

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, September 4, 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.

<b>1. Call to Order</b>	
<b>2. Pledge of Allegiance</b>	
<b>3. Approval of Agenda</b>	
<b><u>VOTING</u></b> It was duly passed to approve the agenda as presented. Motion by: Widboom, Matt Seconded by: Linssen, Donald	
<b>4. Recognition</b>	
<b>4.1</b>	<b>Visitors &amp; Guests Welcome</b>
<b>5. Consent Agenda</b>	
<b>5.1</b>	<b>August 21, 2018 Regular Meeting Minutes</b> <b><u>Attachments:</u></b> August 21, 2018 Draft Regular Meeting Minutes
<b>5.2</b>	<b>Statewide Health Improvement Program (SHIP) Health Educator Agreement</b> <b><u>Attachments:</u></b> SHIP Health Educator Agreement
<b>5.3</b>	<b>Meetings &amp; Conferences - Travel Expenses</b> <b><u>Attachments:</u></b> Travel Expenses paid August 31, 2018
<b>5.4</b>	<b>Auditor's and Commissioner's Warrants</b> <b><u>Attachments:</u></b> Accounts Payable Summary Auditor's Warrants Commissioner's Warrants – General Revenue Commissioner's Warrants – Public Works Commissioner's Warrants – Family Service Fund
<b><u>VOTING</u></b> It was duly passed to approve the Consent Agenda as presented. Moved by: Ahlers, Justin Seconded by: Metz, Gene	
<b>6. Department Presentations</b>	
<b>6.1</b>	<b>King Turkey Day Committee – Chad Nixon and Ryan Loomans</b>

<b>A.</b>	<b>King Turkey Day Update</b>
	Chad Nixon and Ryan Loomans presented the Board with information on the King Turkey Day events and KTD Smokin' Gobbler Cook-Off. Mr. Nixon and Mr. Loomans expressed their appreciation for the support of the Commissioners, Administrator and Deputy County Administrator and for providing a location for the barbeque competition to be held which draws competitors of the Kansas City Barbeque Society from all over the nation.
<b>6.2</b>	<b>Public Works</b>
<b>A.</b>	<b>Highway – Stephen Schnieder</b>
<b>1.</b>	<b>2017 Bituminous Contract Final Payment – Resolution 201840</b>
	Stephen Schnieder, Public Works Director/County Engineer, presented the Board with information and a recommendation in the area of the completion of the 2017 Bituminous Contract Number 17001 and final payment. <b>Attachments:</b> Resolution 201840 Contract 17001 Final Payment Request
<b><u>VOTING</u></b> It was duly passed to adopt Resolution 201840 accepting said completed project for and in behalf of the Nobles County Public Works and authorize final payment in the amount of \$9,417.83. Moved by: Ahlers, Justin Seconded by: Metz, Gene	
<b>2.</b>	<b>Nobles 2 Wind Project</b>
	Stephen Schnieder, Public Works Director/County Engineer, presented the Board with information and a recommendation in the area of allowing townships to part of the County Development Agreement for the Nobles 2 Wind Project. The agreement covers the use of the public roadways and the restoration of the roads and ditch systems impacted by the project. Some townships have requested to be part of the development agreement so that the County has the authority to make decisions for them on the maintenance and restoration of their roadways.
<b><u>VOTING</u></b> It was duly passed to allow the townships to be part of the County Development Agreement for the Nobles 2 Wind Project. Moved by: Widboom, Matt Seconded by: Ahlers, Justin It was requested to document for the record, the vote was unanimous.	
<b>3.</b>	<b>CSAH 35 Right of Way Turnback</b>
	Stephen Schnieder, Public Works Director/County Engineer, presented the Board with information and a recommendation in the area of a request made to have the county vacate some right of way on County State Aid Highway 35, Oxford Street at the old railroad right of way. <b>Attachments:</b> Site map
<b><u>VOTING</u></b> It was duly passed to allow the turnback of the sight corner right of way; and further, that the property owner be responsible for the recording and survey information. Moved by: Metz, Gene Seconded by: Linssen, Donald	

