

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, April 2, 2019, 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 Widboom at 9:00 AM followed by the Pledge of Allegiance.

<b>1.0 Call to Order</b>	
<b>2.0 Pledge of Allegiance</b>	
<b>3.0 Approval of Agenda</b>	
<b><u>VOTING</u></b> It was duly passed to approve the agenda with addendum, adding items 7.7 Resolution Authorizing an Authorized Voter at Nobles Cooperative Electric Annual Meetings, 7.8 Nobles County Organizational Structure, and removing item 7.2 Proclamation of CareerForce Day in Nobles County – Resolution 201909. Motion by: Ahlers, Justin Seconded by: Demuth, Robert S.	
<b>4.0 Recognition</b>	
<b>4.1</b>	<b>Visitors &amp; Guests Welcome</b>
<b>4.2</b>	<b>Excellence In Performance</b>
	Lourdes Garibay, was acknowledged as the recipient of the Nobles County Excellence In Performance Award.
<b>5.0 Consent Agenda</b>	
<b>5.1</b>	<b>March 19, 2019 Regular Meeting Minutes</b> <b><u>Attachments:</u></b> March 19, 2019 Draft Regular Meeting Minutes
<b>5.2</b>	<b>Meetings &amp; Conferences – Travel Expenses</b> <b><u>Attachments:</u></b> Travel Expenses paid March 29, 2019
<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 Commissioner's Warrants – Public Works Commissioner's Warrants – Family Service Fund
<b><u>VOTING</u></b> It was duly passed to approve the Consent Agenda as presented. Moved by: Metz, Gene Seconded by: Linssen, Donald	

<b>6.0 Department Presentations</b>	
<b>6.1</b>	<b>Veterans Services – Bill Brockberg</b>
<b>A.</b>	<b>Departmental Update</b>
	<p>Bill "Brock" Brockberg, Nobles County Veterans Service Officer, presented the Board with information in the area of the Veterans Service department and the 2019 American Legion Nobles County Government Day event. The Veterans Service Client program showed 2,623 transactions which does not account for all phone calls, notations or hospital visits. As a county population of 21,729, there are 1,431 Veterans being served according to his records. The total economic impact of the Nobles County Veterans Service office was \$7,207,000 in 2017 which includes compensation pension, educational/vocational rehabilitation, insurance and medical benefits. The 2018 calculation was not yet available.</p> <p>The goal of the Veterans transportation van is 100 miles a month for at least 8 Veterans and the minimum is being exceeded. Mr. Brockberg is currently advertising for volunteer drivers.</p> <p>Mr. Brockberg asked that the Commissioners formally approve his Departmental Report to the Commissioners.</p> <p><b><u>Attachments:</u></b> 2019 American Legion Nobles County Government Day</p>
<b><u>VOTING</u></b>	
<p>It was duly passed to approve the report of the Veterans Service Officer.  Moved by: Linssen, Donald  Seconded by: Metz, Gene</p>	
<b>6.2</b>	<b>A.C.E. of SW Minnesota – Joanne Bartosh</b>
<b>A.</b>	<b>National Service Recognition Day – County Proclamation</b>
	<p>On March 19, 2019, the Nobles County Board of Commissioners adopted Resolution 201907 proclaiming April 2, 2019 as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our community, to thank those who serve; and to find ways to give back to their communities.</p> <p>Joanne Bartosh, A.C.E. Aging &amp; Volunter Services Coordinator, accompanied by A.C.E. Volunteers Bernice Camry, Mary Batcheller and Nancy Marco, presented the Board with a summary of the total volunteers, recorded hours and total savings contributions in Nobles County. Ms. Bartosh advised all who volunteer are investing in the community. With 438 total active volunteers in Nobles County, there were 51,118 total recorded hours of service in 2018, the equivalent of 24.5 full-time employees. The total A.C.E. volunteers in SW MN were 2,702.</p> <p><b><u>Attachments/Handouts:</u></b>  Resolution 201907 adopted March 19, 2019  A.C.E. of SW Minnesota 2018 Summary</p>
<b>6.3</b>	<b>Public Works – Stephen Schnieder</b>
<b>A.</b>	<b>Support for Tranportation Funding – Resolution 201910</b>
	<p>Stephen Schnieder, Public Works Director/County Engineer, presented the Board with information and a recommendation in the area of a resolution developed by the Association of Minnesota Counties (AMC) in support of increasing State Funding for transportation. Mr. Schnieder advised Nobles County has 465 miles of County State Aid Highways and County Roads.</p>

