

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, November 6, 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 items 6.5 A. Deputy Assessor position reclassification and 6.5 B. 2018 County Position Allocation amendment. Motion by: Widboom, Matt Seconded by: Linssen, Donald	
4.0 Recognition	
4.1	Visitors & Guests Welcome
5.0 Consent Agenda	
5.1	October 23, 2018 Regular Meeting Minutes <u>Attachments:</u> October 23, 2018 Draft Regular Meeting Minutes
5.2	Appointment of Medical Examiner and Approval of P.A. Contract Agreement – Resolution 201851 <u>Attachments:</u> Resolution 201851 P.A. Contract Agreement
5.3	Meetings & Conferences – Travel Expenses <u>Attachments:</u> Travel Expenses paid October 26, 2018
5.4	Auditor's and Commissioner's Warrants <u>Attachments:</u> 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: Metz, Gene Seconded by: Ahlers, Justin	

6.0 Department Presentations	
6.1	EDF Renewables – Shanelle Montana, Project Development Manager
A.	Update on the Fenton Wind Project
	Shanelle Montana, Project Development Manager, presented the Board with information in the area of the Fenton Wind Project Retrofit including equipment efficiencies and impacts to the County. Ms. Montana advised of the Minnesota Public Utilities Commission holding a Fenton Wind Information Meeting for comments on November 15th. <u>Attachments/Handouts:</u> Fenton Wind Project - Retrofit
6.2	Sheriff – Kent Wilkening
A.	Fiscal Agent for BRDTF
	Kent Wilkening, Sheriff, and Chris Dybevic, Chief Deputy Sheriff, advised the City of Worthington will no longer be the fiscal host for the Drug Task Force and the Task Force Board is looking for a new fiscal host starting in 2019. Sheriff Wilkening advised of the time schedule for decisions. The Board held discussion and asked questions on how this may affect the duties of the Finance office and/or the Auditor-Treasurer’s office with a new Auditor-Treasurer elected. The Sheriff and Chief Deputy Sheriff advised there were approximately 10 transactions per month including reimbursements for agents and the payment of cell phone bills. All reporting is done by the Commander of the Task Force and the liability insurance would continue to be carried with the League of Minnesota Cities irregardless of who the Fiscal Agent was.
<u>VOTING</u>	
It was duly passed to table discussion on the Fiscal Agent for the Buffalo Ridge Drug Task Force until the November 20th, 2018 Board of Commissioners meeting. Moved by: Metz, Gene Seconded by: Widboom, Matt	
6.3	Public Works – Stephen Schnieder
A.	Approval of MN/DOT Agreement Number 1032627 – Resolution 201850
	Stephen Schnieder, Public Works Director/County Engineer, presented the Board with information and a recommendation in the area of MNDOT’s plans to close Trunk Highway 91 for construction in 2019. <u>Attachments/Handouts:</u> State of MN/DOT and Nobles County Detour Agreement for TH91 Detour Resolution 201850 PW TH 91 Detour Map
<u>VOTING</u>	
It was duly passed to adopt the following Resolution number 201850: BE IT RESOLVED, that Nobles County enter into MnDOT Agreement No. 1032627 with the State of Minnesota, Department of Transportation for the following purposes: To provide for payment by the State to the County for the use of County State Aid Highway (C.S.A.H.) No. 35, No. 15 and No. 16 as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway No. 91 from 1,580 feet south of 8 th Street in the City of Adrian to the Murray County Line under State Project No. 5308-29 (T.H. 91=091).	

