

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, November 20, 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 deletion of 6.2 A. Snow Removal Contract for Adrian Branch Library. Motion by: Linssen, Donald Seconded by: Metz, Gene	
4.0 Recognition	
4.1	Visitors & Guests Welcome
4.2	Years of Service Award
	Chairperson Demuth announced that Monette Berkevich, Jail Administrator, has completed 15 years of service with Nobles County and that she was unable to attend the meeting to receive the award. Kent Wilkening, Sheriff, advised the Board that Ms. Berkevich does an excellent job for Nobles County and that he will present her with the award.
5.0 Consent Agenda	
5.1	November 6, 2018 Regular Meeting Minutes <u>Attachments:</u> November 6, 2018 Draft Regular Meeting Minutes
5.2	2019 TriMin Systems Professional Services Agreement Renewal computer Management for Human Services (CMHS) <u>Attachments:</u> CMHS Services Agreement for 2019
5.3	Meetings & Conferences – Travel Expenses <u>Attachments:</u> Travel Expenses paid November 9, 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: Widboom, Matt Seconded by: Ahlers, Justin	
6.0 Department Presentations	
6.1	Sheriff – Kent Wilkening
A.	Motion to remove discussion on Fiscal Agent for BRDTF from Table
<u>VOTING</u>	
It was duly passed to remove from the table discussion on the Fiscal Agent for the Buffalo Ridge Drug Task Force. Moved by: Ahlers, Justin Seconded by: Widboom, Matt	
B.	Update on Fiscal Agent for BRDTF
	Kent Wilkening, County Sheriff, advised the Drug Task Force Commander met with the City Administrator and he advised the City won't terminate the services prior to the Grant expiring at the end of 2019. The Sheriff also advised Pipesone would have taken it on if the City of Worthington didn't remain the Fiscal Agent. No action was taken. <u>Attachments:</u> Email from City of Worthington
7.0 Administration Presentation - Tom Johnson	
7.1	Application and Certificate for Payment No. 3 – Splitrock Landscaping & Nursery, Inc.
A.	Motion to remove from table
<u>VOTING</u>	
It was duly passed to remove from the table discussion on Application and Certificate for Payment No. 3 from Splitrock Landscaping & Nursery, Inc. Moved by: Ahlers, Justin Seconded by: Widboom, Matt	
B.	Application and Certificate for Payment No. 3 – Splitrock Landscaping & Nursery, Inc.
	Tom Johnson, County Administrator, advised Payment Application No. 3 in the amount of \$92,584.00 for work completed on the Government Center Site Improvements project has been reviewed and recommended a partial payment be made. <u>Attachments:</u> Application and Certificatoin for Payment No. 3
<u>VOTING</u>	
It was duly passed to approve partial payment to Splitrock Landscaping & Nursery, Inc. in the amount of \$14,545.00 for work completed on the Government Center Site Improvements project. Moved by: Ahlers, Justin Seconded by: Metz, Gene In Favor: Ahlers, Justin; Metz, Gene; Demuth, Robert S.; Linssen, Donald Opposed: Widboom, Matt	
6.3	Emergency Management – Joyce Jacobs
A.	Region Five Homeland Security Emergency Management Association (RFHSEMA) Mutual Aid Agreement Revised

