

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, January 7, 2020, 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 Administrator Johnson at 9:00 A.M. followed by the Pledge of Allegiance.

<b>1.0 Call to Order</b>	
<b>2.0 Pledge of Allegiance</b>	
<b>3.0 Election of Officers</b>	
<b>3.1</b>	<b>Election of Board Chair</b>
<b>VOTING</b> It was duly passed to nominate Justin Ahlers for the position of Chairperson for 2020. Moved by: Metz, Gene Seconded by: Widboom, Matt	
<b>3.2</b>	<b>Election of Vice Chair</b>
<b>VOTING</b> It was duly passed to nominate Gene Metz for the position of Vice Chairperson for 2020. Moved by: Demuth, Robert S. Seconded by: Linssen, Donald	
<b>4.0 Approval of Agenda</b>	
<b>VOTING</b> It was duly passed to approve the agenda as presented. Motion by: Widboom, Matt Seconded by: Metz, Gene	
<b>5.0 Recognition</b>	
<b>5.1</b>	<b>Visitors &amp; Guests Welcome</b>
<b>6.0 Consent Agenda</b>	
<b>6.1</b>	<b>December 17, 2019 Regular Meeting Minutes</b> <b>Attachments:</b> December 17, 2019 Draft Regular Meeting Minutes
<b>6.2</b>	<b>NYHART Service Agreement (GASB 75)</b> <b>Attachments:</b> NYHART Agreement
<b>6.3</b>	<b>AMC Policy Committee Appointments and Delegates for 2020</b>
<b>6.4</b>	<b>Meetings &amp; Conferences – Travel Expenses</b> <b>Attachments:</b> Travel Expenses paid January 3, 2020 Travel Expenses paid Board January 3, 2020

6.5	<b>PCard/Auditor's Warrants</b> <u>Attachments:</u> Accounts Payable Summary Auditor's Warrants
<b><u>VOTING</u></b> It was duly passed to approve the Consent Agenda. Moved by: Linssen, Donald Seconded by: Widboom, Matt	
<b>7.0 Public Hearing</b>	
7.1	<b>Public Hearing – Proposed Property Tax Abatement  Dan Krueger; Parcel 31-3406-265 and 31-3406-270</b> <b>A. Open Hearing (<i>Action</i>)</b> <b>B. Proposed Abatement – Discussion</b> <b>C. Public Comment</b> <b>D. Close Hearing (<i>Action</i>)</b> <b>E. Decision – Resolution 202001 (<i>Action</i>)</b> <b>Resolution 202002 (<i>Action</i>)</b> <b>Resolution 202004 (<i>Action</i>)</b> <u>Attachments:</u> <b>NHI Guidelines</b> <b>Supporting documents for Parcel 31-3406-265</b> <b>Supporting documents for Parcel 31-3406-270</b>
A. On a motion by Gene Metz and seconded by Robert S. Demuth, it was duly passed to open the Proposed Property Tax Abatement Public Hearing for Parcel 31-3406-265 and 31-3406-270. B. Gene Metz asked for clarification that once the properties were sold Parcel 31-3406-270 would be split, Administrator Johnson confirmed. C. No public comments were received. D. On a motion by Robert S. Demuth and seconded by Gene Metz, it was duly passed to close the Proposed Property Tax Abatement Public Hearing for Parcel 31-3406-265 and 31-3406-270. E. (1) On a motion by Gene Metz and seconded by Donald Linssen, it was duly passed to adopt Resolution 202001 approving tax abatement to Dan Krueger for parcel 31-3406-265 pursuant to Minnesota Statute 469.1813. (2) On a motion by Matt Widboom and seconded by Robert S. Demuth, it was duly passed to adopt Resolution 202002 approving tax abatement to Dan Krueger for parcel 31-3406-270 pursuant to Minnesota Statute 469.1813. (3) On a motion by Donald Linssen and seconded by Justin Ahlers, it was duly passed to adopt Resolution 202004 approving tax abatement to Dan Krueger for parcel 31-3406-270 pursuant to Minnesota Statute 469.1813.	
<b>8.0 Special Presentation – Tom Johnson</b>	
8.1	<b>Refugee Resettlement</b> <u>Attachments:</u> Executive Order #13888
Tom Johnson presented the Board with Executive Order #13888 regarding Refugee Resettlement that was issued in September 2019. The Executive order requires every state and every county in the U.S. to send documentation that Refugees will be accepted in the respective state or county, not responding is equivalent to saying no refugees will be accepted. Michelle Jensen – UCAP presented the Board with further information regarding this order, the definition of what a refugee is and statistics on refugee resettlement for Nobles County.	

