

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, October 2, 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.

1.0 Call to Order	
2.0 Pledge of Allegiance	
3.0 Approval of Agenda	
<u>VOTING</u> It was duly passed to approve the agenda with the additions of items 7.6 Legacy Grant Application To Fund A HVAC Assessment for the Armory Facility and 7.7 Government Center Site Improvement Project Update – Splitrock Landscaping and Nursery, Inc. Motion by: Widboom, Matt Seconded by: Linssen, Donald	
4.0 Recognition	
4.1	Visitors & Guests Welcome
5.0 Consent Agenda	
5.1	September 18, 2018 Regular Meeting Minutes <u>Attachments:</u> September 18, 2018 Draft Regular Meeting Minutes
5.2	Delta Dental Benefit Plan Summary Change
5.3	Meetings & Conferences - Travel Expenses <u>Attachments:</u> Travel Expenses paid September 28, 2018
5.4	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	
6.0 Department Presentations	

6.1	Drainage System – Brad Harberts
A.	Motion to recess regular County Board meeting/Convene as Ditch Authority
<u>VOTING</u> It was duly passed to recess the regular County Board meeting and convene as the Ditch Authority. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.	
B.	Petition to improve JD#17 Outlet
Brad Harberts, Drainage System Coordinator, advised he received a petition for improvement of the outlet on JD#17 from Lana Grimmus, Section 1, Graham Lakes Township. Upon consulting with Kurt Deter, Rinke Noonan Attorneys At Law, it was advised that the Nobles County Board, as Drainage Authority for JD #17, could not accept this petition and move forward as it does not meet the requirements of Minnesota Statute §103.221. Mr. Harberts informed the Board he would keep them updated. No action was taken. <u>Attachments:</u> Petition for Improvement Maps	
C.	2019 Ditch Maintenance Assessments
Mr. Harberts advised that he, Stephen Schneider and Beth Van Hove had worked to prepare the proposal for all ditches to be assessed in 2019 between 0 – 50% for a total collectible of \$107,035.98. <u>Attachments:</u> Proposed 2019 Maintenance Assessments	
<u>VOTING</u> It was duly passed to approve the 2019 Ditch Maintenance Assessments as presented for a total collectible of \$107,035.98. Moved by: Ahlers, Justin Seconded by: Metz, Gene	
D.	Motion to adjourn as Ditch Authority/Reconvene County Board meeting
<u>VOTING</u> It was duly passed to adjourn as the Ditch Authority and reconvene the County Board meeting. Moved by: Ahlers, Justin Seconded by: Widboom, Matt	
6.3	Veterans Service – Bill “Brock” Brockberg
A.	County Veterans Service Office Operational Enhancement Grant – Resolution 201844
Bill Brockberg, Veterans Service Officer, presented the Board with information and a recommendation in the area of the County Veterans Service Office Operational Enhancement Grant for Fiscal Year 2019 to enhance the operation of the County Veterans Service Office. He advised that radio station advertising will be increased and he will be branching out to the Tri-County News and Nobles County Review. Mr. Brockberg also provided an update on the activity of the Veterans Transport van. <u>Attachments:</u> Resolution 201844 FY2019 CVSO Grant Agreement	
<u>VOTING</u> It was duly passed to adopt Resolution 201844 that the County enter into the Grant Contract with	

