

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, December 3, 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 3:00 PM 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 as presented. Motion by: Ahlers, Justin Seconded by: Linssen, Donald	
4.0 Recognition	
4.1	Visitors & Guests Welcome
5.0 Consent Agenda	
5.1	November 19, 2019 Regular Meeting Minutes <u>Attachments:</u> November 19, 2019 Draft Regular Meeting Minutes
5.2	2020-2021 Fraud Investigation Cooperative Agreement <u>Attachments:</u> Plan of Cooperation
5.3	Minnesota State/County Child Support Program Cooperative Agreement Renewal 2020-2021 <u>Attachments:</u> Child Support Interagency Cooperative Attachment A
5.4	2020 United Community Action Partnership Transportation Agreement <u>Attachments:</u> Transportation Service Contract
5.5	Meetings & Conferences – Travel Expenses <u>Attachments:</u> Travel Expenses paid November 22, 2019 Travel Expenses paid Board November 22, 2019
5.6	PCard/Auditor's Warrants <u>Attachments:</u> Accounts Payable Summary Auditor's Warrants

VOTING

It was duly passed to approve the Consent Agenda as presented.

Moved by: Metz, Gene

Seconded by: Demuth, Robert S.

6.0 Department Presentations

6.2 Environmental Services – Kathy Henderschiedt

A. Rupp, Anderson, Squires & Waldspurgen, P.A. – Retainer for 2020

Attachments:

Zoning Retainer

Kathy Henderschiedt, Environmental Services, presented the Board with information regarding the retainer for Scott Anderson of Rupp, Anderson, Squires & Waldspurgen, P.A. to provide advice and consultation on zoning issues as well as ongoing training for Board of Adjustment and Planning and Zoning Committees. The fee for 2020 is \$4,800 which is a \$600 increase from 2019. The retainer also allows for Nobles County to collaborate with Mr. Anderson’s staff for research.

VOTING

It was duly passed to continue the retainer with Rupp, Anderson, Squires & Waldspurgen for 2020.

Moved by: Ahlers, Justin

Seconded by: Widboom, Matt.

6.1 Public Works – Stephen Schnieder

A. Municipal State Aid Construction Projects

Stephen Schnieder, Public Works Director, presented the board with information regarding the balance in a fund for construction work in Municipalities under 5,000 populations. Each year the county receives an allotment and currently the balance is \$870,000. If some of the money is not spent by the end of 2020 there is a penalty – a reduction of the funds. There are 3 projects identified for pavement rehabilitation

1. County State Aid Highway (CSAH) 1 in Brewster
2. CSAH 31 in Lismore
3. CSAH 29 in Wilmont

Each of these projects are required to meet the Americans with Disabilities Act standards for accessibility.

It was recommended to the board to authorize funding for the 3 projects included in the 2020 budget.

VOTING

It was duly approved to authorize planning of the 3 projects listed and the funding be included in the 2020 budget.

Moved by: Metz, Gene

Seconded by: Demuth, Robert S.

6.3 Community Services – Beth Mahoney

A. 2020 University of South Dakota Division of Health Affairs Affiliation Agreement

Attachments:

Affiliation Agreement

Beth Mahoney, Community Services, presented the board with an affiliation agreement to provide a Social Work internship opportunity for students in the BA program at South Dakota State University. The agreement would be from January 1, 2020 to January 1, 2021. It was recommended to the board to approve the affiliation.

VOTING

It was duly passed to approve the 2020 University of South Dakota Division of Health Affairs Agreement.

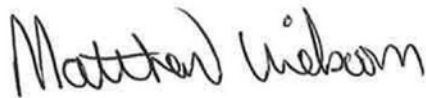
Moved by: Ahlers, Justin

Seconded by: Linssen, Donald

6.4	Human Resources – Sue Luig
A.	Personnel Policy P-216 Non Pension Benefits
	Sue Luig, Human Resource Director, presented the board with the updated Personnel Policy P-216 Non Pension Benefits. It was recommended to the board to approve the personnel policy as presented.
<u>VOTING</u>	
It was duly passed to approve the revised policy P-216 Non Pension Benefits effective 1/1/2020. