

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

BOARD OF COMMISSIONERS of Nobles County met in regular session on Tuesday, June 20, 2017, 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 Linssen at 9:00 AM followed by the Pledge of Allegiance.

<b>1. Call to Order</b>	
<b>2. Pledge of Allegiance</b>	
<b>3. Approval of Agenda</b>	
<b><u>VOTING</u></b> It was duly passed to approve the agenda as presented. Moved by: Ahlers, Justin Seconded by: Metz, Gene	
<b>4. Recognition</b>	
<b>4.1</b>	<b>Visitors &amp; Guests Welcome</b>
<b>5. Consent Agenda</b>	
<b>5.1</b>	<b>June 6, 2017 Regular Meeting Minutes</b> <b><u>Attachments:</u></b> June 6, 2017 Draft Regular Meeting Minutes
<b>5.2</b>	<b>June 6, 2017 Drainage Authority Special Meeting Minutes</b> <b><u>Attachments:</u></b> June 6, 2017 Draft Drainage Authority Special Meeting Minutes
<b>5.3</b>	<b>June 13, 2017 Board of Appeal and Equalization Meeting Minutes</b> <b><u>Attachments:</u></b> June 13, 2017 Draft Board of Appeal and Equalization Meeting Minutes
<b>5.4</b>	<b>MDH Grant Project Agreement - Family Home Visiting Grant</b> <b><u>Attachments:</u></b> MDH Community Health Board Grant Project Agreement
<b>5.5</b>	<b>Southwest Initiative Foundation Grant Agreement</b> <b><u>Attachments:</u></b> Southwest Initiative Foundation Grant Agreement
<b>5.6</b>	<b>Interpreter Agreement for 2017</b> <b><u>Attachments:</u></b> Purchased Services Agreement
<b>5.7</b>	<b>Meetings &amp; Conferences - Travel Expenses</b> <b><u>Attachments:</u></b> Nobles County Travel Expenses paid June 9, 2017
<b>5.8</b>	<b>Auditor's and Commissioner's Warrants</b> <b><u>Attachments:</u></b> Accounts Payable Summary

	Auditor's Warrants Commissioner's Warrants – General Revenue and Public Works Commissioner's Warrants – Family Service Fund
<b>VOTING</b>	
It was duly passed to approve the consent agenda as presented. Moved by: Demuth, Robert S. Seconded by: Widboom, Matt	
<b>6. Public Hearing</b>	
<b>6.1</b>	<b>Proposed Property Tax Abatements (Seth Jacoby Parcel 21-0351-000; Todd Schwebach Parcel 31-3267-010)</b> <b>A. Open Hearing (Action)</b> <b>B. Proposed Abatements – Discussion</b> <b>C. Public Comment</b> <b>D. Close Hearing (Action)</b> <b>E. Decision (separate resolutions are required for each parcel)</b> <b>1. Parcel 21-0351-000 Resolution 201741 (Action)</b> <b>2. Parcel 31-3267-010 Resolution 201742 (Action)</b>
	<b>Attachments:</b> Nobles County Guidelines Seth Jacoby NHI Application Resolution 201741 Todd Schwebach NHI Application Resolution 201742
A. On a motion by Matt Widboom and seconded by Justin Ahlers, it was duly passed to open the Proposed Property Tax Abatements Public Hearing. B. Abraham Algadi, WREDC, reviewed the proposals for tax abatement for construction of single family homes. C. Abraham Algadi, WREDC, updated the Board on Property Tax Collection under the Nobles Home Initiative Program. No other public comments were received. D. On a motion by Justin Ahlers and seconded by Gene Metz, it was duly passed to close the Proposed Property Tax Abatements Public Hearing. E. 1. On a motion by Robert S. Demuth and seconded by Justin Ahlers, it was duly passed to adopt Resolution 201741. 2. On a motion by Gene Metz and seconded by Matt Widboom it was duly passed to adopt Resolution 201742.	
<b>7. Department Presentations</b>	
<b>7.1</b>	<b>Fifth Judicial District Court - Michael Kelley, District Administrator</b>
<b>A.</b>	<b>Nobles/Rock Treatment Court Update</b>
	Michael Kelley, District Administrator, advised the Board that he received confirmation that they would be receiving the full amount of their funding request through legislature to sustain operations and continue moving forward. A year ago, a position had been eliminated which has made it more challenging. With the recent resignation of the Courts Coordinator, it was recommended that they create another Coordinator position.
<b>7.2</b>	<b>Public Works - Stephen Schnieder</b>
<b>A.</b>	<b>Middle School Zone Speed Limit - Resolution 201743</b>
	Mr. Schnieder had contacted other counties and it was recommended to him that a time limit be placed on the School Zone Speed Limit when children are there during