<b>B.</b>	<b>Environmental Services – Mark Koster</b>
<b>1.</b>	<b>Extension Request for Comprehensive Water Plan – Resolution 201839</b>
	<p>Mark Koster, Environmental Services Manager, presented the Board with information and a recommendation in the area of a letter needed from Nobles County to the Minnesota Board of Water and Soil Resources (BWSR) requesting a two year extension on the County’s current comprehensive water plan due to expire on March 25, 2019. Mr. Koster advised there will be no change in cost by changing the plan.</p> <p><b><u>Attachments:</u></b>  Resolution 201839  Letter of Request</p>
<b><u>VOTING</u></b>	
<p>It was duly passed to adopt Resolution 201839 requesting from the Minnesota Board of Water and Soil Resources an extension of the effective date of the current County Comprehensive Local Water Management Plan until March 25, 2021, in order to complete the update process in accordance with Minnesota Statutes §103B.301.</p> <p>Moved by: Ahlers, Justin  Seconded by: Demuth, Robert S.</p>	
<b>2.</b>	<b>Missouri River Basin One Watershed One Plan Request for Second Installment of Grant Funds</b>
	<p>Mark Koster, Environmental Services Manager, presented the Board with information and a recommendation in the area of requesting the Minnesota Board of Water and Soil Resources (BWSR) to release the second installment of grant funds for the Missouri River Basin One Watershed One Plan Grant.</p> <p><b><u>Attachments:</u></b>  Financial Report – One Watershed One Plan 2017</p>
<b><u>VOTING</u></b>	
<p>It was duly passed to authorize the County Administrator to sign, on behalf of Nobles County, the One Watershed One Plan 2017 Financial Report allowing the Minnesota Board of Water and Soil Resources (BWSR) to release the second installment, 40% of grant funds.</p> <p>Moved by: Widboom, Matt  Seconded by: Metz, Gene</p>	
<b>3.</b>	<b>Conditional Use Permit #22-2018 Josh Petersen, Worthington MN</b>
	<p>Mark Koster, Environmental Services Manager, presented the Board with information and a recommendation in the area of a conditional use permit for a home extended business to consist of a cleaning and landscape business.</p> <p><b><u>Attachments:</u></b>  Aerial Photo  August 22, 2018 Planning &amp; Zoning Minutes</p>
<b><u>VOTING</u></b>	
<p>It was duly passed to approve the request of Josh Petersen, Worthington MN, Conditional Use Permit #22-2018 for a home extended business to consist of a cleaning and landscape business. This parcel is located on a 6.51 Acre Tract in the W ½ of the NW ¼, Section 10, Township 102, Range 40, (Worthington Township).</p> <p>Moved by: Linssen, Donald  Seconded by: Demuth, Robert S.</p>	
<b>6.3</b>	<b>Library – Clint Wolthuizen</b>

<b>A.</b>	<b>Amendment #1 to Professional Services Agreement – Graham’s Concrete</b>
	Clint Wolthuizen, Library Director, presented the Board with information and a recommendation in the area of a design change from the original plan for the parking pad behind the Adrian Branch Library. Mr. Wolthuizen advised an additional retaining wall is necessary to better hold the gravel base of the parking pad and to reinforce the existing retaining wall. The Amendment includes an additional \$1,800.00 in materials and labor. <b>Attachments:</b> Amendment #1 to Agreement
<b><u>VOTING</u></b> It was duly passed to approve Amendment #1 to the Graham’s Concrete Professional Services Agreement. Moved by: Widboom, Matt Seconded by: Metz, Gene	
<b>6.5</b>	<b>Human Resources – Sue Luing</b>
<b>A.</b>	<b>Health Insurance RFP Results</b>
	Sue Luing, HR Director/Deputy County Administrator, presented the Board with information and a recommendation in the area of the results of the health insurance RFP assisted by Flexible Benefit Consulting.
<b><u>VOTING</u></b> It was duly passed to continue with the current plans and associated rates for 2019 with the Southwest/West Central Service Coop and to continue to explore insurance options through PEIP. Moved by: Widboom, Matt Seconded by: Metz, Gene	
<b>B.</b>	<b>Labor Agreement Ratifications – Teamsters Local 320</b>
	Sue Luing, HR Director/Deputy County Administrator, presented the Board with information and a recommendation in the area of labor agreements for two unions to include the 2018 COLA increase retroactive to January 1, 2018. <b>Attachments:</b> Courthouse and Library Employees Agreement Human Service Agency Employees Agreement Representation of Union
<b>1.</b>	<b>Courthouse and Library Employees</b>
<b><u>VOTING</u></b> It was duly passed to approve the Courthouse/Library Agreement retroactive to January 1, 2018 as presented. Moved by: Metz, Gene Seconded by: Linssen, Donald	
<b>2.</b>	<b>Human Service Agency Employees</b>
<b><u>VOTING</u></b> It was duly passed to approve the Human Service Agreement retroactive to January 1, 2018 as presented. Moved by: Linssen, Donald Seconded by: Widboom, Matt	
<b>3.</b>	<b>Representation of Union</b>