	<p>Joyce Jacobs, Emergency Management Director, presented the Board with information and a recommendation in the area of a mutual aid agreement which allows counties within the region to assist each other with personnel and equipment during emergencies.</p> <p><u>Attachments/Handouts:</u> Region Five Homeland Security and Emergency Mangement Association Mutual Aid Agreement</p>
<p><u>VOTING</u> It was duly passed to authorize the Board Chairperson and Emergency Management Director to sign, on behalf of Nobles County, the revised Region Five Homeland Security Emergency Management Association (RFHSEMA) Mutual Aid Agreement. Moved by: Metz, Gene Seconded by: Demuth, Robert S.</p>	
B.	Emergency Management Performance Grant (EMPG)
	<p>Ms. Jacobs presented the Board with information and a recommendation in the area of a grant awarded for a reimbursement up to \$22,185 by the state for a portion of the EM Personnel Services which are part of the requirements of the 2018 work plan.</p> <p><u>Attachments/Handouts:</u> 2018 Nobles County EMPG Grant Agreement</p>
<p><u>VOTING</u> It was duly passed to authorize the Board Chairperson and County Administrator to sign, on behalf of Nobles County, the 2018 Emergency Managment Performance Grant Agreement No. A-EMPG-2018-NOBLESCO-055. Moved by: Ahlers, Justin Seconded by: Widboom, Matt</p>	
C.	Review of Nobles County Emergency Operations Plan (EOP)
	<p>Ms. Jacobs presented the Board with information and a recommendation in the area of the Nobles County Emergency Operations Plan.</p> <p><u>Attachments/Handouts:</u> Local Emergency Operations Plan Review Sheet</p>
<p><u>VOTING</u> It was duly passed to approve the Nobles County Emergency Operations Plan; and further, authorize the Board Chairperson to sign, on behalf of Nobles County, the Local Emergency Operations Plan Review Sheet. Moved by: Metz, Gene Seconded by: Ahlers, Justin</p>	
6.4	Human Resources – Sue Luing
A.	2019 Temporary/Seasonal Worker Wages
	<p>Sue Luing, Human Resource Director, presented the Board with information and a recommendation in the area of increasing the starting pay for temporary/seasonal worker positions.</p>
<p><u>VOTING</u> It was duly passed to approve the increase of the 2019 temporary/seasonal hourly pay rate to \$12.50 with .50 per hour increase for each year the same person returns. Moved by: Ahlers, Justin Seconded by: Linssen, Donald</p>	
B.	2019 Non-union Compensation Plan

	<p>Sue Luing, Human Resources Director, presented the Board with information and a recommendation in the area of the 2019 compensation plan for non-union employees.</p> <p>Attachments: 2019 Hourly Pay Table 2019 Annual Pay Table</p>
<p><u>VOTING</u> It was duly passed that the 2019 non-union employees compensation plan be approved to include a 2.50% Cost Of Living Adjustment (COLA) increase for each step. Moved by: Linssen, Donald Seconded by: Metz, Gene</p>	
7.0	Administration Presentation – Tom Johnson
7.2	Professional Services Agreement for space insulation services project
	<p>Tom Johnson, County Administrator, presented the Board with information and a recommendation in the area of a project to improve space insulation at the Prairie Justice Center. The Board held discussion on a timeline in which the Contractor would be the least disruptive to daily business.</p>
<p><u>VOTING</u> It was duly passed to approve the project with Midwest Spray Foam for a bid of \$6,952.00 as proposed and authorizing the Administrator to approve up to an additional \$5,000 of work to improve additional space insulation if found during the project; and further, to authorize the Administrator to sign, on behalf of Nobles County, a professional services agreement for the services. Moved by: Widboom, Matt Seconded by: Ahlers, Justin</p>	
7.3	Tax Forfeited Property – Demolition of Parcel 29-0024-000
	<p>Mr. Johnson presented the Board with information and a recommendation in the area of bids received for the demolition and site clean-up for tax forfeited parcel 29-0024-000. Bids were received from Henning Construction Inc. in the amount of \$71,250.00; JDSR, LLC in the amount of \$55,600.00; and Jeppesen Gravel in the amount of \$49,850.00. Mr. Johnson advised \$117,000 had been budgeted in the tax forfeited fund to pay for expenses such as snow removal, mowing, etc.</p> <p>Attachments: Pictometry Parcel 29-0024-000 Bid Tabulation Sheet</p>
<p><u>VOTING</u> It was duly passed to accept the bid from Jeppesen Gravel, Sibley IA for \$49,850.00 to demolish the building on parcel 29-0024-000. Moved by: Widboom, Matt Seconded by: Metz, Gene</p>	
7.4	Housing Project Letter of Support
	<p>Mr. Johnson advised the City of Worthington is working with developers to build market rate rental housing.</p> <p>Attachments: Draft support letter</p>
<p><u>VOTING</u> It was duly passed to approve the letter in support of the City of Worthington’s efforts to work with developers toward construction of market rate workforce housing. Moved by: Linssen, Donald Seconded by: Demuth, Robert S.</p>	