	<b><u>Attachments:</u></b> Resolution 201910
<b><u>VOTING</u></b>	
It was duly passed to adopt Resolution 201910 as follows:	
<p>WHEREAS Minnesota Counties maintain 30,742 miles of County State Aid Highway (CSAH) roads and 14,141 miles of county roads, totaling over 30% of the state's roadways; and</p> <p>WHEREAS the total annual need is \$1.084 billion over the next 25 years just to maintain the current CSAH and county road system, not including expansion; and</p> <p>WHEREAS the annual funding gap for counties has resulted in deferring basic maintenance, delaying expansion projects with resulting safety concerns, mounting congestion, and missed economic growth for businesses and commuters; and</p> <p>WHEREAS a comprehensive and sustainable transportation solution should include robust funding for roads, bridges, and transit, and address the varying needs in different parts of the state; and</p> <p>WHEREAS increased funding for Minnesota's Highway User Tax Distribution Fund would provide additional, stable funds for Mn/DOT, all 87 counties, all cities with a population of 5,000 or more, and townships across the state;</p> <p>NOW THEREFORE BE IT RESOLVED that the Nobles County Board of Commissioners encourages the Minnesota Legislature to pass and the Governor to sign a bill that brings adequate funding to Minnesota's statewide transportation system.</p>	
Moved by: Ahlers, Justin	
Seconded by: Demuth, Robert S.	
<b>B.</b>	<b>Mower Replacement</b>
	Mr. Schnieder presented the Board with information and a recommendation in the area of authorization for the replacement of two used mowers. Mr. Schnieder advised mowers have a life span of around 5 years, require more maintenance and repair than other pieces of equipment and trade in value is less than 50% of the purchase price after 5 years. Mr. Schnieder recommended that for \$7,500, Nobles County would receive 2 new mowers and the replacement costs for budgeted equipment is under the estimates so there is funding in the budget to make this change at this time.
<b><u>VOTING</u></b>	
It was duly passed to approve the 2 mower replacements now and then replacing for \$1,000 a piece each year as presented.	
Moved by: Demuth, Robert S.	
Seconded by: Metz, Gene	
<b>6.4</b>	<b>Auditor/Treasurer – Joyce Jacobs</b>
<b>A.</b>	<b>Year End Reports</b>
	<p>Joyce Jacobs, Auditor/Treasurer, presented the Board with information and recommendations in the area of 2018 Year End Reports.</p> <p><b><u>Attachments:</u></b></p> <p>NC Cash &amp; Investments Collateral Report – December 31, 2018</p> <p>Taxes Delinquent as of January 2, 2019</p> <p>NC Auditor-Treasurer Report of Tax Delinquency</p> <p>Nobles County – Unpaid Taxes as of December 31, 2018</p> <p>Nobles County Auditor-Treasurer's Report Cash and Investments as of Dec. 31, 2018</p>

**VOTING**

It was duly passed to accept the two Cash and Investment Reports as of December 31, 2018.

Moved by: Linssen, Donald

Seconded by: Metz, Gene

**VOTING**

It was duly passed to approve the same financial institutions as designated depositories for Nobles County public funds for 2019.

Moved by: Ahlers, Justin

Seconded by: Widboom, Matt

**B. Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License – Worthington Elks Lodge 2287**

Ms. Jacobs presented the Board with information and a recommendation in the area of a temporary on-sale liquor license for a special event.

**Attachments:**

Application

Nobles County Sheriff Recommendation

Certificate of Liability Insurance

**VOTING**

It was duly passed to approve the application from the Worthington Elks Lodge 2287 for a temporary on-sale liquor license for their one day event scheduled for June 21<sup>st</sup>, 2019 which will be held at 12171 Erickson Ave, Wilmont, located in Wilmont Township.

Moved by: Metz, Gene

Seconded by: Demuth, Robert S.

**7.0 Administration Presentation – Tom Johnson**

**7.1 Summary of Closed Session**

County Board Chairperson, Matt Widboom, provided a summary of the closed session meeting held on Tuesday, March 19, 2019 pursuant to Minnesota Statute §13D.05 Subd. 3(a) to evaluate the performance of the County Administrator in accordance with his employment agreement.

