

OFFICIAL PROCEEDINGS OF THE COUNTY BOARD OF NOBLES COUNTY, MINNESOTA

The County Board of Nobles County met for its Annual Meeting this 5th day of January, 2016, in the Board of Commissioners Room, at the Nobles County Government Center, Worthington, Minnesota. The following Commissioners were in attendance: Marvin Zylstra, Gene Metz, Matt Widboom, Robert Demuth Jr. and Donald Linssen.

Meeting was called to order by County Administrator, Tom Johnson.

The Pledge of Allegiance to the flag was recited.

On a motion by Robert Demuth Jr. and seconded by Matt Widboom, it was duly passed to nominate Gene Metz for the position of Chairperson for 2016.

It was duly passed to declare a unanimous ballot be cast for Commissioner Metz as Chairperson.

Newly elected Chairperson Metz then presided over the meeting.

On a motion by Marvin Zylstra and seconded by Matt Widboom, it was duly passed to nominate Donald Linssen for the position of Vice Chairperson for 2016.

It was duly passed to declare a unanimous ballot be cast for Commissioner Linssen as Vice Chairperson.

On a motion by Marvin Zylstra and seconded by Matt Widboom, it was duly passed to approve the agenda as amended, deleting 7.4 A. Northwest Technical College Student Training Experience Agreement, which will be delayed to a future meeting.

On a motion by Robert Demuth Jr. and seconded by Donald Linssen, it was duly passed to approve the Official Proceedings of the December 22, 2015 County Board meeting.

Ashley Dresser, Social Worker, was acknowledged as the recipient of the Nobles County Excellence in Performance Award.

Stephen Schnieder, Public Works Director/County Engineer, presented the Board with information and recommendations in the area of the County State Aid Highway (CSAH) 39 Project Approval by the City of Dundee. Mr. Schnieder advised that the City of Dundee has not approved the CSAH 39 Project and that the project cannot move ahead without the City's approval. The City is not against the project but they do not want to pay for the cost for the wider street to allow for diagonal parking in front of the church and a business along the street. The project cost is estimated at \$1.4 million and the City's share for the diagonal parking is estimated at \$55,000. If the City will not approve the project, the state aid funding will not be released for the project, which is a requirement of MN Statutes. MN Statute does provide for a hearing process to bypass the City approval and have the Commissioner of Transportation authorize the project to proceed.

Mr. Schnieder informed the Board of the past policy set by resolution. Wayne Paplow, Mayor, and Tony Vanden Bosch, Councilperson, were in attendance to answer questions and to request the County pay a portion of the City's share. The consensus of the Board was to take no action and to direct Mr. Schnieder to return to the following meeting with the resolutions passed regarding past policy, changes recommended to the policy in form of a resolution and the cost share options proposed by the City of Dundee.

Beth Van Hove, Auditor-Treasurer, presented the Board with information and recommendations in the area of an addendum to the Law Enforcement Service Contract for the City of Ellsworth. Ms. Van Hove advised that it is recommended that all Law Enforcement Service Contracts be reviewed in 2016 as the City of Ellsworth contract was being billed annually while all others were billed monthly.

On a motion by Marvin Zylstra and seconded by Matt Widboom, it was duly passed to authorize the County Board Chair and County Administrator to sign, on behalf of Nobles County, the Law Enforcement Services Contract Addendum for year 2016 with the City of Ellsworth changing Section III. Payments of the contract approved in 1997. A copy of the addendum was before the Board and is made a part of this resolution by reference.

Sue Luing, Human Resource Director/Deputy County Administrator, presented the Board with information and recommendations in the area of the 2016 County Position Allocation and a Memorandum of Agreement for the extension of the Deputy’s holiday banking deadline.

On a motion by Donald Linssen and seconded by Robert Demuth Jr., it was duly passed to adopt the following resolution number 201601:

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 2016 as follows.