	<p>school hours. This will require parental and school education. Troy Appel, City of Worthington Police Chief/Director of Public Safety, answered questions of the Board and spoke in support of the School Speed Zone stating that enforcement will be no different than any other speed zone and Public Safety already has at least 1 squad there every morning and afternoon. Fines double as in construction zones for violators. Commissioner Metz questioned if there was any advantage to having flashing lights when the speed zone is in effect and Mr. Schnieder replied that a set time is better. Commissioner Demuth questioned if the School Board has considered using Crossing Guards and Mr. Schnieder advised that there are not enough pedestrians.</p> <p><b><u>Attachments:</u></b> Resolution 201743</p>
<p><b><u>VOTING</u></b> It was duly passed to adopt Resolution 201743 to approve the school speed zone at 30 mph during the hours of 7:00 a.m. to 8:00 a.m., and 2:30 p.m. to 3:30 p.m. on school days. Moved by: Ahlers, Justin Seconded by: Widboom, Matt</p>	
<b>B.</b>	<b>Wheelage Tax - Resolution 201744</b>
	<p>Commissioner Metz advised of the importance of public education. Many from the public feel that the \$10.00 wheelage tax they are paying now really isn't going towards projects. Some counties are putting up signs identifying projects that the wheelage tax dollars are being used for. Commissioner Metz stated he was leaning toward not increasing the wheelage tax this year, but next year with a bond for identified projects or wait and see what changes from legislature. Mr. schnieder explained that local projects on county roads can't be funded from legislature; funds have to come from wheelage tax dollars, etc. and confirmed that the wheel tax dollars could be used as a bond payment. Mr. Schnieder confirmed that if they make no adjustment in wheelage tax by August 1, 2017, they would have another opportunity by August 1, 2018. The consensus of the Board was to leave the wheelage tax at \$10.00 and reconsider by August 1, 2018 when planning to bond for road projects. No action taken.</p> <p><b><u>Attachments:</u></b> Resolution 201744 MN Dept of Public Safety Letter</p>
<b>C.</b>	<b>City of Lismore Professional Service Agreement - Resolution 201745</b>
	<p>Commissioner Widboom asked if all communities had been approached with snow removal agreements. Mr. Schnieder advised he would be notifying all communities.</p> <p><b><u>Attachments:</u></b> Resolution 201745 Professional Services Agreement</p>
<p><b><u>VOTING</u></b> It was duly passed to adopt Resolution 201745 to approve the Professional Service Agreement with the City of Lismore. Moved by: Widboom, Matt Seconded by: Metz, Gene Abstained: Ahlers, Justin Commissioner Ahlers abstained as he is employed by the City of Lismore as the Public Works Supervisor.</p>	
<b>D.</b>	<b>Surplus Property</b>