The standard county personnel evaluation form was used and Administrator Johnson was ranked in each category by each Commissioner. Rankings varied by Commissioner and by category, all being between 3 and 5. Overall Administrator Johnson received a very satisfactory evaluation. The Commissioners extended their gratitude to Mr. Johnson for all his hard work.

**7.3 Family Homeless Prevention and Assistance Program – Resolution 201911**

Mr. Johnson advised of a request from the United Community Action Partnership (UCAP) to support its application and implementation of the proposed Family Homeless Prevention and Assistance Program for the period of July 1, 2019 to June 20, 2021. Southeastern MN Opportunity Council used to provide these services but when a staff member retired, the decision was made to discontinue providing these services. There is no cost to the County for UCAP to provide these services.

**Attachments:**

United Community Action Partnership Request

Resolution 201911

**VOTING**

It was duly passed to adopt Resolution 201911 as follows:

**WHEREAS**, the Minnesota Housing Finance Agency has made available Family Homeless Prevention and Assistance Program grant monies to encourage and support innovation at the local level to help prevent homelessness, reduce the length of homeless episodes, and reduce repeated episodes of homelessness, and  
**WHEREAS**, Area service providers who administer programs that address families crisis needs have identified gaps within the service delivery system, and  
**WHEREAS**, Area service providers who administer programs that address families crisis needs have identified strategies to address the identified service gaps,  
**WHEREAS**, Area service providers wish to continue to work together to coordinate their services and improve the service delivery system,  
**WHEREAS**, United Community Action Partnership desires to make an application on behalf of the area service providers for funds to address these identified problems,  
**NOW THEREFORE BE IT RESOLVED** that the County of Nobles agrees to support United Community Action Partnership in its application and implementation of the proposed Family Homeless Prevention and Assistance Program for the period of July 1, 2019 to June 30, 2021.

Moved by: Ahlers, Justin  
 Seconded by: Metz, Gene

<b>7.4</b>	<b>2019 Board Appointments – Worthington Ice Arena Committee</b>
	<p>Mr. Johnson advised of a request to appoint 2 members to the Worthington Ice Arena Committee to review a plan for the Worthington Ice Arena to provide feedback to the City Council. Chairperson Widboom volunteered as a representative of the Fair Board. Discussion was held if there were any employees who were members of the Hockey Association had a stake in the Worthington Ice Arena. Cathy Roos, Administrative Assistant, was suggested and Mrs. Roos consented to being appointed.</p> <p><b><u>Attachments:</u></b>          City of Worthington Request          2019 Committee Appointments</p>
<p><b><u>VOTING</u></b>          It was duly passed to appoint Matt Widboom and Cathy Roos to the Committee to review a plan for the Worthington Ice Arena.          Moved by: Ahlers, Justin          Seconded by: Demuth, Robert S.</p>	
<b>7.5</b>	<b>Request for Payment – Jeppesen Gravel</b>
	<p>Mr. Johnson presented the Board with information and a recommendation in the area of a request for payment to Jeppesen Gravel in accordance with their contract for the demolition of a building on tax forfeited parcel 29-0024-000.</p> <p><b><u>Attachments:</u></b>          Invoice</p>
<p><b><u>VOTING</u></b>          It was duly passed to approve payment to Jeppesen Gravel in the amount of \$49,850.00 as presented for the demolition of tax forfeited parcel 29-0024-000 at 127 Thompson Ave N, Rushmore MN.          Moved by: Metz, Gene          Seconded by: Widboom, Matt</p>	
<b>7.6</b>	<b>Joint Powers Agreement between the Counties served by RRRWS to guarantee the payment of G.O. Bonds</b>
	<p>Mr. Johnson presented the Board with information and a recommendation in the area of a request ffrom the attorney for Red Rock Rural Water System for Nobles County to</p>

