

**OFFICIAL PROCEEDINGS OF BOARD OF COMMISSIONERS OF NOBLES COUNTY,
MINNESOTA**

BOARD OF COMMISSIONERS of Nobles County met in regular session on Thursday, December 07, 2017, 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 Linssen at 3:00 PM followed by the Pledge of Allegiance.

1. Call to Order	
2. Pledge of Allegiance	
3. Approval of Agenda	
<u>VOTING</u> It was duly passed to approve the agenda as presented. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.	
4. Recognition	
4.1	Visitors & Guests Welcome
4.2	Excellence In Performance
	Stacie Golombiecki, Community Services Director, was voted as the recipient of the November Excellence in Performance Award. She was unable to attend the meeting and will be presented with the award at the December 19, 2017 meeting.
5. Consent Agenda	
5.1	November 21, 2017 Regular Meeting Minutes <u>Attachments:</u> November 21, 2017 Draft Regular Meeting Minutes
5.2	MN State/County Child Support Program Coop. Agreement Renewal 2018-19 <u>Attachments:</u> State of MN - County Alliance Child Support Program Interagency Coop Agreement Attachment A - CY 2018-19 IV-D Child Support Agreement with NCHS, Sheriff, Attorney
5.3	Renewal Agreement - Community Connectors <u>Attachments:</u> Purchase of Services Agreement - NCCS and SMOC
5.4	Child and Teen Checkup Program Grant Renewal for 2018-2020 <u>Attachments:</u> State of MN Dept of Human Services County Grant Contract
5.5	Guardianship Services Renewal Agreements 2018 <u>Attachments:</u> Guardianship Agreement - Brett Lehman Guardianship Services Agreement - Jana Piotter Guardianship Services Agreement - Vicki Poier

	Guardianship Services Agreement - LSS #1 Guardianship Services Agreement - LSS #2 Guardianship Services Agreement - LSS #3
5.6	Meetings & Conferences - Travel Expenses <u>Attachments:</u> Travel Expenses Paid November 22, 2017
5.7	Auditor's and Commissioner's Warrants <u>Attachments:</u> Accounts Payable Summary Auditor's Warrants Commissioner's Warrants – General Fund Commissioner's Warrants – Public Works Fund Commissioner's Warrants – Family Services Fund
<u>VOTING</u> It was duly passed to approve the consent agenda as presented. Moved by: Metz, Gene Seconded by: Widboom, Matt	
6. Department Presentations	
6.1	Finance - Jerry Vyskocil
A.	Central Services Cost Allocation Plan
	Jerry Vyskocil, Finance Director, presented the Board with information and a recommendation in the area of the Central Services Cost Allocation Plan. <u>Attachments:</u> GMG Cost Allocation Plan 5 year and 3 year agreements
<u>VOTING</u> It was duly passed to authorize the renewal of the contract with Government Management Group to prepare the Nobles County Central Services Cost Allocation plan for a 5 year period. Moved by: Metz, Gene Seconded by: Demuth, Robert S.	
B.	GASB-75 Actuarial Update
	Jerry Vyskocil, Finance Director, presented the Board with information and a recommendation in the area of GASB Statement 75, a financial reporting provision requiring government employers to measure and report the liabilities associated with other postemployment benefits. Mr. Vyskocil advised to early adopt would be a savings in the initial 2 year period as fees are higher due to the GASB 75 change. <u>Attachments:</u> The Howard E. Nyhart Company Inc. Service Agreement
<u>VOTING</u> It was duly passed to early adopt the GASB 75 standard for the 2017 audit for an additional cost of \$600.00; and further, authorize the County Administrator to sign the letter of engagement with Nyhart authorizing them to provide GASB 75 Actuarial report for the 2017 audit and the interim GASB 75 report for the 2018 audit. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.	

