

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

BOARD OF COMMISSIONERS of Nobles County met in regular session on Tuesday, April 17, 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.

1. Call to Order	
2. Pledge of Allegiance	
3. Approval of Agenda	
<u>VOTING</u> It was duly passed to approve the agenda with the additions of item 6.1 B. Winter Storm Disaster Declaration and item 7.7 Southwest MN Housing Partnership Agreement. Moved by: Linssen, Donald Seconded by: Widboom, Matt	
4. Recognition	
4.1	Visitors & Guests Welcome
4.2	Years of Service Award
	Colleen Houselog, Child Support Officer, was recognized for 30 years of service and presented with her award.
5. Consent Agenda	
5.1	April 3, 2018 Regular Meeting Minutes <u>Attachments:</u> April 3, 2018 Draft Regular Meeting Minutes
5.2	Employee Wellness & Recognition Program - Waiver <u>Attachments:</u> EWR Program Waiver Draft with proposed changes Waiver Draft with proposed changes - clean
	Chairperson Demuth requested a brief summary of the change to the the Employee Activity Notice/Waiver Form. Cathy Roos, member of the Employee Wellness and Recognition Committee, advised the Board that the changes to the program approved at the March 20th Board meeting had been reviewed by the Employee Empowerment Team and the Management Team. In recent discussion with the planning of activities for the 2018 Live Well program, it was suggested that the County Attorney complete an additional review of the Activity Notice Form/Waiver. The changes advised by the County Attorney were minor for clarification but it was discussed that the wording should be put in effect prior to the start of the activities.

5.3	Meetings & Conferences - Travel Expenses <u>Attachments:</u> Travel Expenses Paid April 13, 2018
5.4	Auditor's and Commissioner's Warrants <u>Attachments:</u> Accounts Payable Summary Auditor's Warrants Commissioner's Warrants – General Revenue Fund Commissioner's Warrants – Public Works Fund Commissioner's Warrants – Family Services Fund
<u>VOTING</u> It was duly passed to approve the Consent Agenda as presented. Moved by: Metz, Gene Seconded by: Ahlers, Justin	
6. Department Presentations	
6.1	Emergency Management - Joyce Jacobs
A.	Hazardous Materials Emergency Preparedness Grant (HMEP)
	Joyce Jacobs, Emergency Management Director, presented the Board with information and a recommendation in the area of the County being awarded a 2017 Hazardous Waste Materials Emergency Preparedness Grant in the amount of \$2,000. This grant requires a match of \$500.00 by the County which can be met by in-kind hours provided by program participants. The training the grant will provide will focus on first responders handling the Incident Command Structure (ICS) on a hazardous materials incident. Ms. Jacobs advised of the radio contact structure between Fire Department/first responders, law enforcement and communication across state lines. <u>Attachments:</u> 2017 Nobles County HMEP Grant Agreement
<u>VOTING</u> It was duly passed to accept the 2017 Hazardous Waste Materials Emergency Preparedness Grant in the amount of \$2,000; and further, to authorize the County Board Chair and Administrator to sign, on behalf of Nobles County, Grant Agreement No. A-HMEP-2017-NOBLES-016. Moved by: Ahlers, Justin Seconded by: Linssen, Donald	
B.	Winter Storm Disaster Declaration
	Joyce Jacobs, Emergency Management Director, provided a status report on damage from the storm systems affecting the County since Friday, April 13, 2018. Ms. Jacobs advised Commissioner Demuth, as Board Chair, signed the initial disaster declaration on Friday, April 13, 2018 due to the time sensitive nature of the beginning date. Ms. Jacobs expressed her gratitude for the resources provided during this event. <u>Attachments/Handouts:</u> Resolution 201818 County Emergency Declaration
<u>VOTING</u> It was duly passed to approve the disaster declaration and adopt the following Resolution number 201818: WHEREAS, the Persistent and Continuing High Precipitation/Severe Spring Storms of 2018 impacted the population of Nobles County, its cities and townships; and	

WHEREAS, the Persistent and Continuing High Precipitation/Severe Spring Storms of 2018 event has caused a significant amount of property damage; and
 WHEREAS, the Nobles County Department of Emergency Management requests the Nobles County Board of Commissioners to declare Nobles County in a STATE OF EMERGENCY for the Persistent and Continuing High Precipitation/Severe Spring Storms of 2018 event.
 NOW THEREFORE, BE IT RESOLVED, that the Nobles County Board of Commissioners declares Nobles County in a State of Emergency for conditions resulting from the Persistent and Continuing High Precipitation/Severe Spring Storms beginning April 13th of 2018.
 Moved by: Metz, Gene
 Seconded by: Ahlers, Justin

