

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

BOARD OF COMMISSIONERS of Nobles County met in regular session on Tuesday, June 19, 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 as presented. Moved by: Widboom, Matt Seconded by: Linssen, Donald	
4. Recognition	
4.1	Visitors & Guests Welcome
5. Consent Agenda	
5.1	June 5, 2018 Regular Meeting Minutes <u>Attachments:</u> June 5, 2018 Draft Regular Meeting Minutes
5.2	June 12, 2018 Board of Appeal and Equalization Meeting Minutes <u>Attachments:</u> June 12, 2018 Board of Equalization Meeting Minutes Draft
5.3	Interpreter Agreement 2018 <u>Attachments:</u> Purchased Services Agreement
5.4	Group Residential Housing Agreement - 2018 Renewals <u>Attachments:</u> SFY Housing Support Agreement – Adrian Country Living SFY 2019 Housing Agreement – Habilitative Services Inc. SFY 2019 Housing Agreement – New Dawn SFY 2019 Housing Agreement – Ecumen Meadows
	Stacie Golombiecki, Community Services Director, was requested to clarify information on the monthly rate maximum per person available under this program at \$904.00. Ms. Golombiecki advised the \$904.00 maximum is strictly for room and board based on income, not need driven.
5.5	DOC Work Release Contract Renewal - Resolution 201829 <u>Attachments:</u> DOC Joint Powers Agreement Resolution 201829

5.6	Meetings & Conferences - Travel Expenses <u>Attachments:</u> Travel Expenses paid June 8, 2018
5.7	Auditor's and Commissioner's Warrants <u>Attachments:</u> Accounts Payable Summary Auditor's Warrants Commissioner's Warrants – General Revenue Commissioner's Warrants – Public Works Commissioner's Warrants – Family Service Fund
<u>VOTING</u> It was duly passed to approve the Consent Agenda as presented. Moved by: Metz, Gene Seconded by: Widboom, Matt	
6. Public Hearing	
6.1	Proposed Property Tax Abatements (Al Drost Parcel 31-3406-285; Kenny and Jana Willers Parcel 31-2084-942) A. Open Hearing (Action) B. Proposed Abatements – Discussion C. Public Comment D. Close Hearing (Action) E. Decisions (separate resolutions are required for each property) 1. Parcel 31-3406-285 Resolution 201830 (Action) 2. Parcel 31-2084-942 Resolution 201831 (Action)
	<u>Attachments:</u> Nobles County NHI Guidelines WREDC Summary and Recommendation – Drost Al Drost Application – NHI Resolution 201830 WREDC Summary and Recommendation – Willers Kenny and Jana Willers Application – NHI Resolution 201831
	<u>VOTING</u> A. On a motion by Justin Ahlers and seconded by Robert S. Demuth, it was duly passed to open the Proposed Property Tax Abatements Public Hearing. B. Tom Johnson, County Administrator, reviewed the Nobles Home Initiative Application Summary and Recommendation for both requests provided by Abraham Algadi, Worthington Regional Economic Development Corporation. C. No public comments were received. D. On a motion by Justin Ahlers and seconded by Matt Widboom, it was duly passed to close the Proposed Property Tax Abatements Public Hearing. E. 1. On a motion by Matt Widboom and seconded by Donald Linssen, it was duly passed to adopt Resolution 201830 approving tax abatement to Al Drost for parcel 31-3406-285 pursuant to Minnesota Statute 469.1813. E. 2. On a motion by Gene Metz and seconded by Matt Widboom, it was duly passed to adopt Resolution 201831 approving tax abatement to Kenny and Jana Willers for parcel 31-2084-942 pursuant to Minnesota Statute 469.1813.
7. Department Presentations	
7.1	Auditor/Treasurer - Beth Van Hove
A.	Affidavit of Lost Warrant

