

## OFFICIAL PROCEEDINGS OF THE COUNTY BOARD OF NOBLES COUNTY, MINNESOTA

The County Board of Nobles County met for its Annual Meeting this 3<sup>rd</sup> day of January, 2017, in the Board of Commissioners Room, at the Nobles County Government Center, Worthington, Minnesota. The following Commissioners were in attendance: Justin Ahlers, Gene Metz, Matt Widboom, Robert Demuth Jr. and Donald Linssen.

The meeting was called to order by County Administrator, Tom Johnson.

The Pledge of Allegiance to the flag was recited.

It was announced that at 8:40 a.m., newly elected members of the Board, Justin Ahlers, Robert Demuth Jr. and Matt Widboom, along with County Assessor, Valerie Ruesch, were sworn in by Judge Gordon Moore to uphold the Constitution of the United States and the State of Minnesota and to faithfully perform their duties as Commissioner and Assessor.

On a motion by Gene Metz and seconded by Robert Demuth Jr., it was duly passed to nominate Donald Linssen for the position of Chairperson for 2017.

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

Newly elected Chairperson Linssen then presided over the meeting.

On a motion by Gene Metz and seconded by Matt Widboom, it was duly passed to nominate Robert Demuth Jr. for the position of Vice Chairperson for 2017.

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

On a motion by Matt Widboom and seconded by Justin Ahlers, it was duly passed to approve the agenda as presented.

Gary Larson, Facilities Maintenance Lead, was acknowledged as the recipient of the Nobles County Excellence in Performance Award.

Commissioner Linssen presented a certificate of appreciation to Donna Clarke, retiring Eligibility Worker, for over 9 years of service to Nobles County.

On a motion by Robert Demuth Jr. and seconded by Matt Widboom, it was duly passed to approve the consent agenda.

- 6.1 December 20, 2016 Regular Meeting Minutes
- 6.2 December 20, 2016 Drainage Authority Meeting Minutes
- 6.3 2017 SW MN Regional MN Family Investment Program/Diversionary Work Program Renewal
- 6.4 Interpreter Agreement
- 6.5 Annual Renewal Agreement – Community Connectors
- 6.6 Child & Teen Checkups Amendment No. 4
- 6.7 2017 Warrant Payment Authorization – Resolution 201703
- 6.8 Meetings & Conferences – Travel Expenses
- 6.9 Auditor's and Commissioner's Warrants
  - A. Accounts Payable Summary
  - B. Audit List of Warrants

Stephen Schnieder, Public Works Director/County Engineer, presented the Board with information and recommendations in the area of a driveway permit request, final payment of Contract 12001 and an advertisement for bids for bituminous paving.

Mr. Schnieder informed the Board of the past policy limiting the number of driveways to a property. The property owner, James Slocum, was present and answered questions presented by the Board.

Commissioners Metz and Ahlers spoke in favor of granting another driveway with the understanding that the driveway to the north would be removed. Commissioner Metz stated he understood that it is not easy

accessing land through a city street and Commissioner Ahlers spoke of the safety concerns with moving equipment through a village or town.

On a motion by Justin Ahlers and seconded by Gene Metz, it was duly passed to approve the driveway permit request.

On a motion by Robert Demuth Jr. and seconded by Matt Widboom, it was duly passed to adopt the following resolution number 201701:

Whereas; Contract No. 12001 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the Nobles County Public Works and authorize final payment in the amount of \$136,477.12.

On a motion by Matt Widboom and seconded by Justin Ahlers, it was duly passed that sealed bids will be received by the Nobles County Board of Commissioners of Nobles County, Minnesota, at the office of the County Administrator, Nobles County Government Center, P.O. Box 757, 315 10<sup>th</sup> Street, Worthington, MN 56187 until 1:30 PM on Monday, February 6, 2017, for the following projects:

TYPE OF WORK: Bituminous paving, Aggregate Shoulders

DESCRIPTION OF WORK:

SAP 053-603-028, being 2.998 miles in length, SAP 053-603-029, being 5.026 miles in length  
SAP 053-604-014, being 6.136 miles in length, SAP 053-605-011, being 6.035 miles in length  
SAP 053-607-015, being 0.998 miles in length, SAP 053-609-019, being 7.211 miles in length  
SAP 053-613-019, being 8.397 miles in length, SAP 053-614-031, being 3.009 miles in length  
SAP 053-616-032, being 4.021 miles in length, SAP 053-616-033, being 6.412 miles in length  
SAP 053-618-023, being 4.045 miles in length, SAP 053-618-024, being 6.049 miles in length  
SAP 053-618-025, being 1.950 miles in length, SAP 053-619-024, being 6.999 miles in length

The Major items of work are:

29,420 Cu. YD. SHOULDER BASE AGGREGATE (LV) CLASS 1  
293995 LIN. FT. MILLED RUMBLE STRIPS  
172,140 TON TYPE SP 9.5 WEARING COURSE MIX (2,B)  
70,248 LIN. FT. of 3" PERF PE PIPE DRAIN

Commissioner Ahlers commended the Highway Department for advertising early for this project.