<b><u>VOTING</u></b>	
It was duly passed to declare the 2 vehicles identified as surplus property. Moved by: Demuth, Robert S. Seconded by: Linssen, Donald	
<b>E.</b>	<b>Reading Community Subordinate Service District - Resolution 201747</b>
	The Community of Reading is an unsewered community and has been notified by the State of Minnesota that they must bring the community into compliance with state regulations. Mr. Schnieder clarified that there was no formal petition for the sewer district but that attendees of a public meeting had signed off on an attendance sheet.  <b><u>Attachments:</u></b> Resolution 201747 Notice of Public Hearing
<b><u>VOTING</u></b>	
It was duly passed to adopt Resolution 201747 setting a public hearing to consider the establishment of subordinate sewer district for sanitary sewer service in the Community of Reading in Summit Lake Township. Moved by: Ahlers, Justin Seconded by: Metz, Gene	
<b>7.3</b>	<b>Drainage System - Brad Harberts</b>
<b>A.</b>	<b>Commissioner Appts to JD24 Joint Ditch Authority</b>
<b><u>VOTING</u></b>	
It was duly passed to appoint Justin Ahlers and Robert S. Demuth to the Judicial Ditch #24 Joint Authority between Jackson and Nobles Counties. Moved by: Metz, Gene Seconded by: Widboom, Matt	
<b>B.</b>	<b>Redetermination of Benefits on JD#16 and CD#1</b>
	Commissioner Ahlers advised JD #24 was petitioned by landowners in Jackson County and this is a joint ditch between Jackson and Nobles County that takes water from the City of Round Lake. The ultimate goal is to redetermine all ditches, but Ditch Viewer Ron Ringquist has advised that since JD#16 and CD#1 run throug JD#24, they should be redetermined at the same time to determine the true benefit.  <b><u>Attachments:</u></b> Maps for JD#16 and CD#1
<b><u>VOTING</u></b>	
It was duly passed to approve the redetermination of benefits on JD#16 and CD#1. Moved by: Widboom, Matt Seconded by: Metz, Gene	
<b>C.</b>	<b>Improvements on JD#45 with Jackson and Nobles</b>
	Mr. Harberts advised that the improvements on JD#45 between Jackson and Nobles Counties require approximately \$190,000 for the landowners share within Nobles County. Dicussion was held on the balance of the general fund and its possible use to cover expenses for the improvements and to charge the landowners back current bond interest rate. As members of the Investment Committee, Administrator Johnson and Chairperson Linssen stated it would be a good investment but reiterated concerns that there is only so much money in the General Fund. The consensus of the Board was to to obtain the financing costs through Bond Counsel and take under advisement prior to

	making their decision at the next meeting.
<b>7.4</b>	<b>Community Services - Stacie Golombiecki</b>
<b>A.</b>	<b>Purchase of Service Agreement - SWHHS</b>
	Stacie Golombiecki and Peter Ekadu presented the Board with information in the area of a consulting/training agreement for public health nuisance investigations.  <b>Attachments:</b> CSA Memo to Board Purchase of Services Agreement
<b><u>VOTING</u></b> It was duly passed to approve the Purchase of Service Agreement with SWHHS for the provision of training from the Environmental Health Manager. Moved by: Ahlers, Justin Seconded by: Widboom, Matt	
<b>7.5</b>	<b>Library - Clint Wolthuizen</b>
<b>A.</b>	<b>Departmental Update</b>
	Mr. Wolthuized presented the Board with the Nobles County Library's mission and vision statements, 2016 report of services and statistics and reviewed why the Library is essential to our community. Mr. Wolthuizen emphasized that the library allows people of all income levels to access high-quality information and resources. Only a fraction of information is free on the internet, but almost all of it is available for free at the library. He also thanked his staff for their support and efforts in achieving the goal of \$80,000 for the Adrian Renovation.
<b>7.6</b>	<b>Human Resources - Sue Luing</b>
<b>A.</b>	<b>Circulation Assistant Increase Hours</b>
	Ms. Luing advised a committee was formed to review mail delivery at the Government Center. The Committee's recommendation was to continue using P.O. Boxes. An employee at the Library was interested in additional duties and hours for mail delivery. The Board asked Mr. Wolthuizen if this would still be a good fit if the Library hours were extended in the future. Mr. Wolthuizen stated he is addressing the current needs and it fits her hours the best right now.
<b><u>VOTING</u></b> It was duly passed to approve the increase of hours for Roxana Castillo from 27.5 hours/week to 35 hours/week effective July 3, 2017. Moved by: Demuth, Robert S. Seconded by: Metz, Gene	
<b>B.</b>	<b>Sergeant Position Reclassification</b>
	<b>Attachments:</b> Position Description 2520 Sergeant
<b><u>VOTING</u></b> It was duly passed to approve the position description as presented. Moved by: Widboom, Matt Seconded by: Metz, Gene	
<b>7.7</b>	<b>Sheriff- Kent Wilkening</b>
<b>A.</b>	<b>Additional Sergeants Position</b>

