

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, October 23, 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.

1.0 Call to Order	
2.0 Pledge of Allegiance	
3.0 Approval of Agenda	
<u>VOTING</u> It was duly passed to approve the agenda with the addition of item 7.6 Adrian Shop Addition Project – Final Pay Application. Motion by: Metz, Gene Seconded by: Widboom, Matt	
4.0 Recognition	
4.1	Visitors & Guests Welcome
4.2	Recognition for Years of Service
	Jane Feller, Public Health Nurse in Community Services, was recognized for 15 years of service with Nobles County.
	Anthony Vetsch, Correctional Officer for the Sheriff's Office and Corrections Agent for Rock-Nobles Community Corrections, was recognized for 10 years of service with Nobles County.
5.0 Consent Agenda	
5.1	October 2, 2018 Regular Meeting Minutes <u>Attachments:</u> October 2, 2018 Draft Regular Meeting Minutes
5.2	Workforce Innovation and Opportunity (WIOA) Act Joint Powers Agreement <u>Attachments:</u> Minnesota Workforce Center Letter WIOA Joint Powers Agreement
5.3	MN DNR Snowmobile Maintenance Grant Agreement FY 2019 <u>Attachments:</u> Memo on Snowmobile GIA Funding and Best Practices State of MN Grant Contract Agreement
5.4	Audit Services – CliftonLarsonAllen <u>Attachments:</u> Letter of Engagement – CliftonLarsonAllen LLP

5.5	AMC Voting Delegates Attachments: AMC Delegate Confirmation
5.6	Meetings & Conferences – Travel Expenses Attachments: Travel Expenses paid October 12, 2018
5.7	Auditor's and Commissioner's Warrants Attachments: Accounts Payable Summary Auditor's Warrants Commissioner's Warrants – General Revenue Commissioner's Warrants – Public Works Commissioner's Warrants – Family Service Fund
<u>VOTING</u> It was duly passed to approve the Consent Agenda as presented. Moved by: Ahlers, Justin Seconded by: Linssen, Donald	
6.0 Department Presentations	
6.1	MNDNR and Nobles County Pheasants Forever – Bill Schuna and Scott Rall
A.	Donation by Pheasants Forever to Minnesota Department of Natural Resources: 80 acre Tract in Section 26 Dewald Township
	Bill Schuna, Minnesota Department of Natural Resources, and Scott Rall, Pheasants Forever, advised the Board of a land donation from the Nobles County Pheasants Forever to the MNDNR for the Lambert Prairie Wildlife Area. 2018 non-homestead taxes paid were \$2,562.00 or \$32.02/acre and after the donation, In Lieu of Tax payment from the DNR should be \$3,600.00 or \$45.00 acre. Attachments: Land Donation Notification Letter Sweetie Marie Rall Memorial Tract
6.2	Extension – Kia Harries and Katie Klosterbuer
A.	Memorandum of Agreement between Nobles Co. and University of Minnesota Extension
	Kia Harries, Regional Director/ Southwest, presented the Board with information and recommendations in the area of a 2019-2021 Memorandum of Agreement outlining the expectations of each party and the costs for the positions outlined. Attachments: 2019-2021 MOA Nobles County Attachment I Addendum to 2019-2021 MOA
<u>VOTING</u> It was duly passed to approve the 2019-2021 Memorandum of Agreement between Nobles County and the University of Minnesota, including Attachment I Addendum to Memorandum of Agreement as presented, for the University to provide Extension services on behalf of the County. Moved by: Ahlers, Justin Seconded by: Widboom, Matt	
B.	Nobles County 4-H Program Update
	Katie Klosterbuer, 4-H Coordinator, presented the Board with information in the area of Nobles County 4-H Membership.