7.5	2019 Elected Officials Salaries
A.	County Attorney Salary – Resolution 201854
	<p>Tom Johnson, County Administrator, advised by MN Statute the Board is required to set salaries for all elected positions and budgets for their respective departments prior to January 1, 2019. Mr. Johnson advised a list of questions were sent to each of the elected officials to respond to in order to inform the board of their job responsibilities. Mr. Johnson recommended utilizing the data provided and information from the numerous budget meetings to set the annual salary for all elected positions for 2019. Chairperson Demuth advised the Board would address the Attorney’s salary as she was present although it was prior to the time estimated on the agenda.</p> <p>Kathleen Kusz, County Attorney, presented the Board with information and recommendations in the area of the County Attorney’s Salary.</p> <p>Attachments: Completed questions for Nobles County Attorney County Attorney Statutory Duties Attorney graph showing caseload 2019 County Attorney Salary - Resolution 201854</p>
<u>VOTING</u>	
<p>It was duly passed to adopt Resolution 201854 that the 2019 salary for the Nobles County Attorney shall be \$120,361.00. Chairperson Demuth acknowledged for the record the vote was unanimous.</p>	
<p>Moved by: Ahlers, Justin</p>	
<p>Seconded by: Widboom, Matt</p>	
<p>Commissioners Ahlers expressed his appreciation to Ms. Kusz for her service and for the service of all elected officials.</p>	
8.0 Inter-Agency Reports / Announcements	
8.1	Committee and Board Reports
	<p>District I - Commissioner Ahlers reported that many citizens that received mail ballots were not appropriately informed of the new process and showed up at the polls to vote. Commissioner Ahlers stressed the importance of more communication and instruction on mail ballots for future elections.</p> <p>District II - Commissioner Metz reported on the Southwestern Minnesota Opportunity Council.</p> <p>District III - Commissioner Widboom reported on the Board of Canvas, Southwestern Minnesota Opportunity Council and the 4-H Achievement Banquet.</p> <p>District IV - Commissioner Demuth reported on the notification of the County’s 2018 dividend payment from the Minnesota Counties Intergovernmental Trust in the amount of \$95,567 consisting of \$60,480 attributable to the County’s workers’ compensation coverage and \$35,087 attributable to the County’s property and casualty coverage.</p> <p>District V - Commissioner Linssen reported on Advocate.Connect.Educate (A.C.E.) and the Nobles Economic Opportunity Network (N.E.O.N.).</p> <p>Management Team - Attorney Kathleen Kusz had no report.</p>