BE IT FURTHER RESOLVED, that each position listed below, when a vacancy occurs in 2016 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	1.10	0.25
Motor Vehicle - Deputies	3.00		
Finance	1.00	0.20	
Information Technology	3.00		
G.I.S.	1.00		
Attorney			
Assistants	3.00		
Clerical	4.00		0.50
County Assessor	1.00		
Assessors/Appraiser	3.00		
Clerical	1.00		
Recorder - Deputies	2.00		
Buildings Maintenance	5.00		
Veterans Service		0.80	
Public Safety			
Sheriff - Chief Deputy	1.00		
Sergeant	1.00		

Investigators	2.00		
Deputies	8.00		0.614
Bailiffs			0.039
Jail			
Jail Administrator	1.00		
Jail Programmer	1.00		
Jail Sergeants	4.00		
Jail Staff	16.00	1.20	
Emergency Management	1.00		
County Extension		0.798	
Public Works			
Public Works Director/Engineer	1.00		
Environmental Services	4.00		0.25
Highway	19.00		
Parks	1.00		0.47
Grounds	1.00		
Community Services			
Director	1.00		
Supervisors	7.00		
Social Services	18.00		
Income Maintenance	17.00	0.50	
Clerical	3.00		
Health	13.00	1.60	
Library	4.00	3.348	
Totals	158	9.546	2.123

On a motion by Robert Demuth Jr. and seconded by Matt Widboom, it was duly passed to authorize the County Administrator to sign, on behalf of Nobles County, a Memorandum of Agreement with the Law Enforcement Labor Services Inc. representing Sheriff Department – Licensed Essential employees for Article 18 Holidays. A copy of the Memorandum of Agreement was before the Board and is made a part of this resolution by reference.

Tom Johnson, County Administrator, presented the Board with information and recommendations in the area of County Administration.

On a motion by Marvin Zylstra and seconded by Donald Linssen, it was duly passed that the meetings of the Board will be held on the first Tuesday after the first Monday and the second to last Tuesday of each month at

9:00 a.m. with the following 2 exceptions: change the March 8th meeting to March 1st at 9:00 a.m. and change the December 6th meeting to December 8th to be begin at 3:00 p.m.

On a motion by Robert Demuth Jr. and seconded by Matt Widboom, it was duly passed to approve the Nobles County Board of Commissioners Operating Rules and Guidelines for 2016 with changes made to VII. County Board Agenda B. Order of Business as presented. A copy of the Operating Rules and Guidelines was before the Board and is made a part of this resolution by reference.

On a motion by Marvin Zylstra and seconded by Donald Linssen it was duly passed to designate the Daily Globe, Worthington as the legal newspaper of the County for 2016 and that a summary of county board proceedings pursuant to MN Statutes §331A.01 be published; and further, to authorize the County Administrator to sign, on behalf of Nobles County, an Advertising Agreement with the Daily Globe for 2016. A copy of the agreement was before the Board and is made a part of this resolution by reference.

On a motion by Donald Linssen and seconded by Gene Metz, it was duly passed to authorize the County Auditor-Treasurer to issue warrants for the payment of the following expenses without requiring County Board approval, adopting resolution 201602.

- Board Approved Contracts
- Collections/Fees/Fines Due Other Governments
- Group Insurance
- Inter Fund Billings
- Judicial Order for Payment
- Payroll & Payroll Deductions
- Employee Travel Expenses (Including Extension Employees)
- Petty Cash / Change Fund Reimbursement
- Postage, Fedex, UPS
- Tax Distributions & Refunds
- Telephone & Cell Phone Charges (Local & Long Distance)
- Utilities
- Credit Card Billings
- Payments to Other Political Subdivision
- Payments of contingency claims requested by the County Attorney under MS 388.14
- County Attorney's Forfeiture Account
- Social Service bills
- Registrations for Meetings & Conferences
- The following bills are approved by their own boards and are paid without County Board approval:
 - Library
 - Park
- *Bills submitted that allow for a discount if paid by a specific date.
- *Bills submitted that impose a penalty and/or discontinuances of service if not paid by a specific date.

On a motion by Robert Demuth Jr. and seconded by Marvin Zylstra, it was duly passed to adopt the Nobles County Fee Schedule as amended effective January 1, 2016. A copy of the fee schedule was before the Board and is made a part of this resolution by reference.

On a motion by Donald Linssen and seconded by Robert Demuth Jr., it was duly passed to appoint members of the Board to represent the Board of Commissioners on committees; and further, to authorize the payment of per diem and expense reimbursement for their attendance at assigned committee meetings.