Clint Wolthuizen, Library Director, presented the Board with three proposals for removal of the asbestos tiles at the Adrian Branch Library.

On a motion by Gene Metz and seconded by Matt Widboom, it was duly passed to approve the asbestos abatement proposal from Mid-States Asbestos Removal, Inc. in the amount of \$6,390.00.

Mr. Wolthuizen updated the Board that the Nobles County Library – Adrian Branch Interior Renovation bid opening was scheduled for 2:00 PM on Thursday, January 12, 2017 in Room 310 of the Government Center.

Valerie Ruesch, County Assessor, presented the Board with information and a recommendation in the area of a Vanguard Computer Systems Consolidated Service Contract renewal and Board of Appeal and Equalization training.

On a motion by Robert Demuth Jr. and seconded by Justin Ahlers, it was duly passed to authorize the County Assessor to sign, on behalf of Nobles County, Consolidated Service Contract CONSOL161 with Vanguard Appraisals, Inc. commencing January 1, 2017. A copy of the Contract was before the Board and is made a part of this resolution by reference.

Ms. Ruesch advised the Board of the Board of Appeal and Equalization (BAE) online training available until February 1, 2017 to be certified until July 1, 2020 for compliance.

Sue Luing, Human Resource Director/Deputy County Administrator, presented the Board with information and a recommendation in the area of the 2017 County Position Allocation.

On a motion by Gene Metz and seconded by Robert Demuth Jr., it was duly passed to adopt the following resolution number 201702:

**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 2017 as follows.

**BE IT FURTHER RESOLVED**, that each position listed below, when a vacancy occurs in 2017 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	0.25
Motor Vehicle - Deputies	3.00		
Finance	2.00		
Information Technology	3.00		
G.I.S.	1.00		
Attorney			
Assistants	3.00		
Clerical	4.00		0.50
County Assessor	1.00		
Assessors/Appraiser	4.00		
Clerical	1.00		
Recorder - Deputies	2.00		0.25
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
Jail			
Jail Administrator	1.00		
Jail Programmer	1.00		
Jail Sergeants	4.00		
Jail Staff	17.00	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	16.00		
Engineering	3.00		
Parks	1.00		0.47
Grounds	1.00		
Community Services			
Director	1.00		
Supervisors	7.00		
Social Services	19.00		
Income Maintenance	18.00		
Clerical	3.00		
Health	13.00	1.60	
Library	4.00	3.348	
Totals by FTE	163	8.246	2.334
Grand Total	173.58		

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

On a motion by Justin Ahlers and seconded by Matt Widboom, it was duly passed to approve the Nobles County Board of Commissioners Operating Rules and Guidelines for 2017 as amended.

On a motion by Robert Demuth Jr. and seconded by Gene Metz, 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 July 4<sup>th</sup> meeting to July 6<sup>th</sup> at 9:00 a.m. and change the December 5<sup>th</sup> meeting to December 7<sup>th</sup> to be begin at 3:00 p.m. and holding the 2018 proposed budget and tax levy meeting at 6:00 that same evening.

On a motion by Justin Ahlers and seconded by Gene Metz, it was duly passed to designate the Daily Globe, Worthington as the legal newspaper of the County for 2017 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 2017. A copy of the agreement was before the Board and is made a part of this resolution by reference.

On a motion by Matt Widboom and seconded by Robert Demuth Jr., it was duly passed to adopt the Nobles County Fee Schedule as amended effective January 1, 2017. A copy of the fee schedule was before the Board and is made a part of this resolution by reference.

On a motion by Gene Metz and seconded by Justin Ahlers, 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>
60/90 Corridor	1 year	Robert Demuth Jr.
A.C.E. (Formerly R.S.V.P.)	1 year	Donald Linssen Robert Demuth Jr. (Alt)
Administrative Advisory Committee	1 year	Donald Linssen Robert Demuth Jr.
Aquatic Invasive Species Committee	1 year	Robert Demuth Jr. Matt Widboom (Alt)
AMC – Ag Task Force	1 year	Justin Ahlers Gene Metz (Alt)
AMC District VIII Meetings	1 year	Full Board
AMC Policy Meetings:		
Environment & Natural Resources	1 year	Justin Ahlers
General Government	1 year	Gene Metz
Health & Human Services	1 year	Robert Demuth Jr.
Public Safety	1 year	Donald Linssen
Transportation & Infrastructure	1 year	Matt Widboom
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	Justin Ahlers Robert Demuth Jr.
Board of Canvas	1 year	Donald Linssen Robert Demuth Jr.
Budget Committee	1 year	Donald Linssen Robert Demuth Jr.
Buffalo Ridge Regional Rail Authority	1 year	Gene Metz Matt Widboom
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	Matt Widboom
Community Services Administrative Advisory Committee	1 year	Matt Widboom Robert Demuth Jr.
District 8 Land Use & Env. Task Force	1 year	Gene Metz
Developmental Achievement Ctr (D.A.C.)	1 year	Robert Demuth Jr.
E.M.P.A.C. (County)	1 year	Justin Ahlers Donald Linssen
Employee Empowerment Team	1 year	Robert Demuth Jr. Matt Widboom
Employee Wellness & Recognition (E.W.R)	1 year	Full Board
Extension Committee (County & Regional)	1 year	Justin Ahlers Matt Widboom
Family Service Collaborative	1 year	Gene Metz Donald Linssen (Alt)
Heron Lake Watershed & Restoration	1 year	Justin Ahlers
Homeland Security & EM Reg. Review Committee	1 year	Justin Ahlers