6.2	Human Resources - Sue Luing
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A.	Personnel Policy
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	<p>Sue Luing, HR Director/Deputy County Administrator, presented the Board with information and recommendations in the area of updates to Personnel Policy P-236 Smoking policy to include electronic delivery devices. Ms. Luing advised the Health Educator had initiated the changes to the policy through the Statewide Health Improvement Program (SHIP) grant.</p> <p><u>Attachments:</u> P-236 Smoke Free Environment Draft Redline P-236 Smoke Free Environment Draft Clean</p>
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VOTING
 It was duly passed to approve the amended Personnel Policy P-236 Smoke Free Environment as presented.
 Moved by: Ahlers, Justin
 Seconded by: Demuth, Robert S.

7. Administration Presentation - Tom Johnson	
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7.1	Pheasants Forever Land Acquisition - State Wildlife Management Area
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	<p>Scott Rall, Pheasants Forever, presented the Board with information and recommendations in the area of the receipt of an appropriation from the Legislature to purchase a 120.67 acre State Wildlife Management Area (WMA) in Nobles County. The parcel was not re-enrolled in the last CRP, but there were acres in CRP in the year prior. In 2017, the current landowner paid \$2,470.00 in taxes and the annual PILT payment from the State to Nobles County on this land would be \$6,695.25.</p> <p><u>Attachments:</u> Email Notification Notice of Land Acquisition Resolution 201817</p>
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VOTING
 It was duly passed to adopt the following Resolution number 201817 in support of the Pheasants Forever Land Acquisition:
 In accordance with Minnesota Statutes 84.944, Sub. 3 and 97A.145, Sub. 2, the Commissioner of the Department of Natural Resources on Tuesday, April 17, 2018 provided the county board with a description of lands to be acquired by the State of Minnesota for Wildlife Management purposes. Lands to be acquired are described as follows:
 All that part of the SW1/4 the NW1/4 and the SE1/4 of Section 23, Township 101 North, Range 40 West of the 5th P.M., Nobles County, Minnesota more particularly described as follows: The Point of Beginning being the S1/4 corner of said Section 23; thence along the south line of said section

23 S89 degrees 21'39"W 1346.30'; thence N00degrees 17'14"E 2633.31; thence N00degrees 32'45"E 666.09'; thence N89degrees 35'29"E 1342.70'; thence S00degrees 16'42"W 665.11'; thence S00degrees 16'42"W 1139.50; thence N75degrees 26'42"E 270.30; thence S04degrees 23'42"W 246.30'; thence S71degrees 28'18"E 296.20'; thence S82degrees 32'18"E 289.40'; thence S05degrees 41'18"E 322.86' to the south line of said section 23; thence N89degrees 55'32"W 829.60' to the Point of Beginning containing 120.633 acres, more or less, and subject to all existing encumbrances and easements (client provided legal)

IT IS HEREBY RESOLVED, by the Board of County Commissioners of Nobles County on Tuesday, April 17, 2018 that the State's proposed acquisition of the attached described property be supported.

Moved by: Linssen, Donald

Seconded by: Metz, Gene

7.2 Application and Certification for Payment - Ideal Landscape Application #3

Dan Kruger of Ideal Landscape and Design, Inc., answered questions of the Board and provided an overview of the decision to reuse the original backfill in place of the pea rock in areas for the Government Center Foundation Repair Project. Mr. Kruger advised the spec for the project was not specific to use pea rock.

Attachments:

Payment Application #3 - Ideal Landscape

VOTING

It was duly passed 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.

Moved by: Linssen, Donald

Seconded by: Demuth, Robert S.

7.3 Application and Certification for Payment - Gag Sheet Metal Inc. #7

Attachments:
Application for Payment #7- Gag Sheet Metal

VOTING

It was duly passed to approve payment application #7 for the payment of \$24,107.41 to Gag Sheet Metal, Inc. in connection with the contract for the 2017 Prairie Justice Center Reroofing and Wall Rehabilitation project.

Moved by: Ahlers, Justin

Seconded by: Widboom, Matt

7.4 Application and Certification for Payment - Salonek Concrete & Construction #7

Attachments:
Application for Payment #7- Salonek

VOTING

It was duly passed to approve payment application NOBCTY00007 for the payment of \$77,443.24 to Salonek Concrete & Construction in connection with the contract for the Nobles County Adrian Shop Addition project.

Moved by: Metz, Gene

Seconded by: Ahlers, Justin

7.5 Arbor Day Event - April 27, 2018


Tom Johnson, County Administrator, advised of an Arbor Day event on the Government Center plaza near the 3rd avenue side on Friday, April 27th at 10:00 a.m. Mayor Kuhle will give a statement and a class from St. Mary's will participate in planting a tree. The County Board Chair and Administrator plan to be present.

