

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

BOARD OF COMMISSIONERS of Nobles County met in regular session on Tuesday, July 24, 2018, in the Commissioners Room, at the Nobles County Government Center, Worthington, Minnesota. The following Commissioners were in attendance: Justin Ahlers, Gene Metz, Robert S. Demuth and Donald Linssen. Absent: Matt Widboom.

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: Ahlers, Justin Seconded by: Metz, Gene	
4. Recognition	
4.1	Visitors & Guests Welcome
4.2	Recognition for Years of Service
	Donna Welnetz, Deputy Recorder/Registrar, was presented with an award for completion of 25 years of service.
5. Consent Agenda	
5.1	July 3, 2018 Regular Meeting Minutes <u>Attachments:</u> July 3, 2018 Draft Regular Meeting Minutes
5.2	July 12, 2018 Special Meeting Minutes <u>Attachments:</u> July 12, 2018 Draft Special Meeting Minutes
5.3	Professional Service Agreement <u>Attachments:</u> Professional Service Agreement-Miriam Johnson/Godspeed Transcription by Miriam
5.4	SWMHC Purchase of Service Agreement Amendment <u>Attachments:</u> Purchase of Service Agreement Amendment
5.5	Meetings & Conferences - Travel Expenses <u>Attachments:</u> Travel Expenses paid July 6, 2018 Travel Expenses paid July 20, 2018
5.6	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: Linssen, Donald	
6. Department Presentations	
6.1	Public Works/Environmental Services – Kathy Henderschiedt
A.	Conditional Use Permit #18-2018 Trent & Jesse Slater, DBA Slater Brothers Livestock LLC, Rushmore MN
	Kathy Henderscheidt, Planning and Zoning Administrator, presented the Board with information and recommendations in the area of a conditional use permit for construction of a 165' x 121' total confinement swine barn. <u>Attachments:</u> Planning and Zoning Minutes July 18, 2018
<u>VOTING</u> It was duly passed to approve Conditional Use Permit #18-2018 to Trent & Jesse Slater, DBA Slater Brothers Livestock LLC, Rushmore MN for construction of a 165' x 121' total confinement swine barn with 6 conditions as listed and recommended by the Nobles County Planning Advisory Commission. This parcel of land is located on a tract 592' x 484' in the NE ¼ of the SE ¼, Section 16, Twp. 103, Range 42 (Larkin Township) . Moved by: Metz, Gene Seconded by: Ahlers, Justin	
6.2	Employee Empowerment Team – Michelle Ebbers & Kathleen Kusz
A.	Proposed change to EET bylaws
	Kathleen Kusz and Michelle Ebbers, Employee Empowerment Team Committee Representatives, presented the Board with information and recommendations in the area of amending the EET bylaws. Ms. Kusz advised the main issues consisted of having a quorum at meetings and deadlines for the meeting items to be distributed. <u>Attachments:</u> Nobles County Employee Empowerment Team Bylaws
<u>VOTING</u> It was duly passed to approve the proposed changes to the Nobles County Employee Empowerment Team Bylaws as recommended. Moved by: Ahlers, Justin Seconded by: Linssen, Donald	
6.3	Sheriff – Kent Wilkening
A.	Nobles County Sheriff's Office Jail Report
	Nobles County Sheriff Kent Wilkening, Jail Administrator Monette Berkevich and Chief Deputy Sheriff Chris Dybevic, presented the Board with extensive information in the area of the Nobles County Jail's staffing, capacity, programs, services and associated costs. <u>Attachments:</u> Nobles County Sheriff's Office Jail Report

6.4	Assessor – Valerie Ruesch
A.	Professional Services Agreement for Assessor Services
	Valerie Ruesch, County Assessor, presented the Board with information and recommendations in the area of entering into an agreement with each district requesting County services for assessments.
<u>VOTING</u>	
It was duly passed to approve the Professional Services Agreement format as presented; and further, to authorize the Chairperson and Administrator to enter into Professional Services Agreements for Nobles County Government Assessing Service with Townships/Cities requesting County Services for assessments beginning July 1, 2018 through June 30, 2023 at the rate of \$12.00 per parcel. Moved by: Ahlers, Justin Seconded by: Metz, Gene	
6.5	Community Services – Stacie Golombiecki
A.	Chippewa County Human Services – Request for transfer of reserves
	Stacie Golombiecki, Community Services Director, presented the Board with information and a recommendation in the area of the transfer of reserves to Chippewa County to cover expenses when Department of Human Services (DHS) reimbursements are delayed. Chippewa County serves as the fiscal host for the partnership of 14 counties, known as the Southwest Minnesota Regional MN Family Investment Plan and Diversionary Work Program Partnership. When Nobles County initially entered the partnership, all counties in the partnership submitted an amount of reserves to be held by Chippewa County for the purpose of delayed reimbursements. In 2017, Chippewa County discovered there was not enough reserves and are asking each county for an additional \$5,065.00 which will be added to the reserve account and used to cover payments to the Private Industry Council (PIC) until DHS reimbursements are received.
<u>VOTING</u>	
It was duly passed to approve the transfer of \$5,065.00 from Nobles County reserves to Chippewa County. Moved by: Ahlers, Justin Seconded by: Linssen, Donald	
6.6	Human Resources – Sue Luing
A.	Personnel Policy P-244 Post Health Care Savings Arrangement
	Sue Luing, Human Resource Director/Deputy County Administrator, presented the Board with information and recommendations in the area of updating language in Personnel Policy P-244. There was no change to the Post Health Care Savings Plan, only the name of it as required by the Minnesota State Retirement System for renewal. <u>Attachments:</u> Personnel Policy P-244
<u>VOTING</u>	
It was duly passed to approve the changes to Personnel Policy P-244 as presented. Moved by: Metz, Gene Seconded by: Demuth, Robert S.	