Joint City, County, School Operations Committee	1 year	Matt Widboom Robert Demuth Jr.
Joint County (Nobles/Jackson) Ditch Board	1 year	Justin Ahlers Gene Metz Matt Widboom
Joint County (Nobles/Jackson) Ditches 4,19,17	1 year	Justin Ahlers Gene Metz Matt Widboom
Joint County (Nobles/Jackson) Ditches 13,45	1 year	Justin Ahlers Gene Metz
Joint County (Nobles/Jackson Legislative Proposal	1 year	Justin Ahlers Gene Metz Matt Widboom (Alt)
Joint Planning Commission (Jt. Jurisdictional)	1 year	Matt Widboom Robert Demuth Jr. Donald Linssen (Alt)
Joint Powers Transit Authority	1 year	Justin Ahlers 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	Donald Linssen
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
M.C.I.T. Board of Directors	1 year	Justin Ahlers Robert Demuth Jr. (Alt)
Nobles County Fair Association	1 year	Justin Ahlers
Nobles County Historical Society	1 year	Justin Ahlers Donald Linssen (Alt)
Nobles County Housing & Redevelopment Authority	1 year	Full Board
Nobles Economic Opportunity Network (NEON)	1 year	Full Board
Noxious Weed Appeals Committee	1 year	Justin Ahlers Gene Metz
Okabena-Ocheda Watershed	1 year	Robert Demuth Jr.
One Watershed One Plan	1 year	Gene Metz
Park Board	1 year	Donald Linssen Justin Ahlers (Alt)
PJC Joint Operations Committee	1 year	Matt Widboom Donald Linssen Justin Ahlers (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	Justin Ahlers Donald Linssen
Regional Solid Waste Task Force	1 year	Donald Linssen Gene Metz (Alt)
Revolving Loan Fund Review Committee	1 year	Gene Metz Donald Linssen
Rock-Nobles Community Corrections Executive Board	1 year	Justin Ahlers Robert Demuth Jr.
Rural Minnesota Energy Task Force	1 year	Gene Metz Matt Widboom (Alt)
Soil & Water Conservation District	1 year	Robert Demuth Jr.
Southern Prairie Community Care	1 year	Gene Metz Donald Linssen
State Community Health Services Advisory	1 year	Matt Widboom Robert Demuth Jr. (Alt)

SW Emergency Medical Services	1 year	Donald Linssen Justin Ahlers (Alt)
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.
S.M.O.C.	1 year	Gene Metz Matt Widboom
S.R.D.C.	1 year	Matt Widboom
Toward Zero Deaths Task Force	1 year	Donald Linssen
Union Negotiation Committee	1 year	Gene Metz Robert Demuth Jr.
Water Management Advisory Committee	1 year	Justin Ahlers Gene Metz
W.R.E.D.C.	1 year	Robert Demuth Jr.

On a motion by Gene Metz 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:

**Joint Planning Commission:  
(3 year term expiring December 31, 2019)  
Jeffrey Barber (Lorain Township)**

On a motion by Justin Ahlers 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:

**Extension Committee:  
(3 year term expiring December 31, 2019)  
Brenda Baerenwald, Brewster**

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:

**Planning Advisory Commission:  
(3 year term expiring December 31, 2019)  
Brent Feikema, Lismore**

On a motion by Gene Metz and seconded by Robert Demuth Jr., 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:

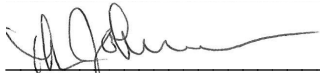
**Zoning Board of Appeals:**  
**(unexpired 3 year term expiring December 31, 2017)**  
John Penning, Wilmont (representing District V)

No Inter-Agency Reports/Announcements were given.

On a motion by Matt Widboom and seconded by Justin Ahlers, it was duly passed to adjourn the meeting at 9:37 a.m.

Attest:

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
County Administrator