	Sheriff Wilkening advised there is money in the 2017 budget for the promotions as there has been a staff member on unpaid leave. It was estimated that promoting 2 staff would have a budget impact of \$5,138.95 for 2017 wages, but this would be less now since half the year has already passed and it would be difficult to give the exact projection for 2018 at this time. If the 2 additional Sergeant positions are approved, their duties would be assigned to Court Security and Coordination Sergeant, Patrol Sergeant and Investigator Sergeant and provide more flexibility and efficiencies in supervising staff.
<b><u>VOTING</u></b> It was duly passed to approve the promotion of 2 Sergeant positions and to change the allocation chart effective the date when the positions are filled. Moved by: Widboom, Matt Seconded by: Demuth, Robert S. In Favor: Ahlers, Justin; Widboom, Matt; Demuth, Robert S.; Linssen, Donald Opposed: Metz, Gene	
<b>8. Administration Presentation - Tom Johnson</b>	
<b>8.1</b>	<b>Contractor Selection for Security Entry Door System 2017 project</b>
	<b><u>Attachments:</u></b> Bid Tabulation Sheet Womack Consulting Proposal Womack Signature Page
<b><u>VOTING</u></b> It was duly passed to authorize Administration and Attorney to negotiate an agreement with Womack Consulting for \$173,959 for the purchase and installation of the ISOTECH Security Booth with the auto doors included as in Alternate #1. Moved by: Metz, Gene Seconded by: Ahlers, Justin	
<b>8.2</b>	<b>RFP for Government Center Water Proofing</b>
	<b><u>Attachments:</u></b> Advertisement for Bids
<b><u>VOTING</u></b> It was duly passed to approve the publishing of the RFP for the Government Center Water Proofing Project. Moved by: Demuth, Robert S. Seconded by: Widboom, Matt	
<b>8.3</b>	<b>RFP for Public Works Partial Roof Replacement - Alternate #1</b>
	<b><u>Attachments:</u></b> RFP for Partial Reroof of Nobles County Public Works Facility
<b><u>VOTING</u></b> It was duly passed to approve the publishing of the RFP for the replacement of the identified section of the PW building needing replacement and adding removal of the chimney as Alternate #1 to the project scope. Moved by: Ahlers, Justin Seconded by: Metz, Gene	
<b>8.4</b>	<b>Proposals for Feasibility of a collaborative building</b>
	Mr. Johnson advised the Board that soil borings are included in the study with LHB and that he has received a call back on a reference from a retrofit project.

	<b><u>Attachments:</u></b> Proposals from LHB, CTS and Miller Architects
<b><u>VOTING</u></b>	It was duly passed to authorize staff of the City, County and School District to negotiate a final agreement with LHB for the study not to exceed \$20,000, with the cost to be split evenly between the City, County and School District. Moved by: Widboom, Matt Seconded by: Demuth, Robert S. In Favor: Metz, Gene; Widboom, Matt; Demuth, Robert S.; Linssen, Donald Opposed: Ahlers, Justin
<b>8.5</b>	<b>Contractor Selection for Government Center Landscape Project</b>
	Mr. Johnson advised a single bid was received for a base project cost of \$248,226 with Alternate #1 of using sod adding \$6,120 for a project total of \$254,346. The project was estimated at approximately \$191,000. The Commissioners discussed comments received from constituents on the landscape of the Government Center and the short window for construction.  <b><u>Attachments:</u></b> Bid Tabulation Sheet and Ideal Landscape Proposal
<b><u>VOTING</u></b>	It was duly passed to reject the bid on the Government Center Landscape and to rebid the project at a later date. Moved by: Ahlers, Justin Seconded by: Metz, Gene In Favor: Ahlers, Justin; Metz, Gene; Widboom, Matt; Linssen, Donald Opposed: Demuth, Robert S.
<b>8.6</b>	<b>Affidavit of Lost Warrant</b>
	<b><u>Attachments:</u></b> Application and Affidavit for duplicate of Lost Warrant
<b><u>VOTING</u></b>	It was duly passed to approve the issuance of the duplicate warrant for \$2,604.48 to Virginia C. Moved by: Metz, Gene Seconded by: Widboom, Matt
<b>8.7</b>	<b>Investment Policy and Investment Guidelines</b>
	<b><u>Attachments:</u></b> Investment Policy - revised
<b><u>VOTING</u></b>	It was duly passed to adopt the proposed updates to the policy and guidelines without changes. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.
<b>8.8</b>	<b>Red Rock Rural Water System Board of Commissioners - Resolution 201746</b>
	<b><u>Attachments:</u></b> Resolution 201746 Biographies
<b><u>VOTING</u></b>	It was duly passed to adopt Resolution 201746 appointing Mike Carlson and Jay Mickelson to the Red Rock Rural Water System Board of Commissioners. Moved by: Demuth, Robert S. Seconded by: Widboom, Matt