	Attachments/Handouts: Nobles County 4-H growth report
6.3	Public Works – Stephen Schnieder
A.	CSAH 35 Right of Way Turnback – Resolution 201847
	Stephen Schnieder, Public Works Director/County Engineer, advised County State Aid Highway 35 (Oxford Street) from Diagonal Road to McMillan Street has sight triangles at the intersection with the old railroad crossing and that the sight triangles are no longer needed for safety after the railroad was abandoned. Nutripro Biosystems, Inc. has petitioned for vacation of the sight corner right of way which is no longer needed for roadway purposes. Attachments: Resolution 201847 CSAH 35 Right of Way Quit Claim Deed
VOTING It was duly passed to adopt Resolution 201847 authorizing signature of the Quit Claim Deed which would give up any interest Nobles County would have in that sign corner property, which is the 100 foot triangular shaped sight corner located in the southwest quarter of the southwest quarter of section 14, Township 102 North, Range 40 West, within the City of Worthington. Moved by: Widboom, Matt Seconded by: Metz, Gene	
B.	Equipment Purchases
	Mr. Schnieder presented the Board with information and a recommendation in the area of purchasing equipment to include two pup trailers and a tractor mounted snow blower and to allow the expenditure of undesignated reserves in 2018.
VOTING It was duly passed to approve the purchase of the two used pup trailers and a tractor mounted snow blower using undesignated funds in 2018. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.	
Commissioner Ahlers also directed the Public Works Director to look into the purchase of a tractor to run the snow blower.	
6.4	Assessor – Valerie Ruesch
A.	True County Assessing
	Valerie Ruesch, County Assessor, presented the Board with information and a recommendation in the area of setting a public hearing to determine if the Nobles County Board of Commissioners should move forward with “True County Assessing.” Ms. Ruesch advised many townships and small cities were already in support of it.
VOTING It was duly passed to set a public hearing for True County Assessing on Thursday, December 6, 2018 at 4:30 p.m. in the Board of Commissioners Room of the Nobles County Government Center, 315 Tenth Street, Worthington MN 56187. Moved by: Metz, Gene Seconded by: Linssen, Donald	
6.5	Community Services – Stacie Golombiecki
A.	PrimeWest Resolution of Intent to Join – Resolution 201848
	Stacie Golombiecki, Community Services Director, presented the Board with

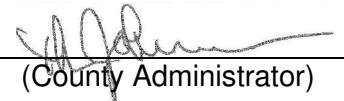
	<p>information and a recommendation in the area of adopting a resolution electing to participate in county-based purchasing or provision of health care services on behalf of persons eligible for medical assistance in Nobles County.</p> <p><u>Attachments:</u> Resolution 201848 to join PrimeWest Health Exhibit A for reference Exhibit B for reference Minutes of the 09/28/18 Southern Prairie Community Care Board Meeting</p>
<u>VOTING</u>	<p>It was duly passed to adopt Resolution 201848 electing to participate in county-based purchasing and committing to join the PrimeWest Minnesota Health Care Access Initiative (dba PrimeWest Health) for provision of health care services on behalf of persons eligible for medical assistance in Nobles County. Moved by: Linssen, Donald Seconded by: Widboom, Matt</p>
6.6	Human Resources – Sue Luing
A.	Office Manager/Legal Assistant Classification
	<p>Sue Luing, Human Resource Director, presented the Board with information and a recommendation in the area of a position classification in the County Attorney’s office.</p> <p><u>Attachments:</u> Position Description 1212 Office Manager/Legal Assistant</p>
<u>VOTING</u>	<p>It was duly passed to approve the Office Manager/Legal Assistant Job Description and associated point value of 283. Moved by: Widboom, Matt Seconded by: Demuth, Robert S.</p>
7.0 Administration Presentation – Tom Johnson	
7.1	Amendment #3 to Lease Agreement for Armory – ISD 518
	<p>Tom Johnson, County Administrator, presented the Board with information and a recommendation in the area of a request by Independent School District 518 to extend the lease of the Armory gym space through June 30, 2019. Dave Skog, ISD 518, was in attendance.</p> <p><u>Attachments:</u> Amendment #3 to Lease Agreement</p>
<u>VOTING</u>	<p>It was duly passed to approve Amendment #3 to the Lease Agreement with Independent School District 518 for the gymnastics program through June 30, 2019. Moved by: Metz, Gene Seconded by: Widboom, Matt</p>
7.2	PJC Garage Addition Project – Final Pay Application
	<p>Mr. Johnson advised the paperwork has been completed for the final pay application by Brennan Construction, but that the IC134 Contractor Affidavit has not been received.</p> <p><u>Attachments:</u> Brennan Construction Pay App No. 007-#3205 FINAL</p>
<u>VOTING</u>	<p>It was duly passed to table discussion until the next meeting on the final pay application for Brennan Construction for the PJC Garage Addition Project.</p>

