

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

BOARD OF COMMISSIONERS of Nobles County met in regular session on Tuesday, April 03, 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.

<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: Widboom, Matt Seconded by: Linssen, Donald In Favor: Widboom, Matt; Linssen, Donald; Metz, Gene; Demuth, Robert S. Opposed: None Absent: Ahlers, Justin (absent for this vote only)	
<b>4. Recognition</b>	
<b>4.1</b>	<b>Visitors &amp; Guests Welcome</b>
<b>4.2</b>	<b>Excellence In Performance</b>
	Melanie Barritt, Legal Assistant, was acknowledged as the recipient of the Nobles County Excellence In Performance Award.
<b>5. Consent Agenda</b>	
<b>5.1</b>	<b>March 20, 2018 Regular Meeting Minutes</b> <b><u>Attachments:</u></b> March 20, 2018 Draft Regular Meeting Minutes
<b>5.2</b>	<b>Meetings &amp; Conferences - Travel Expenses</b> <b><u>Attachments:</u></b> Travel Expenses paid March 30, 2018
<b>5.3</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 Fund Commissioner's Warrants – Public Works Fund Commissioner's Warrants – Family Services Fund
<b><u>VOTING</u></b> It was duly passed to approve the Auditor's and Commissioner's Warrants for payment totaling \$555,630.01 by approving the Consent Agenda. Moved by: Metz, Gene Seconded by: Demuth, Robert S.	

<b>6. Department Presentations</b>	
<b>6.1</b>	<b>A.C.E. of SW Minnesota - Joanne Bartosh</b>
<b>A.</b>	<b>National Service Recognition Day - County Proclamation</b>
	<p>Chairperson Demuth advised Ms. Bartosh was unable to attend due to the weather conditions. Commissioner Linssen reviewed statistics in the area of 2017 volunteer hours and the cumulative cost per hour of volunteer services. The total recorded hours of service in 2017 in Nobles County was 47,570. For A.C.E. of SW Minnesota and the participating counties of Cottonwood, Lincoln, Lyon, Murray, Nobles, Redwood and Rock, 2,361 active volunteers contributed 276,180 hours of service to 359 active stations, an equivalent of 133 full time employees. The cumulative cost per hour of volunteer service was \$1.51, an increase of 4 cents from 2016.</p> <p><b><u>Attachments/Handout:</u></b> A.C.E. of SW Minnesota 2017 Summary</p>
<b>6.2</b>	<b>Emergency Management - Joyce Jacobs</b>
<b>A.</b>	<b>Resolution 201814 - Adoption of the All Hazard Mitigation Plan (AHMP)</b>
	<p>Joyce Jacobs, Emergency Management Director, presented the Board with information and a recommendation in the area of the Nobles County All Hazard Mitigation Plan (AHMP) which expired July 28, 2016. After completion of a plan update and review by FEMA, it has been determined that the plan met the required criteria for a multi-jurisdictional local hazard mitigation plan. Ms. Jacobs expressed her appreciation to county employees and department heads, township and city officials and the SWRDC who helped pull together the required information.</p> <p><b><u>Attachments:</u></b> FEMA Letter Resolution 201814 - Adoption of the AHMP</p>
<b><u>VOTING</u></b>	
<p>It was duly passed to adopt Resolution 201814 Adoption of the All Hazard Mitigation Plan. Moved by: Linssen, Donald Seconded by: Widboom, Matt</p>	
<b>6.3</b>	<b>Auditor/Treasurer - Beth Van Hove</b>
<b>A.</b>	<b>Applications and Permits for a 1 Day to 4 Day Temporary On-Sale Liquor License - Lao Buddhist Temple</b>
	<p>Beth Van Hove, Auditor-Treasurer, presented the Board with information and a recommendation in the area of application for a permit to sell 3.2 beer on-sale during four (4) one day special events. Ms. Van Hove advised the applicant has met all the requirements but she had not yet obtained approval of the Sheriff. Ms. Van Hove recommended approval of the applications pending the approval of the Sheriff.</p> <p><b><u>Attachments:</u></b> Lao Temple Application</p>
<b><u>VOTING</u></b>	
<p>It was duly passed to approve the applications from the Lao Buddhist Temple for temporary on-sale liquor licenses for four (4) one day special events occurring June 30, August 4, September 8 and October 13, 2018 to be held on the property located at 24268 Oliver Avenue in Worthington</p>	