	Beth Van Hove, Auditor-Treasurer, advised the Board had passed a resolution in 2001 allowing the issuance of duplicate warrants by the Auditor-Treasurer unless the amount exceeded \$1,000.00 which would require Board approval. A request was received from the Nobles County Fair Board to issue a duplicate warrant in the amount of \$25,000 for county appropriation that occurred on April 13, 2018.
<u>VOTING</u> It was duly passed to approve the issuance of the duplicate warrant for \$25,000 to the Nobles County Fair Association. Moved by: Linssen, Donald Seconded by: Metz, Gene	
7.2	Public Works
A.	Environmental Services - Mark Koster
1.	Resolution to incorporate the summary of Watercourses into the NC Comprehensive Local Water Mgmt Plan - Resolution 201827
	Mark Koster, Environmental Services Manager, and John Shea, Nobles County Soil and Water Conservation District District Manager, presented the Board with information and recommendations in the area of adopting a summary of "other watercourses" for inclusion in the local water plan. Dan Livdahl, Okabena-Ocheda Watershed District, was also in attendance. Mr. Koster and Mr. Shea advised the number one priority is to work with the landowners to protect surface water. The lists of watercourses included in the descriptive inventory are perennial streams and seasonal streams. Kathleen Kusz, County Attorney, questioned if the resolution was meant to incorporate certain specific items like in pictures or changes in the future and Mr. Shea advised the wording is meant to be general and refer to information in the resolution adopted by the Soil and Water Conservation District. Mr. Koster advised the draft resolution was reviewed and approved by the Minnesota Board of Water and Soil Resources (BWSR). <u>Attachments:</u> BWSR Letter BWSR Statute information Lists of watercourses included Examples provided by SWCD Waters of the State with other waters What are public waters and how are they designated? SWCD Adopted Resolution Draft Resolution 201827
<u>VOTING</u> It was duly passed to adopt Resolution 201827 to incorporate the summary of Watercourses into the Nobles County Comprehensive Local Water Management Plan. Moved by: Ahlers, Justin Seconded by: Metz, Gene	
B.	Highway - Stephen Schnieder
1.	Department Update and Annual Report
	Stephen Schnieder, Public Works Director/County Engineer, presented the Board with the Annual Report for the year ended December 31, 2017 for the Nobles County Highway Department. Highlights included the following: The addition to the Adrian shop was approved, after proposing the addition for 20+ years after the closing of the old shop in Wilmont, and will allow for storage of 6 more pieces of equipment along with a new office area and lavatory facilities; The oversight of the County and Judicial

	<p>Ditch systems maintenance was moved to the Auditor-Treasurer's office when the Drainage System Coordinator was hired but the Highway Department Maintenance Workers will still perform the repairs that can be done with County equipment and the rest will be contracted out; Average roadway maintenance operations were lower than previous year. With the bond interest being paid out of the maintenance funds, less funding was available for repairs and improvements. Since around 70 miles of the poorest paved roadways were overlaid, there was less need for maintenance on these roadways resulting in lower costs for the year; Even though the roadway pavements are in good condition overall, many of the roadways are substandard in their design and safety features. Roadways have a limited life and at some point need to be reconstructed. Using a roadway life of 100 years, Nobles County on average should be reconstructing 5 miles of roadway every year but hasn't rebuilt a rural roadway in 10 years.</p> <p>Commissioner Metz advised Mr. Schnieder that he had received a call inquiring about the maintenance at Westside Township Cemetery. Mr. Schnieder advised that by Statute, the County's Public Works division must do the maintenance for any abandoned cemeteries. It has been a challenge this year, due to the weather, to complete the mowing for several abandoned cemeteries that are normally completed 3x/year. Commissioner Ahlers questioned if the Park staff could assist and Mr. Schnieder advised the County has fewer Park staff now, but if it is the Board's wishes, will talk to Jake about the Park staff mowing at the abandoned Westside Township Cemetery. Commissioner Metz questioned if the County could contract with a neighbor to the abandoned cemetery and Mr. Schnieder advised that has been done in the past and the County has not had good luck due to equipment damage and ground irregularities. Some of the headstones are over 100 years old and have sunk into the ground and are tipping over but if the Board wishes to better maintain the abandoned cemeteries, it would have additional costs.</p> <p><u>Attachments:</u> 2017 Annual Report</p>
7.3	Human Resources - Sue Luing
A.	Personnel Policy P-214B Emergency Closing of County Departments
	<p>Sue Luing, Human Resources Director/Deputy County Administrator, presented the Board with information and a recommendation in the area of updates made to the Emergency Closing of County Departments Policy.</p> <p><u>Attachments:</u> Draft policy redlined Draft policy final</p>
<u>VOTING</u>	<p>It was duly passed to approve Personnel Policy P-214B Emergency Closing of County Departments as presented. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.</p>
B.	Personnel Policy P-227C Social Media
	<p>Sue Luing, Human Resources Director/Deputy County Administrator, presented the Board with information and a recommendation in the area of a newly created policy for the use of County Department Social Media sites.</p> <p><u>Attachments:</u> Personnel Policy P-227C Social Media</p>