<p>the Minnesota Department of Veterans Affairs (MDVA) to conduct the County Veterans Service Office Operational Enhancement Grant Program. Moved by: Metz, Gene Seconded by: Linssen, Donald</p>	
<p>7.0 Administration Presentation – Tom Johnson</p>	
<p>7.4</p>	<p>2019 – 2022 Recommended LPRW Board Appointees – Resolution 201845</p>
	<p>Sue Luing, HR Director, presented the Board with information and a recommendation in the area of a request by Lincoln Pipestone Rural Water to recommend to the Lyon County District Court the appointment of 3 individuals to the Lincoln Pipestone Rural Water Board. <u>Attachments:</u> Schramel Law Office Notification 2019-2022 Recommended LPRW Board Appointees Biographical Information Resolution 201845</p>
<p><u>VOTING</u> It was duly passed to adopt Resolution 201845 recommending that Earl DeWilde, Randy Kraus and Glen Grant be appointed to the Lincoln Pipestone Rural Water System Board of Commissioners pursuant to and provided for by Minnesota Statutes §116A et seq. for a 4-year term which shall commence on January 1, 2019 and shall expire at midnight on December 31, 2022. Moved by: Linssen, Donald Seconded by: Widboom, Matt</p>	
<p>7.5</p>	<p>2018 Boards, Committees & Commissions – Citizen Appointments</p>
	<p>The Board reviewed the two applications for consideration in appointment to the Community Services Advisory Committee. <u>Attachments:</u> Application – Hoekstra Application – Thompson 2018 NC Boards & Committees</p>
<p><u>VOTING</u> It was duly passed to appoint Beth Hoekstra and Tara Thompson to 2 year terms expiring December 31, 2019 on the Community Services Advisory Committee. Moved by: Ahlers, Justin Seconded by: Metz, Gene</p>	
<p>6.0 Department Presentations</p>	
<p>6.2</p>	<p>Public Works</p>
<p>A.</p>	<p>Highway – Stephen Schnieder</p>
<p>1.</p>	<p>CSAH 10 Parking Restriction</p>
	<p>Stephen Schneider, Public Works Director/County Engineer, presented the Board with information and a recommendation from the Worthington Traffic and Safety Committee to restrict parking on CSAH 10. Commissioner Widboom advised to communicate with the College before signs are put up as a courtesy. <u>Attachments:</u> CSAH 10 Parking Restriction Map</p>

<u>VOTING</u>	
It was duly passed to approve the recommendation of the Worthington Traffic and Safety Committee and implement the parking restriction on CSAH 10 all the time as presented. Moved by: Metz, Gene Seconded by: Demuth, Robert S.	
2.	ADA Transition Plan Public Meeting
	Mr. Schnieder advised Nobles County is required to develop a transition plan covering how the County will meet the federal requirement for providing accessibility for all persons with disabilities to use our roadways and is needed for the County to access federal funding.
<u>VOTING</u>	
It was duly passed to hold the public meeting for the ADA Transition Plan on Tuesday, November 20th, 2018 at 10:00 a.m. in conjunction with the regularly scheduled Board meeting. Moved by: Ahlers, Justin Seconded by: Widboom, Matt	
3.	Purchase of Used Pup Trailers
	Mr. Schnieder advised Public Works is budgeting for the replacement of 3 pup trailers in 2019. Discussion was held at the September 26th Work Session that there could be a cost savings to purchasing used trailers in 2018. Commissioner Widboom advised from a Budget Committee stance, it would be beneficial to use Public Works undesignated fund balances to purchase used trailers in 2018 as it would reduce capital expenditures needed in 2019. Mr. Scheider advised he found a local contractor who has 2 pup trailers available for sale at \$18,000 each but that they would need to be replaced in about 10-12 years and he anticipates they may need additional maintenance over that time compared to new trailers. The consensus of the Board was for Mr. Schnieder to continue to look for used trailers to be purchased in 2018 using undesignated funds and to return to the Board at that time for approval to purchase.
B.	Environmental Services – Kathy Henderschiedt
1.	Conditional Use Permit #24-2018 Nobles Cooperative Electric, Worthington MN
	Kathy Henderschiedt, Planning and Zoning Administrator, presented the Board with information and a recommendation in the area of a conditional use permit for an electrical substation. Adam Tromblay and Brian Postma, Nobles Cooperative Electric, were present to answer questions of the Board. <u>Attachments:</u> Nobles County Planning and Zoning Minutes September 26, 2018
<u>VOTING</u>	
It was duly passed to approve the request of Nobles Cooperative Electric, Worthington MN applicant, and Daniel Watry, Adrian MN landowner, Conditional Use Permit #24-2018 for an electrical substation with conditions as recommended by the Planning Advisory (Planning and Zoning) Commission. Moved by: Linssen, Donald Seconded by: Metz, Gene	
2.	Continuation of Conditional Use Permit #31-2017 Mike Fogelman, DBA Mike’s Mini Excavating, Fulda MN
	Ms. Henderschiedt presented the Board with information and a recommendation in the area of the continuation of the request of Mike Fogelman, DBA Mike’s Mini Excavating, Fulda MN for a home extended business.