8.9	<b>2017 Boards, Committees &amp; Commissions - Citizen Appointment</b>
	<p><b><u>Attachments:</u></b>  Ekadu Application  2017 Boards &amp; Committee Appts  Biographies</p>
<p><b><u>VOTING</u></b>  It was duly passed to appoint Peter Ekadu to EMPAC as the Public Health Representative for an unexpired three year term expiring December 31, 2019.  Moved by: Metz, Gene  Seconded by: Widboom, Matt</p>	
<b>9. Inter-Agency Reports / Announcements</b>	
9.1	<b>Committee and Board Reports</b>
	<p>District I-Commissioner Ahlers reported on the Emergency Management Planning Advisory Committee (EMPAC) Bus exercise and the Board of Equalization meeting.</p> <p>District II-Commissioner Metz reported on the Association of Minnesota Counties (AMC) District 8 and Buffalo Ridge Regional Rail Authority (BRRRA) meetings.</p> <p>District III-Commissioner Widboom reported on the Buffalo Ridge Regional Rail Authority (BRRRA) meetings.</p> <p>District IV-Commissioner Demuth reported on the Association of Minnesota Counties (AMC) District 8 meeting.</p> <p>District V-Commissioner Linssen reported on Buffalo Ridge Regional Rail Authority (BRRRA) and Chief Elected Officials meetings.</p> <p>Management Team-Kathleen Kusz reported there is a sign up sheet for the 2017 County Fair Booth.</p> <p>County Administrator-Tom Johnson reported on the Buffalo Ridge Regional Rail Authority (BRRRA) meetings.</p>
9.2	<b>Correspondence</b>
	<p><b><u>Attachments:</u></b>  Recruitment Memo  HLWD District Administrator's Report - May 2017  Payment of Nobles County Historical Society Appropriation  Notice that Rock-Nobles Community Corrections Audit Report Issued  Notice of SRDC annual meeting  Directions for SRDC Annual Mtg  Back Pack Program  NACO Annual Conference Elections  King Turkey Day  National Register of Historic Places - Notification of War Memorial Bldg</p>
9.3	<b>Calendars</b>
	<p><b><u>Attachments:</u></b>  June and July Commissioners' Calendars</p>
<p><b>10. Other / Future Business</b>  <b>BWSR Buffer Law Update Meeting</b>  Monday, June 26, 2017, 10:00 a.m.  SWWC Bldg, 1420 East College Drive, Marshall MN</p>	



**Board Work Session**

Wednesday, June 28, 2017, 8:30 a.m.

Executive Conference Room, GVt Ctr, 318 9th Street, Worthington MN

**County Commissioners At Your Cafe**

Friday, June 30, 2017, 9:00 a.m.

Wilmont Community Center, 316 4th Avenue, Wilmont MN

**Next Board Meeting:**

Thursday, July 6, 2017, 9:00 a.m.

Board of Commissioners Room, 3rd floor, 315 Tenth Street, Worthington MN

The consensus of the Board was to change the June 26<sup>th</sup> Work Session to Wednesday, July 5<sup>th</sup> due to conflicts in schedules. Chairperson Linssen advised the Board of a kickoff for Habitat for Humanity at the Bigelow Fire Hall that evening hosted by the Okabena Bees.

**11. Adjournment**

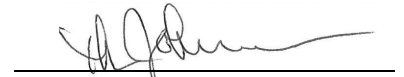
**VOTING**

It was duly passed to adjourn the meeting at 11:17 a.m.

Moved by: Ahlers, Justin

Seconded by: Demuth, Robert S.

  
(Chairperson)

  
(County Administrator)