Township pending the Sheriff's signature. Moved by: Ahlers, Justin Seconded by: Metz, Gene	
<b>B.</b>	<b>Request for Additional 20 Hours of Staff Time</b>
	Beth Van Hove, Auditor-Treasurer, presented the Board with information and recommendation in the area of the request for an additional 20 hours of staff time. The changes in the MNLARS system has allowed for very limited assistance of the current part-time Deputy Auditor-Treasurer Technician outside of the License Center. Nobles County is also anticipating the implementation of enhanced drivers licenses in October 2018. Ms. Van Hove provided options of adding an additional part time technician or to increase the current position by 20 hours and make it a full time position. Discussion was held regarding the County's best chances in retaining an employee with full time status.
<b><u>VOTING</u></b> It was duly passed to approve option 2, the increase of an additional 20 work hours to the current vacant position by hiring one full-time Deputy Auditor Treasurer Motor Vehicle I employee. Moved by: Metz, Gene Seconded by: Ahlers, Justin	
<b>6.4</b>	<b>Community Services - Stacie Golombiecki</b>
<b>A.</b>	<b>Purchase of Service Agreement - Southwestern Mental Health Center</b>
	Stacie Golombiecki, Community Services Director, and Christine Bullerman, Community Wellness Coordinator, presented the Board with information and a recommendation in the area of a purchase of service agreement for mental health center programming. Ms. Golombiecki advised the agreement would allow for up to 20 hours per week for each of the two Nobles County Community Health Workers to work directly on programs administered by the Southwestern Mental Health Center to further enhance the partnership. This will aide in stretching the Community Wellenss Grant funding which is expected to run out in late summer of 2018. Discussion was held on the work that overlaps to ensure sustainability until they can sustain on their own. We will always need multiple agencies working on different areas of issues pertaining to mental health.  <b><u>Attachments:</u></b> Purchase of Services Agreement
<b><u>VOTING</u></b> It was duly passed to authorize the Board Chair and County Administrator to sign, on behalf of Nobles County, a Purchase of Services Agreement between Nobles County Community Services and Southwestern Mental Health Center for the provision of supplying the provider with Community Health Worker time to enhance the services they are providing between April 1, 2018 and July 31, 2018. Moved by: Metz, Gene Seconded by: Linssen, Donald	
<b>6.5</b>	<b>Human Resources - Sue Luing</b>
<b>A.</b>	<b>Public Health Nurse Supervisor Position Classification</b>
	Sue Luing, Human Resources Director/Deputy County Administrator, and Stacie Golombiecki, Community Services Director, presented the Board with information and a recommendation in the area of the reclassification of the Public Health Nurse Supervisor position, which would replace the CHS Administrator - Public Health

	<p>Director position approved on the position allocation. Ms. Golombiecki advised there are not enough candidates that have the qualifications of CHS Administrator. Three other counties are also looking to fill this position.</p> <p><b><u>Attachments:</u></b> Job Description 1854 - Draft</p>
<p><b><u>VOTING</u></b> It was duly passed to approve the Public Health Nurse Supervisor position and associated point values. Moved by: Widboom, Matt Seconded by: Metz, Gene</p>	
<b>B.</b>	<p><b>Personnel Policies</b> 1. <b>P-237 Drug &amp; Alcohol Testing for CDL</b> 2. <b>P-238 Alcohol and Other Drug Use</b></p>
	<p>Sue Luing, Human Resources Director/Deputy County Administrator, presented the Board with information and recommendations in the area of personnel policies.</p> <p><b><u>Attachments:</u></b> P-237 Drug &amp; Alcohol Testing for CDL Draft P-238 Alcohol and Other Drug Use Draft</p>
<p><b><u>VOTING</u></b> On a motion by Gene Metz and seconded by Justin Ahlers, it was duly passed to approve Personnel Policy P-237 Drug &amp; Alcohol Testing for Commercial Drivers as presented Moved by: Metz, Gene Seconded by: Ahlers, Justin</p>	
<p><b><u>VOTING</u></b> It was duly passed to approve Personnel Policy P-238 Alcohol and Other Drug Use as presented. Moved by: Linssen, Donald Seconded by: Widboom, Matt</p>	
<b>7.</b>	<p><b>Administration Presentation - Tom Johnson</b></p>
	<p>Tom Johnson, County Administrator, presented the Board with information and recommendations in the area of County Administration.</p>
<b>7.1</b>	<p><b>Bid Award - Government Center AHU #4</b></p>
	<p>Mr. Johnson advised the design for the replacement of Air Handler Unit #4 was completed by Engineering Design Initiative (EDI) and the replacement will take place in October 2018 due to the long lead times to get equipment and that AHU #4 is the only air supply for the entire east wing of the Government Center. It will take approximately 2 weeks to replace the system and the air handler system will be down for 5 days. Three proposals were received and came in under the Engineer's estimate: Bisbee Plumbing &amp; Heating, Marshall MN \$159,950; Javens Mechanical, Mankato MN \$196,255.00; NAC, Vadnais Heights, MN \$263,500.00.</p> <p><b><u>Attachments:</u></b> EDI Recommendation</p>
<p><b><u>VOTING</u></b> It was duly passed to accept the proposal for the project from Bisbee Plumbing &amp; Heating in the amount of \$159,950.00; and further , to authorize the County Administrator to sign, on behalf of Nobles County, a professional services agreement. Moved by: Metz, Gene Seconded by: Ahlers, Justin</p>	