**VOTING**

It was duly passed to approve the Representation of Union agreement with Teamsters Local No. 320; and further, to make the Union aware that this is a one-time occurrence, a non-precedent setting exception.

Moved by: Ahlers, Justin

Seconded by: Demuth, Robert S.

**6.4 Community Services – Stacie Golombiecki**

**A. PrimeWest Health Option**

**1. Motion to remove from table – PrimeWest Health Option**

**VOTING**

It was duly passed to remove from the table discussion on the PrimeWest Health Option.

Moved by: Widboom, Matt

Seconded by: Ahlers, Justin

**2. PrimeWest Health Option**

Stacie Golombiecki, Community Services Director, presented the Board with additional information in consideration of joining PrimeWest Health. Ms. Golombiecki advised out of 12 counties, 8 have approved to join PrimeWest, 3 voted against joining PrimeWest of which one is reconsidering at their meeting today, leaving Nobles County as the last County to make their decision.

Ms. Golombiecki advised this decision will impact between 25% to 40% of our population and should be considered as an investment in our community.

The Board reviewed data comparison between Ucare, MA, Blue Plus and PrimeWest in addition to funding options including scenarios with and without a levy impact.

Terri Janssen, Independent Care Coordinator for Southern Prairie Community Care, provided additional information on how out of home placements are tough on the Community Services budget and that PrimeWest can leverage with some items, but legislation does not permit all. Ms. Golombiecki added that Nobles County has worked with PrimeWest in the past with Management Contracts through Pipestone.

**Attachments/Handouts:**

Potential Return on Investment

Community Reinvestment Summary

Investment Summary

Comparison Data between Ucare, MA, BluePlus and PrimeWest

**VOTING**

It was duly passed to approve a plan to join PrimeWest.

Moved by: Widboom, Matt

Seconded by: Linssen, Donald

It was requested to document for the record, the vote was unanimous.

Ms. Golombiecki thanked the Board of Commissioners for all their research and time and stated it was the right thing to do for our community.

**3. Funding Options**

Tom Johnson, County Administrator, advised to identify which option was favorable for direction if the intent is to include in the levy. The preliminary levy without PrimeWest is currently at 5.62%, or \$14,376,768.

Commissioner Linssen stated he favored Option 6, which is a levy increase of 2% so that the reserves are not depleted.

Commissioner Widboom stated he favored Option 3, which is a levy increase of 1% so the levy impact would be less and not deplete the reserves. He further stated he would like to see a repayment plan for the reserves.