B.	Life and Long Term Disability Bids
	<p>Sue Luing, Human Resource Director/Deputy County Administrator, advised that OCHS, Inc., as agent of record, has conducted the RFP process for life and long term disability insurance. For Long Term Disability, there are no benefit changes but a reduction of 8% on the rates guaranteed until 1/1/2021.</p> <p>For Life Insurance, the basic life rate is being reduced and there is an option to add “Line of Duty” coverage to the Accidental Death & Dismemberment plan. Ms. Luing advised the “Line of Duty” coverage is not applicable to all employees but all employees would have to pay for it; therefore, Ms. Luing advised it was not a good option.</p> <p><u>Attachments:</u> Long Term Disability Comparison Life Insurance Comparison</p>
<u>VOTING</u>	
<p>It was duly passed to approve the Long Term Disability insurance proposal from Madison National effective 1/1/2019. Moved by: Linssen, Donald Seconded by: Ahlers, Justin</p>	
<u>VOTING</u>	
<p>It was duly passed to approve the Life insurance proposal from Minnesota Life effective 1/1/2019 without the “Line of Duty” coverage. Moved by: Ahlers, Justin Seconded by: Linssen, Donald</p>	
6.7	Investment Committee - Beth Van Hove
A.	Request to Change Banks
	<p>Tom Johnson, County Administrator, presented the Board with information and a recommendation in the area of the County’s activity through the current Wells Fargo account. The Investment Committee has contacted other local Banks that are able to provide comparisons on the County’s banking activity to provide lower fees and lower balance requirements to allow more dollars to be invested.</p> <p>Mr. Johnson and Commissioner Linssen, as active participants of the Investment Committee, answered questions of the Board in regard to the anticipated implementation after January 2019 and how this will affect the workload of staff.</p>
<u>VOTING</u>	
<p>It was duly passed to approve the movement of the Nobles County daily banking from Wells Fargo to First State Bank Southwest. Moved by: Linssen, Donald Seconded by: Metz, Gene</p> <p>The Board held further discussion and directed Mr. Johnson to begin the discussion and planning for the Auditor-Treasurer staff transition and to review the Board’s Committee Appointments to discuss if there should be a permanent member on the Investment Committee. Commissioner Ahlers praised Commissioner Linssen and Commissioner Demuth on their efforts on the committee.</p>	
6.8	Plum Creek Library System – Jim Trojanowski
	Funding Request
	<p>Jim Trojanowski, Director, presented the Board with a request for 2019 for \$2,500 to be used to purchase a replacement server and related storage drive, software and to cover costs related to a change in the way library materials within the system are put</p>

	into the statewide database. The \$2,500 was requested from each of the Plum Creek Library System's 9 members. The Board advised they would take action when the 2019 appropriations are reviewed.
7. Administration Presentation – Tom Johnson	
7.1	Request for Payment – Reitmeier Masonry, LLC
	Craig Skorczewski, Southwest Minnesota Housing Partnership, Project Manager for Capital Improvement Projects, advised the payment request is for the balance of the work on the contract. The scope of work was completed without issue. <u>Attachments:</u> Retmeier Masonry Invoice 692433
<u>VOTING</u>	
It was duly passed to approve Reitmeier Masonry invoice 692433 in the amount of \$23,576.00 for the completed work of the 2018 PJC Through Wall Flashing project. Moved by: Linssen, Donald Seconded by: Demuth, Robert	
8. Inter-Agency Reports / Announcements	
8.1	Committee and Board Reports <u>Attachments:</u> HLWD Regular Mtg Minutes May 15, 2018 Park Board April 2, 2018
	District I - Commissioner Ahlers reported on Southwestern Minnesota Opportunity Council (SMOC), Rock-Nobles Community Corrections Executive Board and Nobles County Historical Society meetings. District II - Commissioner Metz reported on the Southwest Regional Development Commission's (SRDC) Property Assessed Clean Energy (PACE) program, Kanaranzi-Little Rock Watershed District and Southwestern Minnesota Opportunity Council (SMOC) meetings. District III - Commissioner Widboom was not present. District IV - Commissioner Demuth reported on Rock-Nobles Community Corrections Executive Board and Okabena-Ocheda Watershed District meetings. District V - Commissioner Linssen reported on Southwestern Minnesota Opportunity Council (SMOC) and Regional Solid Waste Task Force meetings. Management Team - Attorney Kathleen Kusz had no report. County Administration – Administrator Tom Johnson reported on Department of Homeland Security/FEMA, Rock-Nobles Community Corrections Executive Board and Enterprise's Vehicle Lease meetings. Stephen Schnieder, Public Works Director/County Engineer, reported on County State Aid Highway 9 construction.

8.2	Correspondence Attachments: Recruitment Memo HLWD District Administrator Report – June 2018 RSVP 3 rd Quarter Appropriation Payment Open House for Bluejay Villas – August 3rd
8.3	Calendar Attachments: Commissioners Calendars – July and August 2018
9. Other / Future Business Board of Commissioners Work Session Tuesday, July 31, 2018 8:30 a.m. . Executive Conference Room, Government Center, 318 9th Street, Worthington MN	
10. Adjournment	
<u>VOTING</u> It was duly passed to adjourn the meeting at 10:59 a.m. Moved by: Ahlers, Justin Seconded by: Demuth, Robert	



(Chairperson)



(County Administrator)