<b>7.2</b>	<b>Government Center Site Improvements</b>
<b>A.</b>	<b>Bid Award</b>
	<p>Mr. Johnson advised this is the second time this project has been bid as last year the Board rejected the only proposal received. Falls Architecture Studio, LLC was hired to make changes to the plan in an effort to reduce costs. Two proposals were received: Split Rock Nursery \$217,700.00, Alternate #1 \$9,884.00, Sidewalk unit price \$5.60/sq. ft; Ideal Landscape \$261,680, Alternate #1 \$13,300.00, Sidewalk unit price \$7.50/sq. ft. Alternate #1 was developed because the sidewalk should not be replaced without the curb being replaced and the city is planning to work with us to get the entire length from Tenth Street to our garage entry on 4th avenue replaced.</p>
<p><b><u>VOTING</u></b>  It was duly passed to accept the initial proposal for the project from Split Rock Nursery and approval of Alternate #1 of the proposal, and further, approve the Administrator to sign an agreement, on behalf of Nobles County, for a total cost of \$227,584.00.  Moved by: Widboom, Matt  Seconded by: Linssen, Donald</p>	
<b>B.</b>	<b>Change Order 1</b>
	<p>As the proposals received were over the engineer's estimate, a meeting was held with Split Rock Nursery, the designer, the project manager and the Administrator. A number of ideas were discussed that would lower the project cost by \$11,750.00 and a Change Order was provided. The Board discussed and the consensus was to do the project right and not cut corners.</p> <p><b><u>Attachments:</u></b>  Change Order 1 - Splitrock Landscaping &amp; Nursery</p>
<p><b><u>VOTING</u></b>  It was duly passed not to accept Change Order 1 in the amount of \$11,750.00.  Moved by: Metz, Gene  Seconded by: Widboom, Matt</p>	
<b>7.3</b>	<b>Bid Award - Government Center Underground Fuel Tank Replacement</b>
	<p>Mr. Johnson advised the emergency backup generator and two boilers are designed to operate on diesel fuel if gas and/or power are lost to the facility. There is currently a 7,000 gallon tank which we have been notified will fail inspection. Two other elements of the system have already failed inspection making it imperative to replace the tank system. Three proposals were received: Zahl Equipment, Mankato MN \$45,500.00; B &amp; H Petroleum, Mankato MN \$59,471.00; Westmor, Morris MN \$52,663.00. All three companies are listed on the Certified Contractors List from the State of MN. Zahl Equipment has noted there will be an added \$2,900.00 cost if the ballast system from the current tank is not re-usable. The lead time for the tank is estimated to be 6-7 weeks.</p>
<p><b><u>VOTING</u></b>  It was duly passed to accept the proposal for the project from Zahl Equipment Service, Inc. of Mankato, MN in the amount of \$45,500 for the complete replacement of the underground fuel tank and related piping, plus anchoring if needed at \$2,900.00; and further, to authorize the County Administrator to sign, on behalf of Nobles County, a professional services agreement.  Moved by: Ahlers, Justin  Seconded by: Demuth, Robert S.</p>	