	<p>approve a Joint Powers Agreement between 9 counties that guarantees the payment of General Obligation Bonds estimated at \$1.4 million to commence a construction project in 2019 known as the 2019 Water Tower Maintenance and Meter Replacement Project. Red Rock does not have the legal authority to issue G.O. Bonds so Cottonwood County would issue the Bonds and Red Rock is responsible to make the bond payments. Red Rock’s Engineers calculated that Red Rock covers 1,441 square miles and Nobles County is served in 2 square miles, so if Red Rock defaults on the bond, Nobles County would be responsible for 0.1% of the bond.</p> <p><b><u>Attachments:</u></b> Schramel Law Office Email – Request Joint Powers Agreement</p>
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**VOTING**  
It was duly passed to authorize the County Administrator to sign, on behalf of Nobles County, a Joint Powers Agreement between the Counties served by Red Rock Rural Water System to guarantee the payment of General Obligation Bonds, estimated at \$1.4 million to commence a construction project in 2019 known as the 2019 Water Tower Maintenance and Meter Replacement Project.  
Moved by: Ahlers, Justin  
Seconded by: Linssen, Donald

7.7	<b>Resolution Authorizing an Authorized Voter at Nobles County Cooperative Annual Meetings</b>
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	<p>Mr. Johnson advised of a request received from the Nobles Cooperative Electric to designate a person to represent Nobles County, and vote on matters at, or before , the annual meeting. Discussion was held that 3 out of 5 Commissioners already had voting rights at the Annual Meetings for private services. Commissioner Demuth volunteered to represent the County.</p> <p><b><u>Attachments:</u></b> Nobles Cooperative Request Proposed Resolution</p>
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**VOTING**  
It was duly passed to adopt the proposed Resolution as follows:

**WHEREAS**, NOBLES COUNTY AUD/TREAS (the “Company“) is a member of Nobles Cooperative Electric, Member Number 10485;  
**WHEREAS**, as a member of Nobles Cooperative Electric, the Company is entitled to Vote at the Nobles Cooperative Electric Annual Meeting;

**RESOLUTION**

**RESOLVED**, that the Company hereby authorizes Robert S. Demuth, Jr. to vote on behalf of the Company at Nobles Cooperative Electric Annual Meetings.

**RESOLVED**, that this Resolutuion shall remain in full force and effect at all future Nobles Cooperative Electric Annual Meetings until Nobles Cooperative Electric receives written notice from the Company that this Resolution has been amended or revoked.

**RESOLVED**, that if this Resolution is amended or revoked, the Company shall provide written notice to Nobles Cooperative Electric of such amendment or revocation.

Moved by: Metz, Gene  
Seconded by: Ahlers, Justin

7.8	<b>Nobles County Organizational Structure</b>
	<p>The Board of Commissioners invited Stephen Schnieder, Public Works Director/County Engineer, Joyce Jacobs, Auditor-Treasurer, and Jerry Vyskocil, Finance Director, to the presenter's table to participate in discussion on the structure of the current Cost Accountant position.</p> <p>Mr. Schnieder advised his understanding was when this position moved to the Finance department, the position description was the same except for no longer a supervisory position and that it would work between Finance and Public Works. Mr. Schnieder advised he felt it was not working as well as it was intended. Moving the position back to Public Works would improve efficiencies, productivity and connectivity. This position accounts for state funding and checks and balances is a big part of the job and moving it to Finance has created a lot of disruption.</p> <p>Ms. Jacobs advised she has had conversations about relocating the Ditch Coordinator out to Public Works as it would improve efficiencies and was hoping the Cost Account could also provide support for the Ditch Coordinator.</p> <p>Mr. Vyskocil advised he understands Mr. Schnieder's frustration but wanted to clarify that when the job description was rewritten from Office Manager-Accountant to Cost Accountant, the office manager and clerical duties were removed. Also, the Cost Accountant has been doing county wide accounting duties. Discussion has been held working towards having centralized accounting where Community Services would also be included.</p> <p>Mr. Johnson advised the intent has been to create a robust accounting/finance department and get the right professionals together, but this has been a challenge with 2 recent resignations. From an audit perspective, it is good to have the accounting/finance group together.</p> <p>Mr. Schnieder advised there is a misunderstanding of what the Cost Accountant does for Public Works. This position works with contracts, reporting to the State for funding, and pulling out some of those clerical items disrupts the whole process. It's not just data entry into a spreadsheet. This position requires management of contract documents and annual reports and if there is not the interconnectivity, they can't function together as a unit.</p> <p>Commissioner Ahlers stated he understood the ultimate goal for the accounting/finance department and advised that there have been some growing pains, but at this time felt the Cost Accountant should be integrated back at Public Works and integrating the GIS/Ditches will be an asset when we get to that point.</p> <p>Sue Luing, Human Resources Director, asked the Board and Department Heads to remember that the Cost Accountant job description would have to be reviewed and resubmitted for classification, which takes approximately 1 week, prior to any changes, and we are currently advertising for the Cost Accountant position.</p> <p>Mr. Schnieder advised the old job description of Office Manager – Accountant was reviewed through the Comparable Worth Study and is ready to use.</p> <p>Discussion was held that the former employee's position was different and included supervisory duties. Mr. Schnieder advised he would like to go back to the old job description as he could not recall any duties prior not needed. Ms. Luing advised it is best to look at the current needs.</p> <p>Commissioner Metz questioned if there is access to part-time help and Mr. Schnieder advised that not all counties are using the same programs and that so far no one was available.</p> <p>Chairperson Widboom suggested directing Administration to stop the recruitment process and re-evaluate with Public Works Director Schnieder and other parties and bring back to the next Board meeting with the position housed at Public Works.</p> <p>Commissioner Ahlers stated a formal motion was in order.</p>

