OFFICIAL PROCEEDINGS OF BOARD OF COMMISSIONERS OF NOBLES COUNTY, MINNESOTA

BOARD OF COMMISSIONERS of Nobles County met in regular session on Tuesday, July 03, 2018, in the Commissioners Room, at the Nobles County Government Center, Worthington, Minnesota. The following Commissioners were in attendance: Justin Ahlers, Gene Metz, Matt Widboom, Robert S. Demuth and Donald Linssen.

The meeting was called to order by Chairperson Demuth at 9:00 AM followed by the Pledge of Allegiance.

1. Call	1. Call to Order	
2. Pledge of Allegiance 3. Approval of Agenda		
		VOTING
	duly passed to approve the agenda as amended, striking out item 4.3 Recognition for Years	
of Serv		
	by: Widboom, Matt	
	led by: Metz, Gene	
4. Reco	ognition	
4.1	Visitors & Guests Welcome	
4.2	Excellence In Performance	
	Rich Linsmeier, Facilities Maintenance Superintendent, was acknowledged as the	
	recipient of the Nobles County Excellence In Performance Award.	
5. Cons	sent Agenda	
5.1	June 19, 2018 Regular Meeting Minutes	
	Attachments:	
	June 19, 2018 Draft Regular Meeting Minutes	
5.2	June 21, 2018 Emergency Session Meeting Minutes	
	Attachments:	
	June 21, 2018 Draft Emergency Session Meeting Minutes	
5.3	Legal Services Agreement	
	Attachments:	
	City of Worthington Legal Services Agreement	
5.4	Follow Along Program (FAP) Agreement Amendment	
	Attachments:	
	MDH Grant Award Amendment	
5.5	Group Residential Housing Agreements - 2018 Renewals	
	Attachments:	
	SFY 2019 Housing Support Agreement – Client Community Services Inc.	
	SFY 2019 Housing Support Agreement – Sunrise View Assisted Living	
	SFY 2019 Housing Support Agreement – Golden Horizons, LLC	
	SFY 2019 Housing Support Agreement – SW Mental Health Center Inc. Unity House	
	SFY 2019 Housing Support Agreement – Prairie House	

5.6	Meetings & Conferences - Travel Expenses
5.6	Attachments:
	Travel Expenses paid June 22, 2018
5.7	Auditor's and Commissioner's Warrants
5.7	Attachments:
	Accounts Payable Summary
	Auditor's Warrants
	Commissioner's Warrants – General Revenue
	Commissioner's Warrants – General Revenue Commissioner's Warrants – Public Works
VOTING	Commissioner's Warrants – Family Service Fund
VOTING	passed to approve the Consent Agenda as presented
	passed to approve the Consent Agenda as presented.
	Linssen, Donald
	by: Ahlers, Justin
6. Public H	nearing
6.1	Dranged Property Tay Abstements
0.1	Proposed Property Tax Abatements (V & O Properties, Inc. Parcel 31-2462-000; Alaina Kolpin Parcel 31-3406-275)
	A. Open Hearing
	B. Proposed Abatements – Discussion C. Public Comment
	D. Close Hearing
	E. Decision (separate resolutions are required for each property)
	1. Parcel 31-2462-000 Resolution 201832
	2. Parcel 31-3406-275 Resolution 201833
	Attachments:
	Nobles County NHI Guidelines
	Listing of all Nobles Home Initiative Tax Abatement Requests considered
	WREDC Summary and Recommendation – V & O Properties
	V & O Properties Application – NHI
	Resolution 201832
	WREDC Summary and Recommendation – Alaina Kolpin
	Alaina Kolpin Application – NHI
	Resolution 201833
	A. On a motion by Justin Ahlers and seconded by Matt Widboom, it was duly
	passed to open the Proposed Property Tax Abatements Public Hearing.
	B. Chairperson Demuth reviewed the Nobles Home Initiative Applications. An
	Application Summary and Recommendation for both requests was received by
	Abraham Algadi, Worthington Regional Economic Development Corporation.
	C. No public comments were received.
	D. On a motion by Matt Widboom and seconded by Gene Metz, it was duly
	passed to close the Proposed Property Tax Abatements Public Hearing.
	E. 1. On a motion by Gene Metz and seconded by Robert S. Demuth, it was duly
	passed to adopt Resolution 201832 approving tax abatement to V & O
	Properties, Inc. for parcel 31-2462-000 pursuant to Minnesota Statute
	469.1813.
	E. 2. On a motion by Donald Linssen and seconded by Matt Widboom, it was duly
	passed to adopt Resolution 201833 approving tax abatement to Alaina Kolpin
	for parcel 31-3406-275 pursuant to Minnesota Statute 469.1813.