	It was discussed if this was an annual order, or how often the board would need to renew the order. The answer was not known as the order did not specifically state.
<b>VOTING</b>	
It was duly passed to allow the County Administrator to send a letter to the required agencies to allow refugees to resettle in Nobles County. Moved by: Widboom, Matt Seconded by: Metz, Gene	
<b>9.0 Department Presentations</b>	
<b>9.1</b>	<b>Public Works – Stephen Schnieder</b>
<b>A.</b>	<b>Employee Leave Request</b>
	Stephen Schnieder, Public Works Director, presented the Board with information regarding a Public Works employee who has exhausted their annual leave and is requesting unpaid leave from 12/18/19-1/20/20.
<b>VOTING</b>	
It was duly passed to approve the unpaid leave of absence request from 12/18/19-1/20/20. Moved by: Linssen, Donald Seconded by: Widboom, Matt	
<b>B.</b>	<b>Local Sales Tax Option</b>
	Stephen Schnieder presented the board with information regarding a local sales tax option. Mr. Schnieder presented 5 projects that could be funded if a local sales tax is put into effect. Potential projects that were discussed are: 1. CSAH 4 from CSAH 5 to CSAH 21 in Round Lake - \$5 million 2. CSAH 6 from Rock County to TH 91 - \$2 million 3. CSAH 11 from CSAH 6 to TH 91 in Ellsworth - \$2 million 4. CR 54 from CSAH 15 to CSAH 13 - \$4 million 5. CSAH 15 from CSAH 35 to CSAH 16 - \$9 million There is also an option to include a \$20 motor vehicle excise tax. If approved to move forward, a public hearing date, time and location needs to be set to further discuss and set details for the sales tax. Discussion was held on the list of projects and length of time for the sales tax to be in effect.
No action was taken on this item. It was discussed to gather more information and decide the hearing date at the next board meeting.	
<b>C.</b>	<b>Snow Blower Purchase</b>
	Stephen Schnieder presented the board with information regarding the purchase of a used snow blower. There are a two machines identified that are for sale. Both are under the \$175,000 bidding limit and can be purchased by negotiation. It was recommended to the board to approve the Public Works Director to negotiate and purchase a used truck mounted blower not to exceed \$130,000.
<b>Voting</b>	
It was passed to approve the Public Works Director to negotiate and purchase a used truck mounted blower with a price not to exceed \$130,000. Moved by: Demuth, Robert S. Seconded by: Ahlers, Justin In favor: Demuth, Robert S.; Ahlers, Justin; Linssen, Donald; Metz, Gene Opposed: Widboom, Matt	
<b>D.</b>	<b>Out of Country Travel</b>
	Mr. Schneider presented the board with the option to approve a Public Works employee to travel outside of the state and possibly the Country since the board approved the purchase of a new mounted snow blower this employee could observe and inspect the snow blower in person before purchasing.

There was no action taken on this item. It was determined not to authorize travel for an employee.

**E. Township Road Bridge Replacement Project**  
**Attachments:**  
Advertisement for Bids

Mr. Schneider presented the board with information regarding two township bridges are ready for replacement. One is in Grand Prairie Township and the other is in Westside Township. These two structures were bid but not awarded in 2019 due to the cost. They were being combined with two other structures that created a higher price. Separating these two bridges is anticipated to lower the cost of the projects. Funding has been approved for these bridges. It was recommended to the board to advertise for bids to replace the two township road bridges.