<p>IT IS FURTHER RESOLVED that the Chairman of the Nobles County Board of Commissioners and the Nobles County Administrator are authorized to execute the Agreement and any amendments to the Agreement. Moved by: Widboom, Matt Seconded by: Metz, Gene</p>	
6.4	Finance – Jerry Vyskocil
A.	Ratify TriMin Contract for Support
	<p>Jerry Vyskocil, Finance Director, presented the Board with information and a recommendation in the area of a three year contract for support of the County’s Integrated Financial System (IFS). <u>Attachments:</u> Agreement between MCCC and TriMin Systems, Inc. Board Ratification Statement</p>
<p><u>VOTING</u> It was duly passed to authorize the Board Chair to sign, on behalf of Nobles County, the Professional Services Agreement between TriMin Systems Inc. and the Minnesota Counties Computer Cooperative (MnCCC) for the maintenance and support of IFS effective January 1, 2019 through December 31, 2021. Moved by: Metz, Gene Seconded by: Linssen, Donald</p>	
6.5	Human Resources – Sue Luing
A.	Deputy Assessor position reclassification
	<p>Sue Luing, Human Resources Director, presented the Board with information and a recommendation in the area of a position reclassification. Val Ruesch, County Assessor, was present to answer questions of the Board. <u>Attachments:</u> Position Description 1102 Deputy Assessor</p>
<p><u>VOTING</u> It was duly passed to approve Position Description 1102 Deputy Assessor and the associated point value of 305 as presented. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.</p>	
B.	2018 County Position Allocation amendment
	<p>Ms. Luing presented the Board with information and a recommendation in the area of approving in 2018 the 2 additional staff requested in the 2019 budget for the Assessor’s office so that the recruitment process may begin. <u>Attachments:</u> Resolution 201852 2018 Position Allocation Amended</p>
<p><u>VOTING</u> It was duly passed to adopt the following Resolution number 201852:</p> <p style="padding-left: 40px;">WHEREAS, based on the 1976 Personnel Act., Chapter 182, Laws of 1976, State of Minnesota, was adopted by the Board; and, WHEREAS, the act provides for County Personnel Administration on an integrated merit basis, allowing the Board additional responsibility for jurisdiction over positions within county departments. BE IT RESOLVED, to set the maximum positions allocated to each office for 2018 as follows.</p>	

BE IT FURTHER RESOLVED, that each position listed below, when a vacancy occurs in 2018 may be filled by the department head without additional approval from the Board of Commissioners.

FUND/DEPARTMENT	Full Time	Part Time	Temporary/ Intermittent
Executive			
County Administration/HR	1.00		
Human Resources/Deputy	1.00		
Clerical	2.00		
Auditor-Treasurer			
Deputies	3.00	0.50	0.84
Motor Vehicle - Deputies	3.00		
Finance	3.00	.60	
Information Technology	3.00		
G.I.S.	1.00		.23
Attorney			
Assistants	3.00		
Clerical	5.00		0.28
County Assessor	1.00		
Assessors/Appraiser	6.00		
Clerical	1.00		
Recorder - Deputies	2.00		0.24
Buildings Maintenance	5.00		
Veterans Service		0.80	
Public Safety			
Sheriff - Chief Deputy	1.00		
Sergeant	3.00		
Investigators	1.00		
Deputies	7.00		0.614
Jail			
Jail Administrator	1.00		
Jail Programmer	1.00		
Jail Sergeants	4.00		
Jail Staff	17.00	1.20	

Emergency Management	1.00		
Public Works			
Public Works Director/Engineer	1.00		
Environmental Services	4.00		
Highway	15.00		
Engineering	3.00		.24
Parks	1.00		0.48
Grounds	1.00		
Community Services			
Director	1.00		
Supervisors	7.00		
Social Services	19.00		
Income Maintenance	18.00		
Clerical	3.00		
Health	12.00	1.60	
Library	4.00	4.07	.07
Totals by FTE	165	8.77	2.994
Grand Total	176.76		

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

7.0 Administration Presentation – Tom Johnson

7.1 PJC Garage Addition Project – Final Pay Application

A. Motion to remove from table

VOTING
 It was duly passed to remove the PJC Garage Addition Project – Final Pay Application from the table.
 Moved by: Widboom, Matt
 Seconded by: Ahlers, Justin

Tom Johnson, County Administrator, Craig Skorczewski and Shawn Nelson, Southwest Minnesota Housing Partnership Project Managers, presented the Board with information and a recommendation in the area of payment of the final pay application. Mr. Skorczewski advised the Contractor is cooperating with requests and recommended approval of the payment advising the Board he would personally make sure the paperwork is in place. The Board held discussion on making a partial payment until paperwork verifying the payment of all subcontractors had been received.