<u>Committees</u>	<u>Term</u>	<u>Members</u>
A.C.E. (Formerly R.S.V.P.)	1 year	Donald Linssen Robert Demuth Jr. (Alt)
Administrative Advisory Committee	1 year	Gene Metz Donald Linssen
Aquatic Invasive Species Committee	1 year	Robert Demuth Jr. Matt Widboom (Alt)
AMC – Ag Task Force	1 year	Marvin Zylstra Gene Metz (Alt)

AMC – Extension	1 year	Marvin Zylstra
AMC District VIII Meetings	1 year	Full Board
AMC Policy Meetings:		
Environment & Natural Resources	1 year	Marvin Zylstra
General Government	1 year	Matt Widboom
Health & Human Services	1 year	Robert Demuth Jr.
Public Safety	1 year	Donald Linssen
Transportation & Infrastructure	1 year	Gene Metz
AMC Quarterly Meetings	1 year	Full Board
AMC Sponsored Legislative Visits	1 year	Full Board
Annual Meetings & Banquets	1 year	Full Board
Bio Science Jt. Powers Board	1 year	Marvin Zylstra
		Robert Demuth Jr.
Board of Canvas	1 year	Gene Metz
		Donald Linssen
Budget Committee	1 year	Gene Metz
		Donald Linssen
Buffalo Ridge Regional Rail Authority	1 year	Marvin Zylstra
		Gene Metz
		Matt Widboom (Alt)
Capital Improvement Committee	1 year	Marvin Zylstra
		Donald Linssen
City Council Meetings	1 year	Full Board
Committee of the Whole	1 year	Full Board
(Ditch, Finance, Planning, Roads, etc)		
Community Leadership Team (SHIP)	1 year	Marvin Zylstra
Community Services Administrative Advisory Committee	1 year	Matt Widboom
		Robert Demuth Jr.
		Gene Metz (Alt)
District 8 Land Use & Env. Task Force	1 year	Gene Metz
D.A.C.	1 year	Robert Demuth Jr.
		Gene Metz (Alt)
Economic Development Ad Hoc Committee	1 year	Donald Linssen
E.M.P.A.C. (County)	1 year	Marvin Zylstra
		Donald Linssen
Employee Empowerment Team	1 year	Robert Demuth Jr.
Extension Committee (County & Regional)	1 year	Marvin Zylstra
		Matt Widboom
Family Service Collaborative	1 year	Gene Metz
		Donald Linssen (Alt)
Heron Lake Watershed & Restoration	1 year	Marvin Zylstra
Homeland Security & EM Reg. Review Committee	1 year	Matt Widboom
Joint City, County, School Operations Committee	1 year	Matt Widboom
		Robert Demuth Jr.
Joint County (Nobles/Jackson) Ditch Board	1 year	Marvin Zylstra
		Gene Metz
		Matt Widboom
Joint County (Nobles/Jackson) Ditches 4,19,17	1 year	Marvin Zylstra
		Gene Metz
		Matt Widboom
Joint County (Nobles/Jackson) Ditches 13,45	1 year	Marvin Zylstra
		Gene Metz
Joint County (Nobles/Jackson Legislative Proposal	1 year	Marvin Zylstra
		Gene Metz
		Matt Widboom (Alt)
Joint Dispatch	1 year	Marvin Zylstra
		Donald Linssen
		Gene Metz (Alt)
Joint Planning Commission (Jt. Jurisdictional)	1 year	Robert Demuth Jr.
		Matt Widboom
		Donald Linssen (Alt)