7.6	One Watershed One Plan (1W1P)
	<p>Commissioner Metz advised on the discussions held between the entities for organizational options for One Watershed One Plan . A Plan Administration and Coordination draft was reviewed anticipating the roles for the implementation. The Board reviewed the notable differences between a Joint Powers Entity and Joint Powers Collaboration and executing a Joint Powers Agreement versus a Memorandum of Agreement. County Attorney, Kathleen Kusz, advised the questions need to be answered in the 1W1P Operational Arrangements slide presentation in order to provide the direction they need. An MOA would be less restrictive than a Joint Powers Agreement. Tom Johnson advised that from an Administrator's point, it would be nice if there is a non-profit entity that could take over and manage. Commissioner advised he appreciated the continued discussion with the Board.</p> <p><u>Attachments/Handouts:</u> Missouri River 1W1P – Section 5 Draft Excerpt, Plan Administration & Coordination</p>
7.7	Southwest MN Housing Partnership Agreement
	<p>Tom Johnson, County Administrator, advised with the addition of 6 projects including the PJC Exterior Facade, Government Center Fuel Tank Replacement, Government Center Air Handler Unit #4 replacement, general office rehabilitation in the Government Center and Prairie Justice Center, Public Works Boiler replacement and creation of a Data Center, and the need for services from South West Minnesota Housing Partnership Project Managers, the original agreement should be amended. Their presence has proven to be effective and valuable. In reviewing the project status and the addition of the projects, there is a need to add an additional \$12,000.00 to the agreement currently in place to allow services similar to what is being provided for all the initial projects.</p> <p><u>Attachments/Handouts:</u> Amendment to the Professional Services Agreement</p>
<p><u>VOTING</u> It was duly passed to approve an amendment to the agreement with Southwest Minnesota Housing Partnership to add \$12,000 for services related to the addition of the 6 CIP Bond projects. Moved by: Metz, Gene Seconded by: Linssen, Donald</p>	
8. Inter-Agency Reports / Announcements	
8.1	Committee and Board Reports
	<p>District I - Commissioner Ahlers expressed his appreciation to the Employee Wellness & Recognition Committee for the Employee Recognition Banquet and reported on the annual township association meeting, Reading Sewer project and the upcoming Nobles County Historical Society annual meeting.</p> <p>District II - Commissioner Metz reported on the annual township association, One Watershed One Plan and Southwestern Minnesota Opportunity Council Headstart meetings.</p> <p>District III - Commissioner Widboom reported on Nobles County Fair Association and Southwest Mental Health Center meetings and Drug Court Graduation.</p> <p>District IV - Commissioner Demuth reported on E.O. Olsen and Okabena Ocheda</p>

	<p>Watershed meetings. District V - Commissioner Linssen expressed his appreciation to the Employee Wellness & Recognition Committee for the Employee Recognition Banquet and reported on Park Board, E. O. Olsen, annual township association and the legislative breakfast.</p> <p>Management Team - Attorney Kathleen Kusz had no report.</p> <p>County Administration - Administrator Johnson reported on the legislative breakfast, Association of Minnesota Counties Leadership Summit and Nobles Economic Opportunity Network (NEON) meetings.</p>
8.2	Correspondence
	<p><u>Attachments:</u> Recruitment Memo A.C.E. 2018 2nd quarter appropriation payment Fair Associatoin 2018 Appropriation payment HLWD District Administrator's March Report WPU Wellhead Protection Approval and Implementation Intent Ltr 2018 Local Board of Appeal schedule</p>
8.3	Calendar
	<p><u>Attachments:</u> Commissioners Calendars – April and May 2018</p>
9. Other / Future Business	
9.1	<p>Public Hearing regarding Obstruction of Drainage System – Nobles CD#4 Tuesday, April 17, 2018 10:30 a.m. Board of Commissioner Room, Government Ctr, 315 10th Street, Wgtn MN</p> <p><u>Attachments:</u> Public Hearing Notice</p>
	<p>Board of Commissioners Work Session Wednesday, April 25, 2018 8:30 a.m. Executive Conference Rm, Government Ctr, 318 9th Street, Worthington MN</p> <p>Arbor Day Event Friday, April 27, 2018 10:00 a.m. Government Center Grounds, 315 10th Street, Worthington MN</p>
10. Adjournment	
<p><u>VOTING</u> It was duly passed to adjourn the meeting at 10:11 a.m. Moved by: Metz, Gene Seconded by: Demuth, Robert S.</p>	



(Chairperson)



(County Administrator)