6.2	Auditor/Treasurer - Beth Van Hove
A.	County Application for Voting Equipment Grant - Resolution 201778
	<p>Beth Van Hove, Auditor-Treasurer, presented the Board with information and a recommendation in the area of \$7,000,000 that has been appropriated to the Voting Equipment Grant Account by the MN State government. As presented at the November 29th Board Work Session, the Auditor-Treasurer proposed to purchase electronic poll pads for all precincts as the grant allows up to \$5,000 maximum per precinct. The poll pads would be funded 75% by grant funding and 25% by county funds and would enhance privacy and accuracy of registrant information. Any other election equipment would be funded at 50%. One day of training is provided and multiple sessions would be coordinated in that day.</p> <p><u>Attachments/Handout:</u> Resolution 201778 Approving Nobles County's application for funding from the Voting Equipment Grant County Application for Voting Equipment Grant</p>
<u>VOTING</u>	
<p>It was duly passed to adopt Resolution 201778 and approve the County Application for Voting Equipment Grant as presented. Moved by: Demuth, Robert S. Seconded by: Widboom, Matt</p>	
6.3	Human Resources - Sue Luing
A.	Crime Victim/Witness Coordinator Position Classification
	<p>Sue Luing, HR Director/Deputy County Administrator, presented the Board with information and a recommendation in the area of the Crime Victim/Witness Coordinator Position Classification.</p> <p><u>Attachments:</u> Position Description 1211 Crime Victim/Witness Coordinator</p>
<u>VOTING</u>	
<p>It was duly passed to approve the Crime Victim/Witness Coordinator job description and associated point value. Moved by: Ahlers, Justin Seconded by: Metz, Gene</p>	
6.4	Attorney - Kathleen Kusz
A.	MCAPS Services Agreement
	<p>Kathleen Kusz, County Attorney, presented the Board with information and a recommendation in the area of a Professional Services Agreement between Minnesota Counties Computer Cooperative (MnCCC) and Strategic Technologies Incorporated for MCAPS.</p> <p><u>Attachments:</u> MnCCC Board Ratification Statement Final Executed Agreement between MnCCC and Strategic Technologies Inc. MnCCC 2018 MCAPS Support Instructions</p>

VOTING

It was duly passed to authorize the County Board Chair to sign, on behalf of Nobles County, the Board Ratification Statement for the Professional Services Agreement between Minnesota Counties Computer Cooperative and Strategic Technologies Incorporated for the maintenance and support of MCAPS effective January 1, 2018 through December 31, 2022.

Moved by: Metz, Gene

Seconded by: Demuth, Robert S.

7. Administration Presentation - Tom Johnson

7.1 Professional Services Agreement Amendment - INSPEC

Tom Johnson, County Administrator, presented the Board with information and recommendations in the areas of Professional Services Agreements, a Proposal Request and a Payment Application. Mr. Johnson advised to ensure the final portions of construction for the Prairie Justice Center reroof and exterior wall rehabilitation project are observed by Inspec according to plan, the Board would need to consider amending the Professional Services Agreement to extend their services by one week at the cost of \$4,500.

Mr. Johnson reminded the Board that during the November 21st meeting, Mr. Skorczewski advised that since the Board had approved the extension to the PJC Reroof and Wall rehabilitation project, which is past the termination date of the INSPEC contract, Gag Sheet Metal, Inc. will cover the costs associated if further observation is needed past INSPEC's contract.

Attachments:

Proposal for Additional Construction Observation Services

VOTING

It was duly passed to authorize the County Administrator to sign, on behalf of Nobles County a Professional Services Agreement Amendment with INSPEC for the cost of \$4,500 plus expenses to observe construction at the Prairie Justice Center for the extended period.

Moved by: Ahlers, Justin

Seconded by: Widboom, Matt

7.2 PJC Re-Roof Proposal Request #3

Mr. Johnson advised a design change allows eliminating a complete rebuild related to the EIFS on the curtain walls on the roof of the Prairie Justice Center.

Attachments:

Proposal Request #3

VOTING

It was duly passed to approve Proposal Request #3 from Gag Sheet Metal, Inc. for a total credit of \$3,380.00.

Moved by: Widboom, Matt

Seconded by: Ahlers, Justin

7.3 Professional Services Agreement - LHB

Mr. Johnson advised that with a high cost estimate to fund the collaborative multi-function facility project, it was suggested to look to MN Legislative and the next bonding bill for financial assistance. LHB, who completed the feasibility analysis and concept plan, has proposed services to include assembling existing materials, coordinating with legislators and producing documentation to make the best case for assistance in the anticipated 2018 bonding bill for a maximum fee of \$10,000 including reimbursable expenses.