<p>Moved by: Ahlers, Justin Seconded by: Metz, Gene</p>	
7.3	Tax Forfeited Property - Authorization to Advertise for Demolition
	<p>Mr. Johnson provided the Board with information and a recommendation in the area of two tax forfeited properties to be considered for demolition.</p> <p>Attachments: Pictometry Parcel 29-0024-000 Pictometry Parcel 25-0020-000</p>
<p><u>VOTING</u> It was duly passed to approve advertising for bid proposals on parcel 29-0024-000 to be demolished. Moved by: Metz, Gene Seconded by: Linssen, Donald</p>	
<p>The Board held discussion on parcel 25-0020-000, which appears to be structurally sound and the likelihood of its sale as is. No action was taken on parcel 25-0020-000 for demolition and the parcel will be classified at the special meeting December 6th, 2018 and considered for approval of sale.</p>	
7.4	Head Start Letter of Support
	<p>Mr. Johnson presented the Board with information and a recommendation in the area of a letter of support requested by the Southwestern MN Opportunity Council Head Start for their reapplication of the 5 year Health and Human Services grant to provide Head Start services in the four county service area.</p> <p>Attachments: Draft Nobles County Letter of Support City of Worthington Letter of Support</p>
<p><u>VOTING</u> It was duly passed to authorize the Nobles County Board Chairperson and Administrator to sign, on behalf of Nobles County, the drafted Letter of Support for Head Start to reapply for the 5 year Health and Human Services grant to provide Head Start Services in the four county service area. Moved by: Ahlers, Justin Seconded by: Metz, Gene</p>	
7.5	December Work Session
	<p>The Board held discussion on the date of the December 26th work session and took no action.</p>
7.6	Adrian Shop Addition Project – Final Pay Application
	<p>Mr. Johnson presented the Board with information and a recommendation in the area of final payment and formally closing the Adrian Shop Addition project.</p> <p>Attachments: AIA Document – Application and Certificate for Payment No. NOBCTY00010 Contractor’s Affidavit of Release of Liens</p>
<p><u>VOTING</u> It was duly passed to approve final Payment Application No. NOBCTY00010 to Salonek Concrete & Construction in the amount of \$3,593.94 for the Nobles County Adrian Shop project. Moved by: Metz, Gene Seconded by: Linssen, Donald</p>	
8.1	Committee and Board Reports
	<p>No reports were given by the Board.</p>

	<p><u>Attachments:</u> Heron Lake Watershed District Budget Hearing Minutes 8/28/18 Heron Lake Watershed District Regular Meeting Minutes 8/28/18 Nobles Soil and Water Conservation District Meeting Minutes 9/19/18 Nobles County Art Center Board Meeting Minutes 10/2/18</p>
8.2	<p>Correspondence <u>Attachments:</u> Recruitment Update AMC District 8 Meeting Agenda for 11/1/18 ACE 4th Qtr Appropriation Payment NC Art Center 2nd Half Appropriation Payment NCHS 2nd Half Appropriation Payment HLWD District Administrator's Activity Report September 2018</p>
8.3	<p>Calendar <u>Attachments:</u> Commissioners Calendar – October 2018 Commissioners Calendar – November 2018</p>
<p>9.0 Other / Future Business Board Work Session Wednesday, October 31, 2018 8:30 a.m. Executive Conference Room, 318 Ninth Street, Worthington MN</p> <p>AMC District 8 Meeting Thursday, November 1, 2018 8:00 a.m. – 1:00 p.m. Theater Room, Intivity Center – Jackson County AGCO, 202 Industrial Park, Jackson MN</p>	
<p>10.0 Adjournment</p>	
<p><u>VOTING</u> It was duly passed to adjourn the meeting at 10:00 a.m. Moved by: Linssen, Donald Seconded by: Metz, Gene</p>	



(Chairperson)



(County Administrator)