	<p>Commissioner Demuth stated he favored Option 3, which is a levy increase of 1% and that the Budget Committee can work with the 5.62% current preliminary levy calculation.</p> <p>Commissioner Metz stated he favored Options 5 or 6, which is a levy increase of 2% and will task the Budget Committee but it is necessary to put in the levy. It will be approximately 3 years before we would see reserves bounce back.</p> <p>Commissioner Ahlers stated he favored Options 3 or 6, which is a levy increase of 1% or 2% and further added that we need to be conscious of the levy increase and need to work on the 5.62% preliminary levy calculation.</p> <p>Commissioner Ahlers questioned if the \$75,000 library building fund request was included in the 5.62% and Jerry Vyskocil, Finance Director, stated it was not included. The Board discussed if the Friday, September 7<sup>th</sup> Work Session was necessary and the consensus was to cancel it, leaving the final levy discussion for the September 18<sup>th</sup> Board of Commissioners meeting where the not to exceed levy will be set.</p> <p><b><u>Attachments:</u></b>  PrimeWest Health Option Funding Options  “Updated” PrimeWest Health Option Funding Options</p>
<b>6.5</b>	<b>Human Resources – Sue Luing</b>
<b>C.</b>	<b>Auditor-Treasurer Resignation</b>
	Commissioner Ahlers stated for the record that he hated to see Ms. Van Hove leave and was appreciative of her work.
<b>1.</b>	<b>Acceptance of Auditor/Treasurer Resignation</b>
	<b><u>Attachments:</u></b> Van Hove Resignation Letter
<b><u>VOTING</u></b>	
<p>It was duly passed to accept the resignation of Beth Van Hove, Auditor/Treasurer, effective September 7, 2018.  Moved by: Widboom, Matt  Seconded by: Linssen, Donald</p>	
<b>2.</b>	<b>Auditor/Treasurer Temporary Appointment – Resolution 201841</b>
	<p>Sue Luing, HR Director/Deputy County Administrator, presented the Board with information and a recommendation in the area of appointing the Chief Deputy Auditor/Treasurer as the temporary Auditor/Treasurer to fulfill the unexpired term ending January 6, 2019 or until there is a new Auditor/Treasurer based on the outcome of the election.</p> <p><b><u>Attachments:</u></b>  Courthouse and Library Employees Agreement</p>
<b><u>VOTING</u></b>	
<p>It was duly passed to adopt Resolution 201841 appointing Kris Ray as Nobles County Auditor-Treasurer for the unexpired term ending January 6, 2019 or until there is a new Auditor/Treasurer based on the outcome of the election.  Moved by: Ahlers, Justin  Seconded by: Metz, Gene</p>	
<b><u>VOTING</u></b>	
<p>It was duly passed to approve an annual increase in salary to Kristine Ray as temporary Auditor/Treasurer from \$65,037.54 to \$75,012.24 effective September 8, 2018.  Moved by: Ahlers, Justin  Seconded by: Widboom, Matt</p>	

<b>3.</b>	<b>Deputy Registrar Appointment – Resolution 201838</b>
	Sue Luing, HR Director/Deputy County Administrator, presented the Board with information and a recommendation in the area of the appointment of State of Minnesota Deputy Registrar and License Agent. <b>Attachment:</b> Resolution 201838
<b><u>VOTING</u></b> It was duly passed to adopt Resolution 201838 assigning Louise Naumann to perform the duties of the Deputy Registrar and License Agent as outlined in Minnesota Statutes §168.33 and 171.06; effective September 8, 2018 and shall continue until there is a new Auditor/Treasurer based on the outcome of the election. Moved by: Widboom, Matt Seconded by: Linssen, Donald	
<b>4.</b>	<b>Payroll Technician status change</b>
	Sue Luing, HR Director/Deputy County Administrator, and Jerry Vyskocil, Finance Director, presented the Board with information and recommendations in the area of increasing the Payroll Technician's status from 3/5ths time to full time in order to assist with duties from the Auditor-Treasurer's office which work well into the functions of the Finance department.
<b><u>VOTING</u></b> It was duly passed to increase Amy Dykstra, Payroll Technician, from 3/5ths time to full time retroactively to August 27, 2018. Moved by: Metz, Gene Seconded by: Ahlers, Justin	
<b>6.6</b>	<b>Finance – Jerry Vyskocil</b>
<b>A.</b>	<b>2019 Budget</b>
	Jerry Vyskocil, Finance Director, presented the Board with information in the area of the 2019 Budget. Mr. Vyskocil confirmed that all requests for salary, staff, appropriations and equipment were included in the 5.62% preliminary levy calculation (without PrimeWest) and further clarified that the Library's Building Project Yearly Allocation request in the amount of \$75,000 on an annual basis is not included. In preparation for the certification of the not to exceed levy, Mr. Vyskocil advised he will add 2% to the calculation for the PrimeWest Health Option. <b>Handout:</b> 2019 Budget Summary by Fund
<b>7.0 Administration Presentation – Tom Johnson</b>	
<b>7.1</b>	<b>Underground Storage Tank Removal Excavation Letter/Invoice</b>
	Tom Johnson, County Administrator, presented the Board with information and a recommendation to approve payment for environmental sampling work associated with the Underground Fuel Tank Replacement Project. <b>Attachments:</b> Apex Invoice and Letter
<b><u>VOTING</u></b> It was duly passed to approve payment of Invoice No. 18e60 in the amount of \$858.00 to Apex Environmental for work associated with the Underground Fuel Tank Replacement Project. Moved by: Ahlers, Justin Seconded by: Metz, Gene	