	<b>Attachment:</b> Nobles County Organizational Chart 2017
<b>VOTING</b>	It was approved to direct staff to look at the job description with management for parties involved looking at the long term and provide updates at the next Board meeting. Moved by: Metz, Gene Seconded by: Ahlers, Justin In Favor: Ahlers, Justin; Metz, Gene; Demuth, Robert S. Opposed: Widboom, Matt; Linssen, Donald
<b>VOTING</b>	It was duly passed to cease the hiring process for Cost Accountant as it is advertised today. Moved by: Ahlers, Justin Seconded by: Metz, Gene
	Discussion was held to clarify that the action taken did not include moving the Cost Accountant to Public Works; it was only included in prior discussion. The organizational structure from 2017 will be updated in the near future.
<b>8.0 Inter-Agency Reports / Announcements</b>	
<b>8.1</b>	<b>Committee and Board Reports</b>
	District I - Commissioner Ahlers reported on Rock-Nobles Community Corrections, Heron Lake Watershed District and Nobles County Historical Society.  District II - Commissioner Metz reported on Counties Providing Technology.  District III - Commissioner Widboom reported on the Southwest Regional Development Commission transportation meeting.  District IV - Commissioner Demuth reported on the Okabena Ocheda Watershed District meeting.  District V - Commissioner Linssen had no report.  Management Team - Attorney Kathleen Kusz reported on an upcoming Land Use Training.  County Administration – Administrator Tom Johnson reported on Emergency Management, flood damage updates and a potential road tour. <b>Attachments:</b> OOWD Board of Mgrs Regular Mtg Minutes March 5, 2019
<b>8.2</b>	<b>Correspondence</b> <b>Attachments:</b> Recruitment Update BWSR Notice of Filing of Boundary Change Petition by OOWD and KLRWD CareerForce Open House Invitation April 15, 2019 Lewis & Clark Regional Water System Explorer Newsletter Winter 2019 Worthington Cemetery Association 2019 Appropriation Payment
<b>8.3</b>	<b>Calendar</b> <b>Attachment:</b> Commissioners Calendar – April 2019



**9.0 Other / Future Business**

**2019 American Legion Nobles County Government CDay**

Farmers'r Room, Government Center, 315 10th Street, Worthington MN

Presentations begin at 11:10 a.m.

Administrator/Interim Emerg. Mgr/Commissioner Introductions: 12:00 noon; lunch to follow

**Nobles Economic Opportunity Network (N.E.O.N.)**

Thursday, April 4, 2019 5:30 p.m. – 7:00 p.m.

BioTechnology Advancement Center, 1527 Prairie Drive, Worthington MN

**Township Association Annual Meeting**

Tuesday, April 9, 2019 6:00 p.m.

Worthington Elks Lodge #2287, 1105 2nd Avenue, Worthington MN

**CareerForce Open House**

Monday, April 15, 2019 10:30 a.m. – 1:00 p.m.; Program at 11:00 a.m.

Nobles County Government Center, 318 Ninth Street, Worthington MN

It was noted that the CareerForce Open House for April 15<sup>th</sup> has been postponed.

**10.0 Adjournment**

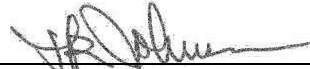
**VOTING**

It was duly passed to adjourn the meeting at 10:48 a.m.

Moved by: Linssen, Donald

Seconded by: Metz, Gene

  
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(Chairperson)

  
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(County Administrator)