	<p><u>Attachments:</u> Nobles County Planning and Zoning Minutes September 26, 2018</p>
	<p><u>VOTING</u> It was duly passed to approve the request of Mike Fogelman, DBA Mike's Mini Excavating, Fulda MN, Conditional Use Permit #31-2017 for a home extended business to consist of stockpiling rock, dirt, clay, asphalt and concrete, asphalt and concrete crushing on site, operation of an ag drainage business, resale of ag drainage material, operation of a subsurface sewage treatment installation business, and also applying household septage to MPCA permitted land with conditions as recommended by the Planning Advisory (Planning and Zoning) Commission as presented. Moved by: Ahlers, Justin Seconded by: Widboom, Matt</p>
6.4	Sheriff – Kent Wilkening
A.	Reclassification of 2 PT/Intermittent Sheriff's Deputies
	<p>Kent Wilkening, Sheriff, and Chris Dybeveck, Chief Deputy Sheriff, presented the Board with information and a recommendation in the area of the reclassification of 2 part-time/intermittent Sheriff's Deputies. The Sheriff advised he had re-evaluated his request since sending the Commissioner Briefing and now recommends reclassifying one part time staff to 4/5 time and one staff to 2/5 time (rather than 3/5 time). The Board questioned why he had submitted the Commissioner Briefing for 4/5 time and 3/5 time when the discussion at the work session was one staff at 4/5 time and one at 2/5 time. Sheriff Wilkening stated he was advised by Finance. <u>Attachments:</u> Deputy Request Comparison prepared by Finance</p>
	<p><u>VOTING</u> It was duly passed to reclassify one part time staff person to 4/5 time and one to 2/5 time effective October 7, 2018. Moved by: Metz, Gene Seconded by: Widboom, Matt</p>
6.5	Human Resources – Sue Luing
A.	2019 Cafeteria Contribution
	<p>Sue Luing, Stacie Golombiecki and Michelle Ebbers, members of the Insurance Committee, presented the Board with information and a recommendation that the 2019 County Cafeteria Contribution be set at a minimum of \$855.00/month per FTE. It was discussed by the Committee that more attractive rates are needed for families but there was not enough time to survey employees so that should be done over the next year. The Committee took into careful consideration the impact on employees as well as the tax payers. The Board discussed the comparisons provided, retaining employees and the full impact of the comparisons. Commissioner Widboom stated that if the \$1,000/month contribution per FTE was approved, an employee carrying only the single coverage would have additional money that would make other outside family premiums more affordable. The Board discussed if there would be any levy impact and was advised by Finance that the contingency money budgeted was adequate. Sue Luing advised if the \$1,000/month contribution for FTE were approved, for a single person this would turn into taxable income and also set a precedence. <u>Attachments:</u> 2019 Employee Insurance Information Proposed 2019 Employee Insurance Information - \$200 2019 Employee Insurance Information - \$300</p>

	2019 Employee Insurance Information - \$500 2019 Employee Insurance Information - \$1000 Comparison sheet for costs
<u>VOTING</u> It was duly passed to set the 2019 County Cafeteria Contribution at \$1,000/month per FTE. Moved by: Widboom, Matt Seconded by: Metz, Gene It was requested to acknowledge for the record, the vote was unanimous.	
7.0 Administration Presentation – Tom Johnson	
7.1	Application and Certificate for Payment No. 18-000900002 – Roadside Developers
	The Board reviewed the information and recommendation to approve Payment Application No. 18-000900002. Shawn Nelson, Southwest Minnesota Housing Partnership Project Manager, was unable to attend the meeting but recommended the payment and had signed the Application and Certification for Payment form. <u>Attachments:</u> AIA Document Application and Certificate for Payment No. 18-000900002.
<u>VOTING</u> It was duly passed to approve Payment Application No. 18-000900002 in the amount of \$72,817.39 to Roadside Developers Inc., Bisbee Plumbing & Heating, for the Government Center AHU #4 replacement project. Moved by: Widboom, Matt Seconded by: Linssen, Donald	
7.2	Construction Change Order 2 – Brennan Companies
	Craig Skorczewski, Southwest Minnesota Housing Partnership Project Manager, presented the Board with information and a recommendation in the area of a contract deduction for the PJC Garage Addition project. <u>Attachments:</u> Construction Change Order No. 2
<u>VOTING</u> It was duly passed to accept Construction Change Order No. 2 from Brennan Companies for the contract deduction of \$12,000 associated with the PJC Garage Addition project. Moved by: Metz, Gene Seconded by: Demuth, Robert S. In Favor: Metz, Gene; Demuth, Robert S. Widboom, Matt; Linssen, Donald Opposed: Ahlers, Justin	
7.6	Legacy Grant Application to Fund A HVAC Assessment for the Armory Facility
	Jerry Fiola, Mike Woll and Jay Milbrandt presented the Board with information and a recommendation in the area of approving the Historical Society to prepare a Legacy Grant Application to request state monies to fund a HVAC Assessment for the Armory facility. <u>Attachments:</u> Minnesota Historical & Cultural Heritage Grants Manual – pgs. 72 & 73 10/1 HVAC Evaluation Proposal submitted by Questions & Solutions Engineering, Inc.
<u>VOTING</u> It was duly passed to authorize the Nobles County Historical Society to prepare a Legacy Grant application, on behalf of Nobles County, requesting the state monies to fund a HVAC assessment for the Armory facility.	