Joint Powers HRA	1 year	Marvin Zylstra Robert Demuth Jr.
Joint Powers Transit Authority	1 year	Marvin Zylstra Donald Linssen
Kanaranzi-Little Rock Joint Powers	1 year	Gene Metz
Kanaranzi-Little Rock Watershed	1 year	Gene Metz
Land Integration Compliance Committee (GIS)	1 year	Gene Metz Donald Linssen (Alt)
Law Library	1 year	Gene Metz
Library Board	1 year	Gene Metz Matt Widboom (Alt)
Management Team	1 year	Full Board
Mental Health Local Advisory Council (LAC)	1 year	Matt Widboom
Nobles County Fair Association	1 year	Marvin Zylstra
Nobles County Historical Society	1 year	Gene Metz Donald Linssen (Alt)
Nobles County Housing & Redevelopment Authority	1 year	Full Board
Nobles Economic Opportunity Network (NEON)	1 year	Gene Metz Donald Linssen
Noxious Weed Appeals Committee	1 year	Marvin Zylstra Gene Metz
Okabena-Ocheda Watershed	1 year	Robert Demuth Jr.
Park Board	1 year	Donald Linssen Marvin Zylstra (Alt)
PJC Joint Operations Committee	1 year	Matt Widboom Donald Linssen Gene Metz (Alt)
Planning Advisory Commission	1 year	Robert Demuth Jr. Gene Metz (Alt)
Plum Creek Library System	1 year	Gene Metz
Public Safety Advisory Committee	1 year	Gene Metz Donald Linssen
Regional Solid Waste Task Force	1 year	Donald Linssen Marvin Zylstra (Alt)
Resource Conservation & Development Commission	1 year	Donald Linssen Marvin Zylstra (Alt)
Revolving Loan Fund Review Committee	1 year	Gene Metz Donald Linssen
Rock-Nobles Community Corrections Executive Board	1 year	Matt Widboom Robert Demuth Jr.
Rural Minnesota Energy Task Force	1 year	Gene Metz Matt Widboom
Soil & Water Conservation District	1 year	Robert Demuth Jr.
Southern Prairie Community Care	1 year	Matt Widboom Donald Linssen Marvin Zylstra (Alt)
State Community Health Services Advisory	1 year	Matt Widboom Robert Demuth Jr. (Alt)
SW Emergency Medical Services	1 year	Donald Linssen
SW MN Adult Mental Health Consortium- Jt. Powers	1 year	Matt Widboom Gene Metz (Alt)
SW Regional Radio Advisory Board	1 year	Robert Demuth Jr. Marvin Zylstra (Alt)
S.M.O.C.	1 year	Marvin Zylstra Robert Demuth Jr.
S.R.D.C.	1 year	Matt Widboom
Union Negotiation Committee	1 year	Gene Metz Matt Widboom
Water Management Advisory Committee	1 year	Marvin Zylstra Gene Metz
W.R.E.D.C.	1 year	Robert Demuth Jr.

On a motion by Robert Demuth Jr. and seconded by Donald Linssen, it was duly passed to adopt the following resolution:

WHEREAS, it is the duty of the Board of Commissioners to appoint citizens to various Boards, Committees and Commissions of Nobles County.

BE IT THEREFORE RESOLVED, to appoint the following persons, for the term specified on Boards, Committees and Commissions as listed:

**Developmental Achievement Center:
(3 year term expiring December 31, 2018)**
Paul Larson, Worthington

Upon review of the applications for the Heron Lake Watershed Board of Managers, Commissioner Zylstra advised the Board that as a member who sits on the Heron Lake Watershed Board, he felt it is in the best interest of the Watershed District to reappoint Gary Ewert. He commented further that Julie would do a good job but Gary brings a lot of knowledge to the District.

On a motion by Marvin Zylstra and seconded by Robert Demuth, it was duly passed to adopt the following resolution:

WHEREAS, it is the duty of the Board of Commissioners to appoint citizens to various Boards, Committees and Commissions of Nobles County.

BE IT THEREFORE RESOLVED, to appoint the following persons, for the term specified on Boards, Committees and Commissions as listed:

**Heron Lake Watershed Board of Managers:
(3 year term expiring February 14, 2019)**
Gary Ewert, Worthington

On a motion by Donald Linssen and seconded by Matt Widboom, it was duly passed to adopt the following resolution:

WHEREAS, it is the duty of the Board of Commissioners to appoint citizens to various Boards, Committees and Commissions of Nobles County.

BE IT THEREFORE RESOLVED, to appoint the following persons, for the term specified on Boards, Committees and Commissions as listed:

**Park Board:
(3 year term expiring January 31, 2019)**
Steve Prins, Worthington

On a motion by Robert Demuth Jr. and seconded by Donald Linssen, it was duly passed to authorize the County Administrator to sign, on behalf of Nobles County, and agreement with Henning Construction in the amount of \$64,800 to demolish and backfill the lot at 115 Maine Ave, Adrian MN. A copy of the agreement was before the Board and is made a part of this resolution by reference.

