget</u>	<u>2017</u> <u>Proposed</u>
Licenses & permits	\$256,000	\$267,000
Intergovernmental	90,000	90,000
Charges for services	6,500	6,500
Filing Fees	0	0
Miscellaneous	74,310	94,310
TOTAL REVENUES	<u>\$426,810</u>	<u>\$457,810</u>
Personnel	\$515,040	\$509,363
Operating	100,270	101,595
Equipment	1,200	1,200
Elections	152,598	81,610
TOTAL EXPENDITURES	<u>\$769,108</u>	<u>\$693,768</u>
LEVY	<u><u>\$342,298</u></u>	<u><u>\$235,958</u></u>

On a motion by Matt Widboom and seconded by Marvin Zylstra, it was duly passed to adopt the following resolution number 201667:

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

NOW, THEREFORE, BE IT RESOLVED that the 2017 salary for the Nobles County Recorder shall be as follows, effective January 1, 2017:

County Recorder \$75,404

On a motion by Donald Linssen and seconded by Robert Demuth Jr., it was duly passed to adopt the following resolution number 201666:

WHEREAS, Minnesota Statutes require the County Board of Commissioners to by resolution provide a budget for operations of the County Recorder Office.

NOW, THEREFORE, BE IT RESOLVED that the 2017 budget for personnel, operating and equipment for the Office of the County Recorder be as follows, effective January 1, 2017:

RECORDER - 107

Departmental Summary:	<u>2016</u> <u>Budget</u>	<u>2017</u> <u>Proposed</u>
Fees for Service	\$112,068	\$102,800
Other Sources		3,843
Miscellaneous	13,800	13,800
TOTAL REVENUES	\$125,868	\$120,443
Personnel	\$200,073	\$216,725
Operating	40,518	46,366
Capital	11,000	
TOTAL EXPENDITURES	\$251,591	\$263,091
LEVY	\$125,723	\$142,468

On a motion by Matt Widboom and seconded by Donald Linssen, it was duly passed to adopt the following resolution number 201669:

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

NOW, THEREFORE, BE IT RESOLVED that the 2017 salary for the Nobles County Sheriff shall be as follows, effective January 1, 2017:

Sheriff	\$107,689
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On a motion by Donald Linssen and seconded by Robert Demuth Jr, it was duly passed to adopt the following resolution number 201668:

WHEREAS, Minnesota Statutes require the County Board of Commissioners to by resolution provide a budget for operations of the County Sheriff's Office.

NOW, THEREFORE, BE IT RESOLVED that the 2017 budget for personnel, operating and equipment for the Office of Sheriff be as follows, effective January 1, 2017:

SHERIFF - 200 & 250

Departmental Summary:	<u>2016</u> <u>Budget</u>	<u>2017</u> <u>Proposed</u>
Positions:		
Intergovernmental	\$245,500	\$245,500
Charges for services	559,400	566,400
Other Sources	227,250	207,500
Miscellaneous	124,400	124,400
TOTAL REVENUES	\$1,156,550	1,143,800
Personnel	\$2,999,126	\$3,075,380
Operating	938,459	1,028,877
Equipment	258,200	217,000
TOTAL EXPENDITURES	\$4,195,785	\$4,321,257

LEVY

\$2,904,666 \$3,177,457

On a motion by Robert Demuth Jr. and seconded by Matt Widboom, it was duly passed to adopt the following resolution number 201670:

WHEREAS, Minnesota Statutes Chapter 375.055 allows for Commissioner Compensation to be fixed by the County Board; and,

WHEREAS, the Board may establish a schedule of per diem payments for service by individual Commissioners on any board, committee or commission of county government, including committees of the Board, or for the performance of services by individual Commissioners when required by law.

NOW THEREFORE BE IT RESOLVED, that the compensation of Commissioners of Nobles County be set at \$18,813 per year, effective January 1, 2017; and,

BE IT FURTHER RESOLVED, that the per diem payment for service by individual Commissioners be set at up to \$100.00 per day effective January 1, 2017; and,

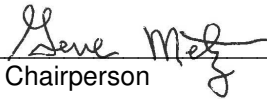
BE IT FURTHER RESOLVED, that the Commissioner be allowed reimbursement for actual expenses as provided by law and based upon the allocation to each commissioner district, when in the performance of their duties as Commissioners.

Chairperson Metz announced at 10:05 that the Board would recess until approx.10:45 a.m.

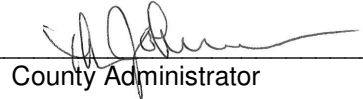
The Board reconvened and discussed the following proceedings as the County Ditch Authority.

On a motion by Robert Demuth Jr. and seconded by Matt Widboom, it was duly passed to adjourn the meeting at 10:48 a.m.

Attest:



Chairperson



County Administrator