**VOTING**  
It was duly passed to advertise for two township road replacements.  
Moved by: Metz, Gene  
Seconded by: Widboom, Matt

**F. Designation of County Website for Bids**  
**Attachments:**  
Website Advertisement

Mr. Schneider presented the board with information regarding Minnesota Statute 331A.12 Website Advertisement for Transportation Project Bids allows for the official notification for transportation bid openings to be posted on the county web page as the official notification.

**VOTING**  
It was duly passed to designate the Nobles County website for publication of transportation project bids.  
Moved by: Widboom, Matt  
Seconded by: Linssen, Donald

**9.2 Auditor-Treasurer's Office – Joyce Jacobs**

**A. Professional Service Agreement – Kristine Ray**  
**Attachments:**  
Professional Service Agreement

Joyce Jacobs and Cathy Roos presented the board with a professional service agreement with the Auditor-Treasurer's Office and Kristine Ray to be a resource and provide training to the staff.

**VOTING**  
It was duly passed to approve the professional service agreement with Kris Ray.  
Moved by: Metz, Gene  
Seconded by: Demuth, Robert S.

**9.3 Human Resources – Sue Luing**

**A. 2020 County Position Allocation**  
**Attachments:**  
Resolution 202003

Sue Luing, Human Resource Director, presented the Board with information regarding the adopted 1976 Personnel Act, Chapter 182, Laws of 1976, the act provides for County Personnel Administration to set the maximum positions allocated to each office for 2020. In 2019 department heads were allowed to fill a vacancy in their department without board approval if the position was included in the position allocation list. During the budget process there was discussion that any vacancy of a Deputy Auditor/Treasurer position would need board approval prior to replacement. This notation is reflected on the resolution. The 2020 position allocation list is in conjunction with the approved 2020 budget.

**VOTING**  
It was duly passed to approve and adopt Resolution 202003 as presented, option 1.

<p>Moved by: Demuth, Robert S.          Seconded by: Linssen, Donald</p>	
<b>9.4</b>	<b>Emergency Management – Bruce Heitkamp</b>
<b>A.</b>	<b>EMPAC Bylaws</b> <u>Attachments:</u> EMPAC Bylaws
	Bruce Heitkamp, Deputy County Administrator/Emergency Manager, presented the board with proposed amendments to the bylaws for the EMPAC committee. The EMPAC members request the Nobles County Commissioners act to approve EMPAC-Bylaw amendments prior to acting upon the 2020 Committee Appointments.
<b><u>VOTING</u></b>	
<p>It was duly passed to approve the amended EMPAC bylaws as presented.          Moved by: Ahlers, Justin          Seconded by: Widboom, Matt</p>	
<b>10.0</b>	<b>Administration Presentation – Tom Johnson</b> Tom Johnson, County Administrator, presented the Board with information and recommendations in the area of County Administration and organizational business required during the statutory meeting.
<b>10.1</b>	<b>2020 Operating Rules and Guidelines</b> <u>Attachments:</u> Nobles County BOC 2020 Operating Rules & Guidelines
<b><u>VOTING</u></b>	
<p>It was duly passed to adopt the 2020 Operating Rules &amp; Guidelines as presented.          Moved by: Metz, Gene          Seconded by: Demuth, Robert S.</p>	
<b>10.2</b>	<b>2020 Meeting Dates</b> <u>Attachments:</u> 2020 Meeting Calendar
<b><u>VOTING</u></b>	
<p>It was duly passed to adopt the 2020 meeting schedule as presented.          Moved by: Demuth, Robert S.          Seconded by: Linssen, Donald</p>	
<b>10.3</b>	<b>2020 County Legal Newspaper</b>
	Tom Johnson advised that for the 2020 County Legal Newspaper designation, the Board requested proposals be obtained from The Globe and Nobles County Review. Quotes were received by both newspapers and reviewed by the Board. Discussion was held regarding the statute 375.12 stating counties need to accept the lowest bid received from a qualified newspaper. It was determined that the board could reject the lowest bid based on public interest and accept the higher bid.
<b><u>VOTING</u></b>	
<p>It was passed to approve the Daily Globe as the official publication due to consistency of other organizations publishing in the Daily Globe and subscription numbers.          Moved by: Demuth, Robert S.          Seconded by: Widboom, Matt          In favor: Demuth, Robert S.; Widboom, Matt; Metz, Gene          Opposed: Linssen, Donald; Ahlers, Justin</p>	
<b>10.4</b>	<b>2020 Fee Schedule</b>
	Tom Johnson presented the board with the proposed 2020 Fee Schedule. The board asked for clarification on a few line items which were explained. Matt Widboom asked on the added line item regarding the \$100 Nobles Home Initiative application. Joyce Jacobs detailed the reasoning for the addition.
<b><u>VOTING</u></b>	
<p>It was passed to approve the 2020 Fee Schedule as presented.</p>	