On a motion by Gene Metz and seconded by Marvin Zylstra, it was duly passed to adopt the following resolution 201603:

WHEREAS, LPRW provides potable water to individuals, farms, cities, and commercial customers located in the following ten counties in southwest Minnesota:

1. Jackson County,
2. Lac Qui Parle County,
3. Lincoln County,
4. Lyon County,
5. Murray County,
6. Nobles County,
7. Pipestone County,
8. Redwood County,
9. Rock County,
10. Yellow Medicine County; and

WHEREAS, LPRW needs to make improvements and upgrades to its existing water distribution system, which LPRW refers to as the “Improvements Project”; and

WHEREAS, the Improvements Project is necessary to shore up LPRW’s Verdi Well Field and to replace old and antiquated equipment throughout LPRW’s system, which will ultimately benefit most of the aforementioned ten counties; and

WHEREAS, the estimated costs of the Improvements Project is \$4,539,000.00; and

WHEREAS, \$1,431,000.00 of the costs of the Improvements Project will be paid for by a grant LPRW will receive from the United States Department of Agriculture/Rural Development; and

WHEREAS, the remaining \$3,108,000.00 of costs for the Improvements Project will be paid for by issuing general obligation bonds (“GO bonds”); and

WHEREAS, LPRW does not have the legal authority to issue GO bonds; and

WHEREAS, Lincoln County, Minnesota, has agreed to issue \$3,108,000.00 of GO bonds on behalf of LPRW to help finance the construction of the Improvements Project on the condition that the other nine aforementioned counties sign a Joint Powers Agreement, which guarantees the payment of both the interim and permanent GO bonds in the amount of \$3,108,000.00; and

WHEREAS, Minnesota Statute §571.59 allows the ten aforementioned counties to enter into a Joint Powers Agreement, which guarantees the payment of both the interim and permanent GO bonds in the amount of \$3,108,000.00.

NOW THEREFORE BE IT RESOLVED by the Nobles County Board of Commissioners as follows:

That the Joint Powers Agreement between the aforementioned ten counties and Lincoln Pipestone Rural Water System, which is dated January 1, 2016, is hereby approved in its entirety.

Tom Johnson, County Administrator, advised the Board of the AMC Local Government Legislative Conference to be held on Thursday, March 10th and Friday, March 11th, 2016 at the InterContinental Hotel, St. Paul, formerly the Crowne Riverfront.

On a motion by Matt Widboom and seconded by Donald Linssen, it was duly passed to approve county department and board travel expenses for December 24th, 2015. A summarized copy of the expenses was before the Board and is made a part of this resolution by reference.

Committee and Board reports were received from the following:

District I-Commissioner Zylstra reported on the Board Work Session and Buffalo Ridge Regional Rail Authority meetings.

District II-Commissioner Metz reported on the Board Work Session.

District III-Commissioner Widboom reported on the Board Work Session.

District IV-Commissioner Demuth reported on the Board Work Session and the Community Services Administrative Advisory meetings.

District V-Commissioner Linssen reported the Board Work Session.

Management Team-No update.

County Administrator-Tom Johnson reported on a letter being drafted to the MPCA in support of having staff trained and authorized to complete their permit process in a timely manner and to set a timeline for the approval process. The letter will be provided at the next meeting for action.

On a motion by Marvin Zylstra and seconded by Robert Demuth Jr., it was duly passed to approve the following claims for payment:

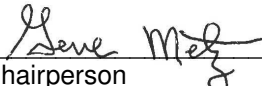
Auditor’s Warrants:

December 17, 2015	\$258.77
December 18, 2015	\$16,712.02
December 21, 2015	\$9,918.41
December 22, 2015	\$148.77
December 23, 2015	\$71.25
December 24, 2015	\$26,624.98

December 28, 2015	\$239.00
December 29, 2015	\$216.00
December 30, 2015	\$69,839.24
December 31, 2015	\$895.58
Commissioners' Warrants:	
General Fund	\$401,106.09
Public Works Fund	\$58,813.38
Community Services Administration	
December 31, 2015.....	\$38,224.87
Community Services Social Services	
December 17, 2015.....	\$27,181.94
December 24, 2015.....	\$46,564.82
December 31, 2015.....	\$9,332.28

On a motion by Donald Linssen and seconded by Marvin Zylstra, it was duly passed to adjourn the meeting at 10:31 a.m.

Attest:



 Chairperson



 County Administrator