<p>Moved by: Ahlers, Justin Seconded by: Widboom, Matt</p>	
7.3	Appropriation of Capital Improvement Funds for the Armory Property
	<p>Jerry Fiola, Mike Woll and Jay Milbrandt presented the Board with information and a recommendation in the area of the Nobles County Historical Society's request for \$500,000 in capital improvement funds to help support the costs of rehabilitating the Armory building so it can be used to house NCHS's museum and offices. Bob and Pat Ludlow, Worthington MN, offered to contribute \$1million towards the cost rehabilitating the Armory facility with the understanding and expectation that their personal donation would be matched by a \$500,000 contribution from both the City of Worthington and Nobles County.</p> <p><u>Attachments:</u> Armory Building Proposal</p>
<p><u>VOTING</u> It was duly passed to approve the \$500,000 appropriation payment out of the General Fund Reserves for the Armory Project. Moved by: Ahlers, Justin Seconded by: Metz, Gene It was requested to acknowledge for the record, the vote was unanimous.</p>	
<p>The Board held discussion on the need to evaluate the ownership for operation of the building. Mr. Fiola advised in 5 years, there will be a better picture. Commissioner Ahlers expressed his appreciation for the Ludlow family and Chairperson Demuth followed up with his appreciation to the champions of the Armory Rehabilitation project.</p>	
7.7	Government Center Site Improvement Project Update – Splitrock Landscaping and Nursery, Inc.
	<p>John Brown and John Galbavy, Splitrock Landscaping and Nursery, Inc. answered questions of the Board and provided the Board with an anticipated schedule of completion for the Government Center Site Improvement Project.</p>
8.1	Committee and Board Reports
	<p>District I - Commissioner Ahlers reported on the Heron Lake Watershed Advisory meeting.</p> <p>District II - Commissioner Metz reported on Planning Advisory Commission (Planning and Zoning) and Counties Providing Technology (CPT) meetings.</p> <p>District III - Commissioner Widboom reported on City, County, College, School and Heron Lake Watershed Advisory meetings.</p> <p>District IV - Commissioner Demuth reported on the Minnesota Association of Community Corrections Act Counties Annual Conference.</p> <p>District V - Commissioner Linssen reported on Southern Prairie Community Care (S.P.C.C.), PrimeWest and Advocate.Connect.Educate. (A.C.E.) meetings.</p> <p>Management Team - Attorney Kathleen Kusz had no report.</p> <p>County Administration – Sue Luing had no report</p>
8.2	Correspondence
	<p><u>Attachments:</u> Recruitment Update Heron Lake Watershed District Administrator's Activity Report August 2018</p>

	Lewis & Clark Regional Water System Newsletter
8.3	Calendar <u>Attachments:</u> Commissioners Calendar – October 2018
9.0 Other / Future Business	<p>Coffee With Your Commissioner Tuesday, October 9, 2018 8:00 a.m. – 10:00 a.m. Center for Active Living, 211 11th Street, Worthington MN 56187</p> <p>Nobles Economic Opportunity Network (N.E.O.N.) Thursday, October 11, 2018 5:30 p.m. BioTechnology Advancement Center, 1527 Prairie Drive, Worthington MN 56187</p>
10.0 Adjournment	
<u>VOTING</u>	<p>It was duly passed to adjourn the meeting at 10:43 a.m. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.</p>



(Chairperson)



(County Administrator)