7. Depa	7. Department Presentations	
7.1	Lincoln Pipestone Rural Water - Jason Overby	
A.	Lincoln Pipestone Rural Water 2017 Annual Financial Report	
	Jason Overby and J. Brent Feikema, Lincoln-Pipestone Rural Water, presented the Board with the auditor's report for the year ending December 31, 2017 and an annual update for their organization. Mr. Overby advised there was a 3% decrease in liabilities over 2016 with a Net Position of \$54,456,116 which is an increase of 8% over 2016. Outstanding Debt is \$47,572,000 which is a decrease of \$1,374,000 equivalent to 2.8%.	
	In 2017, Lincoln Pipestone Rural Water connected 54 customers in 10 counties, 44 customers in 2016 and 49 customers in 2015. Of the 54 customers connected in 2017, Nobles County had 14 new customers for a total of 744 connections, which is 17% of the total connections. Mr. Overby advised Lincoln-Pipestone Rural Water will be upgrading the north half of the system with SCADA (Supervisory Control and Data Acquisition) and automated meter reading will be available to customers soon. Other project updates were provided such as a new pump station for the Verdi water source, connecting to the City of Edgerton, Kernza implementation, and progress on the City of Worthington connection to Lewis & Clark Water System and how that will affect the City of Worthington's water usage with Lincoln-Pipestone Rural Water.	
	Attachments/Handouts: LPRW Annual Financial Report for year ended December 31, 2017 LPRW Newsletter June 2018	
7.2	Nobles County Historical Society - Jerry Fiola	
A.	Legacy Grant Application	
	Jerry Fiola, Nobles County Historical Society, advised NCHS representatives recently submitted a pre-application for Legacy Grant monies to fund the development of architectural drawings for the Armory's rehabilitation and the final application is due July 20th. In April the NCHS Board had unanimously approved to relocate to the Armory. The Historical Society has been developing a business plan and can update the Board of Commisioners in September or October 2018. The grant process is historically competitive and the Minnesota Historical Society received 89 applications for a total of \$13 million and they have \$4 million to award. Nobles County has never had a large legacy grant awarded over \$10,000. Mr. Fiola advised while the State does not have a formula for the award process, they like to spread the grants out. The State has already awarded 3 smaller grants to the Nobles County Historical Society for the Armory rehabilitation project and it is hoped that they will support getting the project to the next step. Since Nobles County is the property owner, Nobles County must authorize submission of the application. Mr. Fiola advised NCHS representatives have had several conversations with MHS staff regarding the Armory project and the Society's planned relocation and have asked for guidance in making the application more successful. It has been advised that MHS look at in-kind, local matches and have higher standards for County Government and it is expected they should have a higher commitment than a non-profit. Mr. Fiola advised the Board of Commissioners that in Lyon County, the Lyon County Board has voted to commit to a \$50,000 donation for the Lyon County Museum to finish its second floor exhibit space. Mr. Fiola also advised the City of Marshall has committed \$20,000 toward the project.	

Mr. Fiola advised the amount of the County's local contribution will undoubtedly be taken into consideration by the grant reviewers in deciding which applications should be selected for funding and requested the Commissioners to consider a commitment of \$30,000, equivalent to 10% of the proposed project's preliminary cost. The Nobles County Historical Society has approached the City of Worthington for operations funding. Mr. Fiola reiterated to the Board of Commissioners that in order for the Nobles County Historical Society to get the grant, the drawings are critical to the process. If the NCHS does not get the grant, it will delay the process a year until MHS is accepting applications again. The NCHS would like the State to come down and talk about the ADA updates and bathrooms as well as the concerns of artifacts being jeopardized with no air in the building. Commissioner Widboom stated that from a funding perspective, it would have to be a reserve item and the Board could only pledge the money at this time

Attachments/Handouts:

Legacy Grant Armory Architectural Drawings

Marshall Independent Online news article May 17, 2018

VOTING

It was duly passsed to authorize the Nobles County Historical Society to apply for the Legacy Grant and for the County to commit \$30,000 from reserves contingent upon the award of the Legacy Grant.