7.2	<b>Nobles County Government Center AHU#4 Access Construction Services</b>
	<p>Tom Johnson, County Administrator, presented the Board with information and a recommendation to approve a proposal for construction services to provide Air Handler Unit #4 Access. Mr. Johnson advised Southwest Minnesota Housing Partnership Project Manager, Shawn Nelson, had solicited proposals for this project but only received 1 proposal.</p> <p><b><u>Attachments:</u></b> Nau Construction proposal</p>
<p><b><u>VOTING</u></b> It was duly passed to approve the proposal from Nau Construction for \$11,423.00 to complete the project as proposed; and further, authorize the County Administrator to sign, on behalf of Nobles County, a Professional Services Agreement for the Air Handler Unit #4 Access Construction Services. Moved by: Metz, Gene Seconded by: Demuth, Robert S.</p>	
7.3	<b>2018 Boards, Committees &amp; Commissions – Citizen Appointments</b>
	<p>Tom Johnson, County Administrator, presented the Board with information on a term expiring on the Kanaranzi-Little Rock Watershed Board of Managers.</p> <p><b><u>Attachments:</u></b> Gruis Application 2018 Boards &amp; Committees</p>
<p><b><u>VOTING</u></b> It was duly passed to appoint Layton Gruis, Adrian, to a 3 year term beginning October 8, 2018 and expiring October 7, 2021 on the Kanaranzi-Little Rock Board of Managers. Moved by: Metz, Gene Seconded by: Linssen, Donald</p>	
<b>8. Inter-Agency Reports / Announcements</b>	
8.1	<b>Committee and Board Reports</b>
	<p>No committee reports were given.</p> <p><b><u>Attachments:</u></b> Heron Lake Watershed District June 25, 2018 Regular Mtg Minutes Heron Lake Watershed District July 17, 2018 Budget Workshop Minutes Kanaranzi-Little Rock Watershed July 19, 2018 Regular Mtg Minutes</p>
8.2	<p><b>Correspondence</b> <b><u>Attachments:</u></b> Recruitment Update</p>
8.3	<p><b>Calendar</b> <b><u>Attachments:</u></b> Commissioners Calendar – September 2018</p>
<p><b>9. Other / Future Business</b> <b>Special Nobles County Board Work Session</b> Friday, September 7, 2018 8:30 a.m. Executive Conference Room, Government Ctr, 318 9th Street, Worthington MN</p> <p><b>Round Table Conversation with Staff Members from Rep. Walz’s Office</b> Wednesday, September 12, 2018 8:30 a.m. Fire Hall, 830 2<sup>nd</sup> Ave., Worthington MN</p>	



**AMC County Opioid Summit**

Wednesday, September 12, 2018 10:00 a.m. – 4:30 p.m.  
Arrowwood Resort & Conference Center, Alexandria MN

**AMC Fall Policy Conference**

Thursday, September 13<sup>th</sup> – Friday, September 14<sup>th</sup>, 2018  
Arrowwood Resort & Conference Center, Alexandria MN

Chairperson Demuth announced that the Friday, September 7<sup>th</sup> Special Board Work Session has been cancelled.

**10. Adjournment**

**VOTING**

It was duly passed to adjourn the meeting at 11:44 a.m.

Moved by: Linssen, Donald

Seconded by: Demuth, Robert S.



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(Chairperson)

  
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(County Administrator)