<u>VOTING</u>	
It was duly passed to approve Personnel Policy P-227C Social Media Policy as presented. Moved by: Metz, Gene Seconded by: Linssen, Donald	
8. Administration Presentation - Tom Johnson	
8.1	Construction Change Order #4-Adrian Shop Addition
	Tom Johnson, County Administrator, presented the Board with information and a recommendation in the area of a construction change order for the Adrian Shop addition. The Mechanical Engineer recommended adding glycol to ensure no freeze-ups occur, especially to the overhead doors, along with overhead stops for the interior doors to protect the building trim. <u>Attachments:</u> Construction Change Order #4
<u>VOTING</u>	
It was duly passed to approve Construction Change Order #04 in the amount of \$1,563.00 with Salonek, Inc. for the Nobles County Adrian Shop addition as presented. Moved by: Metz, Gene Seconded by: Demuth, Robert S.	
8.2	Application and Certificate for Payment - Salonek Concrete & Construction
	Tom Johnson, County Administrator, presented the Board with information and a recommendation in the area of an Application for Payment in connection with the Adrian Garage addition. Mr. Johnson advised there is a small amount retained for the closeout of the project. <u>Attachments:</u> Application and Certificate for Payment Application No. NOBCTY00009
<u>VOTING</u>	
It was duly passed to approve Application No. NOBCTY00009 to Salonek Concrete & Construction in the amount of \$40,114.11 as presented. Moved by: Ahlers, Justin Seconded by: Widboom, Matt	
8.3	Application and Certification for Payment – Brennan Construction of MN
	Tom Johnson, County Administrator, presented the Board with information and a recommendation in the area of an Application for Payment in connection with the Prairie Justice Center Garage addition. Mr. Johnson advised there is approximately \$59,000 retained for the closeout of the project. <u>Attachments:</u> Application and Certificate for Payment No. 006-#3204
<u>VOTING</u>	
It was duly passed to approve Application No. 006-#3204 to Brennan Construction for \$53,280.75 as presented. Moved by: Linssen, Donald Seconded by: Metz, Gene	
8.4	Lease Agreement - Edina Realty Renee Baerenwald & Staci Murphy
	Tom Johnson, County Administrator, presented the Board with information and a recommendation in the area of a month to month lease for office space in the Armory. Edina Realty is opening an office in Worthington and with no firm plan for this space in the Armory, Mr. Johnson recommended it is appropriate to lease the space with terms that are not restrictive should the Historical Society commit to utilizing the building.

	<p><u>Attachments:</u> Lease Agreement Edina Realty</p>
	<p><u>VOTING</u> It was duly passed to approve the lease with Renee Baerenwald and Staci Murphy of Edina Realty for \$450.00 per month plus \$50.00 for leasehold improvements monthly, on a month to month term. Moved by: Ahlers, Justin Seconded by: Widboom, Matt</p>
8.5	<p>Amendment to Agreement - Falls Architecture Studio, LLC</p>
	<p>Tom Johnson, County Administrator, presented the Board with information and a recommendation in the area of the request of Falls Architecture Studio, LLC for additional fees due to the increased scope and complexity of the Nobles County Miscellaneous Office Improvements project. <u>Attachments:</u> Nobles County CIP Bond Projects additional services</p>
	<p><u>VOTING</u> It was duly passed to approve amendments to the agreements with Falls Architect Studio, LLC, increasing fees up to \$4,700 plus reimbursables for bidding, negotiating and contract administration. Moved by: Metz, Gene Seconded by: Linssen, Donald</p>
	<p>9. Inter-Agency Reports / Announcements</p>
9.1	<p>Committee and Board Reports <u>Attachments:</u> SWCD Board Meeting May 16, 2018 Art Center Board Meeting June 5, 2018</p>
	<p>District I - Commissioner Ahlers had no report.</p> <p>District II - Commissioner Metz reported on the Property Assessed Clean Energy (PACE) program and Association of Minnesota Counties (AMC) District 8 meetings.</p> <p>District III - Commissioner Widboom had no report.</p> <p>District IV - Commissioner Demuth reported on the Nobles County Fair Booth signup.</p> <p>District V - Commissioner Linssen reported on Southern Prairie Community Care and Park Board meetings.</p> <p>Management Team - Attorney Kathleen Kusz reported on Employee Empowerment Team proposed changes to bylaws, upcoming expiration of the City of Worthington Legal Services Agreement and Association of Minnesota Counties employment conferences.</p> <p>County Administration - Administrator Johnson reported on Southern Prairie Community Care and that the County may receive another funding request from a different entity.</p>
9.2	<p>Correspondence <u>Attachments:</u> HLWD Administrator's Activity Report May 2018 Public Utility Commission Public Hearings on Wind Energy June 20th West Fork Des Moines River Picnic and Presentations June 26th</p>

9.3	Calendar Attachments: Commissioners Calendars – June and July 2018
10. Other / Future Business Continuation of Public Hearing for Obstruction of Drainage System – Nobles County Ditch #4 Tuesday, June 19, 2018 10:30 a.m. Board of Commissioners Rm, 3 rd Floor, 315 Tenth Street, Worthington MN Special Meeting of Cities, Townships & NEON Tuesday, June 19, 2018 6:30 p.m. Reading Community Center, Bingo Room, 26991 200 th Street, Reading MN Board of Commissioners Work Session Tuesday, June 26, 2018 8:30 a.m. Executive Conference Room, 318 Ninth Street, Worthington MN 56187 “Where Does Your Water Go?” West Fork Des Moines Presentations and Picnic Tuesday, June 26, 2018 4:00 p.m. – 7:00 p.m. Fulda American Legion and Seven Mile Park	
11. Adjournment	
<u>VOTING</u> It was duly passed to adjourn the meeting at 10:07 a.m. Moved by: Widboom, Matt Seconded by: Ahlers, Justin	



(Chairperson)



(County Administrator)