Moved by: Ahlers, Justin Seconded by: Widboom, Matt

7.3 Library - Clint Wolthuizen

A. Adrian Branch Library Drainage Issues

Clint Wolthuizen, Library Director, presented the Board with information and a recommendation in the area of a joint solution to drainage issues at the Adrian Branch Library. Mr. Wolthuizen advised that during the renovation it was discovered that water flowing between the library and the neighboring building had undermined the foundation and concrete floor of the library. Repairs were made to the building but the drainage issue was not solved. The City of Adrian was approached to find a joint solution since water flowing off the alley was a major contributor to the drainage problem. The City of Adrian and Mr. Henning proposed that a drainage channel be installed in the alley to carry water past the branch library (and neighboring businesses) and out to the curb at the end of the alley.

Attachments:

Estimate of Concrete Costs

VOTING

It was duly passed to approve the joint solution and the expenditure of bond funds to cover concrete and material costs of the included in the \$5,850.00 estimate as presented.

Moved by: Metz, Gene

Seconded by: Linssen, Donald

B. Adrian Branch Library Concrete Work & Bid

Clint Wolthuizen, Library Director, presented a bid for work to be completed behind the Adrian Branch Library to include replacement of a failed retaining wall, a sidewalk to the back door of the library, a two-car parking pad to accommodate vehicles and drain water away from the library, steps down form the parking pad and a concrete retaining wall to support the parking pad. This project would be completed as part of the solution to the Adrian Branch Library drainage issues.

Attachments:

Graham's Concrete Itemized Bid

VOTING

It was duly passed to approve the bid in the amount of \$12,696 from Graham's Concrete, Adrian MN, and the expenditure of bond funds as part of the Adrian Renovation Project.

Moved by: Widboom, Matt Seconded by: Metz, Gene

7.4 Public Works

A. Highway - Stephen Schnieder

1. Rural Street Lighting Project

Stephen Schnieder, Public Works Director/County Engineer, presented the Board with information and recommendations in the area of rural street lighting at intersections. In 2017, 9 intersections were identified as candidates for street lighting and 2 intersections were completed. The estimated cost is \$15,000 per intersection. This work would be eligible for state aid funding.

VOTING

It was duly passed to authorize the lighting of the additional 7 intersections identified be added to the Rural Street Lighting Project.

Moved by: Ahlers, Justin

Seconded by: Demuth, Robert S.

2. TH 91 Lighting System Agreement

Mr. Schnieder advised intersection lighting improves the safety of intersections and helps delineate the intersection in adverse weather conditions. The MN Department of Transportation will install rural street lighting at the intersections of CSAH's 14,16,18 and 20 if Nobles will accept responsibility for the future maintenance and utility bills for their operation.

Attachments:

State of MN DOT Lighting Maintenance Agreement

Exhibit A- Lighting Plan

Resolution 201834

VOTING

It was duly passed to adopt Resolution 201834 that the County of Nobles enter into MnDOT Agreement No. 1031508 with the State of Minnesota, Department of Transportation, to provide for operation, maintenance and electrical energy of the Highway Lighting Systems on Trunk Highway No. 91 at County State Aid Highways No. 14, No. 16, No. 18 and No. 20.

Moved by: Linssen, Donald Seconded by: Metz, Gene

3. City of Brewster Fun Days

Mr. Schnieder advised the City of Brewster plans to hold a community celebration, Brewster Fun Days parade, on July 21, 2018 and has requested to close County State Aid Highway 1, 10th Street.

Attachments:

City of Brewster Parade Permit

VOTING

It was duly passed approve the application for parade permit to the City of Brewster for Brewster Fun Days on July 21st, 2018.

Moved by: Ahlers, Justin

Seconded by: Demuth, Robert S.

The Board's consensus was to delay items 7.4 B.1. and B.2 as it was not yet 10:15 a.m. and the Board was aware there were citizens planning to be present for the discussion.