<p>Moved by: Metz, Gene          Seconded by: Ahlers, Justin          In Favor: Metz, Gene; Ahlers, Justin; Demuth, Robert S.; Linssen, Donald          Opposed: Widboom, Matt</p>	
<b>10.5</b>	<p><b>2020 Board Appointments</b>  <u>Attachments:</u>          Proposed 2020 Board Appointment List</p>
<p><b><u>VOTING</u></b>          It was duly passed to adopt the 2020 Board Appointment list as presented.          Moved by: Widboom, Matt          Seconded by: Demuth, Robert S.</p>	
<b>10.6</b>	<p><b>2020 Boards, Committees &amp; Commissions – Citizen Appointments</b>  <u>Attachments:</u>          2019 Nobles County Boards and Committees List          2020 Citizen Applications</p>
<p><b><u>VOTING</u></b>          It was duly passed to approve Tara Thompson to the Nobles County Health and Human Services Advisory Committee for a 2 year term expiring 12/31/2022.          Moved by: Demuth, Robert S.          Seconded by: Widboom, Matt</p>	
<p><b><u>VOTING</u></b>          It was duly passed to approve David Benson to the Nobles County Health and Human Services Advisory Committee for a 2 year term expiring 12/31/2022.          Moved by: Metz, Gene          Seconded by: Linssen, Donald</p>	
<p><b><u>VOTING</u></b>          It was duly passed to approve Marcia Jonas to the Developmental Achievement Center Committee for a 3 year term expiring 12/31/2023.          Moved by: Metz, Gene          Seconded by: Widboom, Matt</p>	
<p><b><u>VOTING</u></b>          It was duly passed to approve Stephen Schnieder to the Emergency Management Planning Advisory Committee for a 3 year term expiring 12/31/2023.          Moved by: Widboom, Matt          Seconded by: Demuth, Robert S.</p>	
<p><b><u>VOTING</u></b>          It was duly passed to approve Peter Ekadu to the Emergency Management Planning Advisory Committee for a 3 year term expiring 12/31/2023.          Moved by: Metz, Gene          Seconded by: Ahlers, Justin</p>	
<p><b><u>VOTING</u></b>          It was duly passed to approve Nancy Veen to the Emergency Management Planning Advisory Committee for a 3 year term expiring 12/31/2023.          Moved by: Linssen, Donald          Seconded by: Widboom, Matt</p>	
<p><b><u>VOTING</u></b>          It was duly passed to approve Brad Meester to the Extension Committee for a 3 year term expiring 12/31/2023.          Moved by: Demuth, Robert S.          Seconded by: Ahlers, Justin</p>	
<p><b><u>VOTING</u></b>          It was duly passed to approve Brenda Baerenwald to the Extension Committee for a 3 year term expiring 12/31/2023.</p>	