7.4	<b>Finance Policy - Business Subsidy Policy</b>
	<p>Mr. Johnson advised it was recommended by the County's Bond Counsel to have a Business Subsidy Policy in place. This policy will become part of the Nobles County Finance Policy Handbook.</p> <p><b><u>Attachments:</u></b> Business Subsidy Policy Draft</p>
<p><b><u>VOTING</u></b> It was duly passed to approve the Nobles County Business Subsidy Policy as presented. Moved by: Linssen, Donald Seconded by: Ahlers, Justin</p>	
7.6	<b>Cemetery Study Committee</b>
	<p>Discussion was held that as part of the City appropriating funds to the Worthington Cemetery, the condition was included that a committee be formed to look at long term options and finances for the cemetery. Commissioner Donald Linssen expressed interest in serving on the committee.</p>
<p><b><u>VOTING</u></b> It was duly passed to add the Cemetery Study Committee to the list of Committees that the Board appoints a member to represent them, authorizing payment of per diem and expense reimbursement for their attendance at assigned meetings; and further, to appoint Commissioner Donald Linssen to the Committee. Moved by: Ahlers, Justin Seconded by: Metz, Gene</p>	
7.8	<b>Arbor Day - April 27, 2018</b>
	<p>Mr. Johnson advised the City of Worthington plans to hold an event around the Government Center for Arbor Day (April 27th) at 10am with a brief statement from the Mayor, a class in attendance from St. Mary's and the planting of 15-16 trees. An appropriate mix of trees has been proposed for the site, varying in size and growth. The proposed cost for all the trees and planting is \$3,970.00 and would be a portion of the Lanscape project funding through the CIP bond.</p> <p><b><u>Attachments:</u></b> Government Center Site Plan</p>
<p><b><u>VOTING</u></b> It was duly passed to approve the purchase and planting of trees as proposed for a total cost of \$3,970.00 and hosting an Arbor Day event with the City of Worthington at the Government Center. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.</p>	
7.7	<b>Welcome, Education, Library, Livability (WELL)</b>
	<p>Mr. Johnson advised that if we get the state funding for the Welcome, Education, Library, Livability (WELL) project, we would have a lot of work to do. Therefore, he advised he had asked Finance Director, Jerry Vyskocil, to look at the County's reserves. Mr. Vyskocil advised the 2016 audit showed 6.9 months of reserves, a healthy balance of \$18 million. The State Auditor recommends no less than 5 months. Right now, we are closer to \$19 million, but not sure where the County will be for the end of the 2017 audit, but Mr. Vyskocil advised he assumes the County will be close to 6 months if the money for bonding is taken out of the reserves. Mr. Vyskocil reminded the Board that bonding was a consideration for the County's rating. Mr. Johnson advised the County's last 3 efforts have been AA+.</p>

	<p>Mr. Vyskocil advised the importance of the County creating a fund balance policy and asked the Board to think about how many month's balance they would be comfortable for reserves so that it can be designated. Nobles County's balance is average according to the State Auditor. Mr. Johnson provided the explanation that the Auditors recommend 6 months of reserves as taxes are paid twice per year.</p> <p>If the State provides money in installments, the project design could be completed as a start. The City has committed \$2 million for a library. Commissioner Ahlers advised he is very uncomfortable committing \$2 million for a project that has so many variables and advised it may be better to move the Historical Society in the Armory and provide them with some funding. Then the War Memorial Building could be added on and devoted to the Library. Commissioner Linssen advised that idea has already been visited and was not seen as a viable option due to several issues, including lack of parking. Commissioner Ahlers stated with conversations with the City it would be viable and maybe we need to back up and look into that. Commissioner Widboom addressed the Board that to back up and look into that would be redoing what's already been done since 2009. Studies and surveys have been completed and all have directed to partnering with the City and School. With collaboration comes compromise and we need to continue the collaborative efforts.</p>
<p><b><u>VOTING</u></b></p>	<p>It was duly passed to approve funding of \$2,000,000 and be prepared to bond for the needed funds with an agreement from all occupants on a fair repayment plan, all contingent on bond funds being received from the State by June 1, 2020 for the WELL project.  Moved by: Widboom, Matt  Seconded by: Linssen, Donald  In Favor: Widboom, Matt; Linssen, Donald; Demuth, Robert S., Metz, Gene  Opposed: Ahlers, Justin</p>
<p><b>7.9</b></p>	<p><b>Resolution 201815 - Support of Legacy Funds Grant Application</b></p>
	<p>Mr. Johnson summarized the presentation of the Nobles County Historical Society from the March 28th Work Session. The Historical Society is requesting Nobles County to authorize them to submit a Legacy Funds Grant Application to the Minnesota State Historical Society for development of architectural drawings for possible reuse of the Amory facility.</p> <p><b><u>Attachments:</u></b>  Resolution 201815</p>
<p><b><u>VOTING</u></b></p>	<p>It was duly passed to adopt Resolution 201815 supporting the submission of a Legacy Funds Grant Application to the Minnesota State Historical Society.  Moved by: Metz, Gene  Seconded by: Ahlers, Justin</p>
<p><b>7.5</b></p>	<p><b>Application and Certification for Payment - Ideal Landscape Application #3</b></p>
	<p>Mr. Johnson advised the application for payment is not the final payment amount and that the retainage is enough for the grass germination and sprinkler testing.</p> <p>A motion was made by Donald Linssen and seconded by Robert S. Demuth to approve payment application #3 for the payment of \$49,531.17 to Ideal Landscape and Design, Inc. in connection with the contract for the Government Center Foundation Repair project. Discussion continued.</p> <p>The question was raised who would be responsible for repairs to the sprinkler system</p>