7.6	Finance - Jerry Vyskocil
A.	Approve Capital Assets Policy and Procurement and Disposal Policy
	Jerry Vyskocil, Finance Director, presented the Board with information and recommendations in the area of two Nobles County Finance Policies, the Purchasing Policy and Capital Assets Policy, that required updates. Mr. Vyskocil advised that currently the County purchasing guidelines are addressed in both the County Financial Policies and Article 3 of the Administrative Policy handbook and the direction of both policies is sometimes in conflict and neither policy addresses the disposal of County property. The Purchasing Policy has been updated and renamed Procurement and Disposal Policy. The Capital Assets Policy is a guide for purchasing, recording, tracking and depreciation of Capital Assets and was updated to meet current criteria. The Board held discussion and after completion of all discussion, the Chairperson called for the question on the Procurement and Disposal Policy. No motions were made. The Chairperson called for the question on the Capital Assets Policy. Attachments: Finance Policy – Procurement and Disposal Finance Policy – Capital Assets Policy Administrative Policy – Article 3 County Purchasing
VOTIN	G

<u>VOTING</u>

It was duly passed to approve the Capital Assets Policy as presented.

Moved by: Widboom, Matt Seconded by: Metz, Gene

VOTING

It was duly passed to remove Article 3 of the Administrative Policy handbook.

Moved by: Ahlers, Justin

Seconded by: Demuth, Robert S.

Commissioner Widboom advised the Board needs to provide guidance to County staff on purchasing guidelines.

VOTING

It was duly passed to approve the Procurement and Disposal Policy as presented.

Moved by: Widboom, Matt Seconded by: Metz, Gene

In Favor: Metz, Gene; Widboom, Matt; Demuth, Robert S.; Linssen, Donald

Opposed: Ahlers, Justin

7.5 Assessor - Valerie Ruesch A. County Assessing Fees Valerie Ruesch, County Assessor, presented the Board with information and a recommendation in the area of setting a flat rate per parcel so assessing contracts can be written for the districts that the Assessor's office will be responsible for completing the assessment.

VOTING

It was duly passed to set a flat rate fee of \$12.00/parcel for assessing done by the County.

Moved by: Ahlers, Justin Seconded by: Widboom, Matt

8.1	Application and Certificate for Payment No. 8 - Gag Sheet Metal Inc.
	Shawn Nelson, Southwst Minnesota Housing Partnership, Project Manager for Capital
	Improvement Projects, advised Craig Skorczewski was not able to be in attendance but
	has reviewed the payment application cetified by INSPEC and recommend payment.
	Attachments:
	Gag Sheet Metal Pay App No. 8

It was duly passed to approve Gag Sheet Metal Inc. Application and Certificate for Payment No. 8 in the amount of \$32,229.19 for work completed on the 2017 Re-Roofing Project at the Prairie Justice Center.

Moved by: Ahlers, Justin Seconded by: Metz, Gene

8.2 Application and Certificate for Payment No. 1 - Splitrock Landscaping & Nursery Shawn Nelson, Southwest Minnesota Housing Partnership, answered questions of the Board on the status of the Nobles County Government Center Site Improvements Project and the condition for the upcoming International Festival held on the grounds July 13th and 14th. Attachments: Payment Application No. 1

VOTING

It was duly passed to approve Splitrock Landscaping Application and Certificate for Payment #1 in the amount of \$47,363.20 for work completed on the Nobles County Government Center Site Improvements Project.

Moved by: Metz, Gene

Seconded by: Linssen, Donald

8.3	Official Date Change - County Board of Commissioners Work Session
	Discussion was held by the Board of Commissioners that the current work session date of Wednesday, August 1st is the start of the Nobles County Fair which causes a scheduling conflict. Attachments: 2018 Calendar

VOTING

It was duly passed to change the regular scheduled work session from Wednesday, August 1st, 2018 to Tuesday, July 31st at 8:30 a.m. in the Executive Conference Room of the Nobles County Government Center.

Moved by: Metz, Gene Seconded by: Widboom, Matt

7.4	Public Works
B.	Environmental Services - Kathy Henderschiedt
1.	Conditional Use Permit #15-2018 Rail to Road Inc, Sioux Falls SD
	Kathy Henderschiedt, Planning and Zoning Administrator, presented the Board with information and recommendations in the area of a conditional use permit for a rail-to-truck transloading facilty to consist of a mainline railroad switch, railroad switch, railroad siding(s), various equipment (permanent and mobile) to handle different

commodities, three overhead load out bins, a truck scale and a building containing an office and small shop. The Nobles County Planning and Zoning minutes were before the Board from the June 27, 2018 public hearing. Clark Meyer, President of Rail to Road Inc. was present and answered questions of the Board and the public. The Board held discussion on if they support a township agreement which would empower townships to enforce improvements and if a precedence would be set for every new facility. Commissioner Ahlers questioned Mr. Clark if he is willing to sign a township agreement and Mr. Clark advised they will be meeting with the township officials and that he needs a road that serves his business and will work on the road to make accessible and safe.