	<p>County Administration – Administrator Tom Johnson reported on the outstate mental health center bond application process, the status of the Air Handler Replacement project, the State Demographer presentation at N.E.O.N and the importance of the 2020 Census.</p> <p><u>Attachments:</u> Nobles County Extension Committee Minutes July 9, 2018 Kanaranzi-Little Rock Watershed District Minutes September 6, 2018 Kanaranzi-Little Rock Watershed District Public Hearing Minutes September 6, 2018 Nobles Soil and Water Conservation District Minutes October 17, 2018 Nobles Soil and Water Conservation District Minutes November 7, 2018</p>
8.2	<p>Correspondence <u>Attachments:</u> Recruitment Update HLWD District Administrator’s Activity Report October 2018</p>
8.3	<p>Calendar <u>Attachments:</u> Commissioners Calendar – December 2018</p>
<p>9.0 Other / Future Business Board of Commissioners Work Session Wednesday, November 28, 2018 8:30 a.m. Executive Conference Rm, 318 9th Street, Worthington MN</p> <p>2018 AMC Annual Conference Monday, December 3rd & Tuesday, December 4th, 2018 Double Tree Hotel Bloomington-Minneapolis South</p>	
6.5	<p>Public Works – Stephen Schnieder</p>
A.	<p>2019 Overlay Projects</p>
	<p>Stephen Schnieder, Public Works Director/County Engineer, presented the Board with information and a recommendation in the area of projects proposed for bituminous overlays in 2019.</p> <p><u>Attachments:</u> Advertisements for Bids</p>
<p><u>VOTING</u> It was duly passed that sealed bids will be received by the Nobles County Board of County Commissioners of Nobles County, Minnesota, at the office of the County Administrator, Nobles County Government Center, P.O. Box 757, 315 10th Street, Worthington MN 56187 until 1:30 PM on Thursday, December 20, 2018 for the Milling, Bituminous paving and Aggregate Shoulders work to be completed. Moved by: Ahlers, Justin Seconded by: Metz, Gene</p>	
B.	<p>2019 Bridge Projects</p>
	<p>Mr. Schnieder presented the Board with information and a recommendation in the area of bridge projects proposed for replacement in 2019.</p> <p><u>Attachments:</u> Advertisements for Bids</p>
<p><u>VOTING</u> It was duly passed that sealed bids will be received by the Nobles County Board of County Commissioners of Nobles County, Minnesota, at the office of the County Administrator, Nobles County Government Center, P.O. Box 757, 315 10th Street, Worthington MN 56187 until 1:45 PM on Thursday, December 20, 2018 for bridge replacement work on SAP 053-598-012, SAP 053-</p>	

598-013, SAP 053-598-014, SAP 053-616-027, SAP 053-616-030 and SAP 053-620-007.

Moved by: Metz, Gene

Seconded by: Demuth, Robert S.

D.	City of Round Lake Paving Agreement – Resolution 201853
	Mr. Schnieder presented the Board with information and a recommendation in the area of the City of Round Lake approving an agreement to have their paving work included in the county's 2019 paving contract. Attachments: City of Round Lake Agreement Resolution 201853
<u>VOTING</u> It was duly passed to adopt Resolution 201853 that the Chairperson and Administrator be authorized to enter into an agreement with the City of Round Lake for Bituminous paving work in 2019. Moved by: Ahlers, Justin Seconded by: Linssen, Donald	
E.	PJC Parking Lot Snow Removal
	Mr. Schnieder presented the Board with information and a recommendation in the area of a three year agreement for snow removal services for the Prairie Justice Center parking lots and access roads.
<u>VOTING</u> It was duly passed to approve the quote from Mike's Mini Excavating for providing the snow removal service for the Prairie Justice Center parking lots and access roads for a 3 year period at the rate of \$780.12 in 2018-19, \$859.62 in 2019-20, and \$896.77 in 2020-21. Moved by: Widboom, Matt Seconded by: Metz, Gene	
F.	PJC Sidewalk Snow Removal
	Mr. Schnieder presented the Board with information and a recommendation in the area of a three year agreement for snow removal services for the Prairie Justice sidewalks.
<u>VOTING</u> It was duly passed to approve the quote from Mike's Mini Excavating for providing the snow removal service for the Prairie Justice Center sidewalks for a 3 year period at the rate of \$523.26 in 2018-19, \$565.23 in 2019-20, and \$607.10 in 2020-21. Moved by: Ahlers, Justin Seconded by: Widboom, Matt	
C.	Public Meeting – ADA Transition Plan
1.	Motion to open public meeting
<u>VOTING</u> It was duly passed to open the public meeting at 10:06 a.m. Moved by: Ahlers, Justin Seconded by: Widboom, Matt	
2.	Presentation – Anita Benson, Stonebrooke Engineering
	Anita Benson, Stonebrooke Engineering, presented the Board with information regarding the transition plan for meeting Americans with Disabilities Act accessibility requirements along the county road system.
3.	Public comment