	<u>Attachments:</u> LHB Proposal
<u>VOTING</u> It was duly passed to authorize the County Administrator to develop and sign, on behalf of Nobles County, a Professional Services Agreement with LHB for the total cost not-to-exceed \$10,000 plus expenses to assemble existing materials, coordinate with Legislators and produce documentation for assistance with the collaborative multi-functional facility in the 2018 anticipated bonding bill. The cost is to be split evenly between the City, County and School District as approved June 20, 2017 for the feasibility study. Moved by: Demuth, Robert S. Seconded by: Widboom, Matt In favor: Metz, Gene; Widboom, Matt; Demuth, Robert S.; Linssen, Donald Opposed: Ahlers, Justin	
7.4	Professional Services Agreement - Falls Architecture
	Mr. Johnson advised some architectural and structural services are needed to make sure we have room to get the old equipment out for the Air Handler Unit #4 replacement and the new equipment in. Jeff Nelson, Falls Architecture Studio, proposed a fee of \$4,750 for for those services, of which \$2,750 is for the structural engineering firm. <u>Attachments:</u> Proposal from FAS
<u>VOTING</u> It was duly passed to authorize the County Administrator to develop and sign, on behalf of Nobles County, a Professional Services Agreement with Falls Architecture Studio for the total cost of \$4,750 plus expenses to complete the design for openings to acces and replace Air Handler Unit #4. Moved by: Metz, Gene Seconded by: Ahlers, Justin	
7.5	Application and Certificate for Payment - Salonek Concrete & Construction
	<u>Attachments:</u> Payment Application #3 – Salonek Concrete & Construction
<u>VOTING</u> It was duly passed to approve Payment Application #3 for payment of \$259,662.93 to Salonek Concrete & Construction, as certified by Falls Architecture Studio, LLC in connection with the contract for the Nobles County Adrian Shop addition. Moved by: Demuth, Robert S. Seconded by: Widboom, Matt	
8. Inter-Agency Reports / Announcements	
8.1	Committee and Board Reports
	District I - Commissioner Ahlers had no report. District II - Commissioner Metz reported on the AMC Annual Conference. District III - Commissioner Widboom had no report. District IV - Commissioner Demuth reported on the Prarie View retention pond. District V - Commissioner Linssen reported on the AMC Annual Conference. Management Team – Attorney Kathleen Kusz had no report. County Administration - Administrator Johnson reported on the AMC Annual Conference, the Prairie Justice Center Reroof and Wall rehabilitation project and

	reminded the Board that items can be removed from the Consent Agenda prior to it's approval if there are any questions.
8.2	Correspondence
	<u>Attachments:</u> Recruitment Memo Worthington Okabena Windsurfers Letter
8.3	Calendar
	<u>Attachments:</u> Commissioners' Calendar – December 2017
9. Other / Future Business	
<p>Public Meeting – 2018 Proposed County Budget and Tax Levy Thursday, December 7, 2017 6:00 p.m. Board of Commissioners Rm, 3rd Floor, Government Center 315 Tenth Street, Worthington MN</p> <p>Excellence in Performance Club Breakfast Wednesday, December 13, 2017 7:30 a.m. – 8:30 a.m. Hy-Vee Meeting Room, 1235 Oxford Street, Worthington MN</p> <p>Employee Holiday Social Thursday, December 14, 2017 9:00 a.m. – 11:00 a.m., 2:00 p.m. – 4:00 p.m. Farmer's Room, Government, 315 Tenth Street, Worthington MN</p> <p>Commissioners At Your Cafe Monday, December 11, 2017 5:30 p.m. City of Bigelow Fire Hall 1537 Broadway Street, Bigelow MN</p> <p>Nobles Economic Opportunity Network (N.E.O.N) Thursday, December 14, 2017 5:30 p.m. BioTechnology Advancement Center, 1527 Prairie Drive, Worthington MN</p>	
10. Adjournment	
<p><u>VOTING</u> It was duly passed to adjourn the meeting at 3:47 p.m. Moved by: Metz, Gene Seconded by: Ahlers, Justin</p>	



(Chairperson)



(County Administrator)