Attachments:

Planning and Zoning Minutes June 27, 2018

VOTING

It was duly passed to approve Conditional Use Permit #15-2018 to Rail To Road, Inc., Sioux Falls, SD for a rail-to-truck transloading facility to consist of a mainline railroad switch, railroad siding(s), various equipment (permanent & mobile) to handle different commodities, three overhead load out bins, a truck scale, and a 20' x 40' building containing an office and small shop with conditions as recommended by the Nobles County Planning Advisory Commission. This parcel of land is located on a 13.18 Acre Tract in the SE 1/4, Section 32, Twp. 102, Range 40 (Worthington Township).

Moved by: Ahlers, Justin Seconded by: Metz, Gene

In Favor: Ahlers, Justin; Metz, Gene; Demuth, Robert S.; Linssen, Donald

Opposed: Widboom, Matt

2. Conditional Use Permit #16-2018 Andy Weiss, Adrian MN

Kathy Henderscheidt, Planning and Zoning Administrator, presented the Board with information and recommendations in the area of a conditional use permit for construction of a 102'x 192' total confinement swine barn.

Attachments:

Planning and Zoning Minutes June 27, 2018

VOTING

It was duly passed to approve Conditional Use Permit #16-2018 to Andy Weiss, Adrian , MN for const ruction of a 102 'x 192' total confinement swine barn with conditions as recommended by the Nobles County Planning Advisory Commission. This parcel of land is located in the NE $\frac{1}{4}$ Excluding a 844' x 557' tract in the NE $\frac{1}{4}$ of the NE $\frac{1}{4}$, Section 3, Twp. 102, Range 43 (Westside Township) .

Moved by: Metz, Gene Seconded by: Widboom, Matt

9. Inter-Agency Reports / Announcements

9.1	Committee and Board Reports
	Attachments:
	Heron Lake Watershed District April 17, 2018 Regular Meeting
	District I - Commissioner Ahlers reported on the Nobles County Historical Society and
	I & S Group Drainage meetings.
	District II - Commissioner Metz reported on the Property Assessed Clean Energy (PACE) program and TENASKA power generation.
	District III - Commissioner Widboom reported on the ATP Transportation meeting.
	District IV - Commissioner Demuth reported on the Nobles County Fair Booth.

	District V - Commissioner Linssen reported on Southern Prairie Community Care, Park Board and A.C.E. (Advocate.Connect.Educate) meetings.
	Management Team - Attorney Kathleen Kusz was absent. Adam Johnson provided an update of the County Attorney's office.
	County Administration - Deputy County Administrator Sue Luing had no report.
9.2	Correspondence
	Attachments:
	Recruitment Memo
	City of Worthington Public Hearings
	SRDC Annual Meeting
9.3	Calendar
	Attachments:
	Commissioners Calendar – July 2018

10. Other / Future Business

Southwest Regional Development Commission (SRDC) Annual Mtg

Thursday, July 12, 2018 4:00 p.m. Annual Meeting followed by Dinner Round Lake Vineyard, 30124 Hwy 264, Round Lake MN

Nobles Economic Oppoertunity Network (N.E.O.N.)

Thursday, July 12, 2018 5:30 p.m. to 7:00 p.m. BioTechnology Advancement Center, 1527 Prairie Drive, Worthington MN

Urban Lawmaker Bus Tour

Friday, July 13, 2018 8:30 a.m. – 4:30 p.m.

Kick Off / Pick up at BioTechnology Advancement Center, 1527 Prairie Drive, Worthington

Chairperson Demuth announced the Urban Lawmaker Tour has been cancelled for Friday, July 13th, 2018.

11. Adjournment

VOTING

It was duly passed to adjourn the meeting at 11:13 a.m.

Moved by: Ahlers, Justin Seconded by: Widboom, Matt

(Chairperson)

(County Administrator)