	<p><u>Attachments:</u> Application No. 007-#3205 FINAL</p>
	<p><u>VOTING</u> It was duly passed to approve a partial payment in the amount of \$34,500.00 to Brennan Construction for the PJC Garage Addition Project with the balance to be remitted when the final paperwork is received. Moved by: Metz, Gene Seconded by: Demuth, Robert S. In Favor: Ahlers, Justin; Metz, Gene; Demuth, Robert S., Linssen, Donald Opposed: Widboom, Matt</p>
7.2	<p>Application and Certificate for Payment No. 3 – Splitrock Landscaping & Nursery, Inc.</p>
	<p>Mr. Johnson presented the Board with information and a recommendation in the area of a request by Splitrock Landscaping & Nursery, Inc. for payment in the amount of \$92,584.00 for work completed on the Government Center Site Improvements project. Mr. Nelson answered questions of the Board in regard to the progress of the project and closing the 4th Avenue entrance. <u>Attachments:</u> Application and Certification for Payment No. 3</p>
	<p><u>VOTING</u> It was duly passed to table the Application and Certificate for Payment No. 3 for Splitrock Landscaping & Nursery, Inc. Moved by: Ahlers, Justin Seconded by: Linssen, Donald</p>
7.3	<p>2019-2022 Recommended RRRWS Board Appointees – Resolution 201849</p>
	<p>Mr. Johnson reviewed the request received by Schramel Law Office to support the appointments of board members to the Red Rock Rural Water System Board. <u>Attachments:</u> Schramel Law Office Notification Gary Schimbene Bio Shelley Sweeman Bio Resolution 201849</p>
	<p><u>VOTING</u> It was duly passed to adopt the following Resolution number 201849:</p> <p>WHEREAS, Gary Shimbeno’s 4-year term as a Commissioner on the Red Rock Rural Water System (“RRRWS”) Board of Commissioners is scheduled to expire at midnight on December 31, 2018; and, WHEREAS, current RRRWS Commissioner, Dave Hulstein has resigned as a Commissioner on the RRRWS Board effective at midnight on December 31, 2018; and WHEREAS, on October 10, 2018 the RRRWS Board unanimously adopted a Motion which recommends that Shelly Sweetman replace Dave Hulstein on the RRRWS Board; and WHEREAS, on October 10, 2018 the RRRWS Board unanimously adopted a Motion which recommends that Gary Schimbene and Shelly Sweetman each be appointed to a 4-year term on the RRRWS Board of Commissioners; and WHEREAS, the <u>Nobles County Board of Commissioners</u> believes that Gary Schimbene and Shelley Sweetman are qualified to act as Commissioners on the Red Rock Rural Water System Board of Commissioners and are both worthy of appointment. BE IT NOW RESOLVED, that the Nobles County Board of Commissioners hereby recommends that Gary Schimbene and Shelley Sweetman be appointed to the Red Rock Rural Water System Board of Commissioners pursuant to and provided for by Minnesota Statutes</p>

§116A et seq. for a 4-year term which shall commence on January 1, 2019 and shall expire at midnight on December 31, 2022.

Moved by: Widboom, Matt

Seconded by: Linssen, Donald

8.1	Committee and Board Reports
	District I - Commissioner Ahlers reported on Southwestern Minnesota Opportunity Council (SMOC) and Extension Committee meetings. District II - Commissioner Metz reported on the Association of Minnesota Counties (AMC) District 8 meeting. District III - Commissioner Widboom had no report. District IV - Commissioner Demuth reported on Counties Providing Technology (CPT) and Association of Minnesota Counties (AMC) District 8 meetings. District V - Commissioner Linssen reported on Southwestern Minnesota Opportunity Council (SMOC) and Association of Minnesota Counties (AMC) District 8 meetings. Management Team - Attorney Kathleen Kusz had no report. County Administration – Administrator Tom Johnson reported on the outstate mental health center bond criteria. Attachments: Health & Human Service Advisory Committee Meeting Minutes October 17, 2018
8.2	Correspondence Attachments: Recruitment Update
8.3	Calendar Attachments: Commissioners Calendar – November 2018
9.0 Other / Future Business Nobles Economic Opportunity Network (N.E.O.N.) Thursday, November 8, 2018 5:30 p.m. BioTechnology Advancement Center, 1527 Praire Drive, Worthington MN	
10.0 Adjournment	
VOTING It was duly passed to adjourn the meeting at 10:12 a.m. Moved by: Ahlers, Justin Seconded by: Metz, Gene	



(Chairperson)



(County Administrator)