<p>Moved by: Widboom, Matt          Seconded by: Linssen, Donald</p>	
<p><b><u>VOTING</u></b>          It was duly passed to approve Jeffrey Barber to the Joint Planning Commission for a 3 year term expiring 12/31/2023.          Moved by: Metz, Gene          Seconded by: Ahlers, Justin</p>	
<p><b><u>VOTING</u></b>          Robert S. Demuth recused himself from the vote.          It was duly passed to approve Robert S. Demuth to the Joint Planning Commission for a 3 year term expiring 12/31/2023.          Moved by: Linssen, Donald          Seconded by: Ahlers, Justin</p>	
<p><b><u>VOTING</u></b>          It was duly passed to approve Larry Janssen to the Joint Planning Commission for a 3 year term expiring 12/31/2023.          Moved by: Widboom, Matt          Seconded by: Metz, Gene</p>	
<p><b><u>VOTING</u></b>          It was duly passed to approve Marvin Zylstra to the Planning Advisory Commission for a 3 year term expiring 12/31/2023.          Moved by: Demuth, Robert S.          Seconded by: Ahlers, Justin</p>	
<p><b><u>VOTING</u></b>          It was passed to approve Brent Feikema to the Planning Advisory Commission for a 3 year term expiring 12/31/2023.          Moved by: Metz, Gene          Seconded by: Demuth, Robert S.          In Favor: Metz, Gene; Demuth, Robert S.; Linssen, Donald; Widboom, Matt          Opposed: Ahlers, Justin</p>	
<p><b><u>VOTING</u></b>          It was passed to approve Larry Boots to the Planning Advisory Commission for a 3 year term expiring 12/31/2023.          Moved by: Metz, Gene          Seconded by: Demuth, Robert S.</p>	
<p><b><u>VOTING</u></b>          It was passed to approve Ron McCarvel to the Zoning Board of Appeals for a 3 year term expiring 12/31/2023.          Moved by: Ahlers, Justin          Seconded by: Linssen, Donald</p>	
<b>10.7</b>	<b>2020 IRS Mileage Rate</b>
	Tom Johnson presented the Board with information regarding the 2020 IRS mileage rate. The new rate is 57.5 cents/mile.
<b>10.8</b>	<b>Floor Scrubber</b> <b><u>Attachments:</u></b> Tennant Quote
	Tom Johnson presented a quotes for a new shop/garage floor scrubber. The scrubber should be funded through the building fund. There have been discussions with the City of Worthington on cost sharing and use but there is not a financial commitment at this point.
<p><b><u>VOTING</u></b>          It was passed to approve purchase of Tennant M20 floor scrubber in the amount of \$67,475.08.          Moved by: Metz, Gene</p>	

Seconded by: Demuth, Robert S.  
In Favor: Metz, Gene; Demuth, Robert S.; Linssen, Donald; Widboom, Matt  
Opposed: Ahlers, Justin

**11.0 Inter-Agency Reports/Announcements**

**11.1 Committee and Board Reports**

District V - Commissioner Linssen – No Report

District IV - Commissioner Demuth – No Report

County Administration – Reported on the recent NEON meeting, the EIP breakfast and an interview with MPR Radio regarding the Refugee Resettlement.

District I - Commissioner Ahlers – No Report

District II - Commissioner Metz – No Report

District III - Commissioner Widboom – No Report

**11.2 Correspondence**

**Attachments:**  
Recruitment Update  
Kanananzi-Little Rock Watershed District Regular Meeting Minutes 12/12/19  
Nobles Soil Water Conservation District 2020 Meeting Schedule  
Kanananzi-Little Rock Watershed District Balance Sheet as of 12/31/19  
Kanananzi-Little Rock Watershed District Bills Payable as of 1/02/20  
Farm Economics and Soil Health Winter Workshop Flyer  
HLWD Activity Report - November  
Kanananzi-Little Rock Watershed District Agenda 1/9/20  
Kanananzi-Little Rock Watershed District Profit and Loss Budget vs. Actual  
Rock Nobles Community Corrections Agenda 12/12/19

**11.3 Calendar**

**Attachments:**  
Commissioners Calendar January 2020

**12.0 Other / Future Business**

**13.0 Adjournment**

**VOTING**

It was duly passed to adjourn the meeting at 11:25 A.M.  
Moved by: Widboom, Matt  
Seconded by: Demuth, Robert S.



(Chairperson)



(County Administrator)