	<p>once the site improvement/landscaping project were to begin. Mr. Johnson advised any repairs would then be made by Split Rock Nursery.</p> <p>Commissioner Ahlers questioned if there was ever a deduct provided for the reuse of the fill material rather than using pearock. Mr. Johnson advised that Falls Architecture Studio, LLC stated that no deduction was given as Ideal Landscape had spent many resources on testing the backfill material to see if it could be reused. Commissioner Demuth questioned if a deduct amount had been given if it would be approximately \$10,000. Commissioner Ahlers stated he was unsure what the amount would have been but wanted clarification before issuing a check.</p> <p><b><u>Attachments:</u></b> Ideal Landscape Application for Payment</p>
<p><b><u>VOTING</u></b> The motion made by Donald Linssen and seconded by Robert S. Demuth to approve payment application #3 for the payment of \$49,531.17 to Ideal Landscape and Design, Inc. in connection with the contract for the Government Center Foundation Repair project failed. Moved by: Linssen, Donald Seconded by: Demuth, Robert S. In Favor: None Opposed: Ahlers, Justin; Metz, Gene; Widboom, Matt; Demuth, Robert S., Linssen, Donald</p>	
<p><b><u>VOTING</u></b> It was duly passed to postpone Payment Application #3 to Ideal Landscape until a representative of the company can address the Board. Moved by: Ahlers, Justin Seconded by: Metz, Gene</p>	
<p><b>8. Inter-Agency Reports / Announcements</b></p>	
<p><b>8.1</b></p>	<p><b>Committee and Board Reports</b></p>
	<p>District I - Commissioner Ahlers had no report.</p> <p>District II - Commissioner Metz reported on Rural Minnesota Energy Board and Highway 91 open house in Adrian.</p> <p>District III - Commissioner Widboom reported on Nobles County Fair Association and Extension meetings.</p> <p>District IV - Commissioner Demuth reported on a Regional Radio Board meeting.</p> <p>District V - Commissioner Linssen reported on a Chief Elected Officials Meeting.</p> <p>Management Team - Attorney Kathleen Kusz had no report.</p> <p>County Administration - Administrator Johnson advised his report had been covered by the Commissioners' events.</p>
<p><b>8.2</b></p>	<p><b>Correspondence</b></p>
	<p><b><u>Attachments:</u></b> Recruitment Memo 2018 Local Board of Appeal and Equalization Meetings EMS RB Notice of Completed Application</p>



8.3	<b>Calendar</b>
	<b><u>Attachments:</u></b> Commissioners Calendars – April 2018
<b>9. Other / Future Business</b>	
<b>10. Adjournment</b> <b>Management Team Meeting</b> Tuesday, April 3, 2018 1:00 p.m. Farmers Room, 315 Tenth Street, Worthington MN  <b>Township Association Annual Meeting</b> Thursday, April 5, 2018 6:00 p.m. Elks Club, 1105 2 <sup>nd</sup> Ave, Worthington MN  <b>Commissioners At Your Café</b> Thursday, April 12, 2018 8:00 a.m. – 10:00 a.m. Phileo’s Coffee & Eatery, 212 Tenth Street, Worthington MN  <b>Nobles Economic Opportunity Network (N.E.O.N.)</b> Thursday, April 12, 2018 5:30 p.m. – 7:00 p.m. BioTechnology Advancement Center, 1527 Prairie Drive, Worthington, MN  <b>Nobles County Annual Employee Recognition Banquet</b> Friday, April 13, 2018 5:00 p.m. Social Hour, 6:00 p.m. Dinner, 7:00 p.m. entertainment Hickory Lodge, 2015 N Humiston Ave, Worthington MN	
<b><u>VOTING</u></b> It was duly passed to adjourn the meeting at 10:35 a.m. Moved by: Ahlers, Justin Seconded by: Linszen, Donald	

  
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(Chairperson)

  
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(County Administrator)