	Chairperson Demuth opened the floor for public comments. No comments were received.
4.	Motion to close public meeting
<u>VOTING</u> It was duly passed to close the public meeting at 10:21 a.m. Moved by: Metz, Gene Seconded by: Ahlers, Justin	
At 10:22 a.m., a five minute recess was taken.	
7.0 Administration Presentation – Tom Johnson	
7.5	2019 Elected Officials Salaries
B.	County Auditor/Treasurer Salary – Resolution 201855
	Joyce Jacobs, County Auditor/Treasurer-Elect, presented the Board with information and recommendations in the area of the County Auditor-Treasurer's Salary. <u>Attachments:</u> Completed questions for Nobles County Auditor-Treasurer 2019 County Auditor-Treasurer Salary – Resolution 201855
<u>VOTING</u> It was duly passed that the 2019 salary for the Nobles County Auditor/Treasurer shall be \$74,467.78 Moved by: Metz, Gene Seconded by: Linssen, Donald In Favor: Ahlers, Justin; Metz, Gene; Demuth, Robert S.; Linssen, Donald Opposed: Widboom, Matt	
<u>VOTING</u> It was duly passed to adopt Resolution 201855 that the 2019 salary for the Nobles County Auditor/Treasurer shall be \$74,467.78. The previous motion was repeated to include the Resolution number for clarification and was voted on. Moved by: Metz, Gene Seconded by: Linssen, Donald In Favor: Ahlers, Justin; Metz, Gene; Demuth, Robert S.; Linssen, Donald Opposed: Widboom, Matt	
C.	County Recorder Salary – Resolution 201856
	Thelma Yager, County Recorder-Elect, presented the Board with information and recommendations in the area of the County Recorder's Salary. <u>Attachments:</u> Completed questions for Nobles County Recorder 2019 County Recorder Salary – Resolution 201856
<u>VOTING</u> It was duly passed to adopt Resolution 201856 that the 2019 salary for the Nobles County Recorder shall be \$62,521.54. Chairperson Demuth acknowledged for the record the vote was unanimous. Moved by: Ahlers, Justin Seconded by: Metz, Gene	
D.	County Sheriff Salary – Resolution 201857
	Kent Wilkening County Sheriff, presented the Board with information and recommendations in the area of the County Sheriff's Salary.

	<p>Attachments: Sheriff 2019 Salary consideration information 2019 County Sheriff Salary – Resolution 201857</p>
<p><u>VOTING</u> It was duly passed to adopt Resolution 201857 that the 2019 salary for the Nobles County Sheriff shall be \$118,920.00. Chairperson Demuth acknowledged for the record the vote was unanimous. Moved by: Metz, Gene Seconded by: Demuth, Robert S.</p>	
<p>Tom Johnson, County Administrator, advised the list of questions that were sent to each of the elected officials to respond to was not completed by the Board as the Board sets their own salary and knows their own duties and responsibilities.</p>	
E.	<p>County Board Compensation/Per Diem – Resolution 201858</p>
	<p>The Board held discussion in the area of the County Board's Compensation and Per Diem.</p>
	<p>Attachments: 2019 County Board Compensation/Per Diem – Resolution 201858</p>
<p><u>VOTING</u> It was duly passed to adopt Resolution 201858 that the 2019 compensation for the Nobles County Commissioners shall be set at \$19,717 per year, an increase of 2.50%, and the per diem payment shall be \$150.00 per day. Moved by: Linssen, Donald Seconded by: Ahlers, Justin</p>	
<p>10.0 Adjournment</p>	
<p><u>VOTING</u> It was duly passed to adjourn the meeting at 11:23 a.m. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.</p>	



(Chairperson)



(County Administrator)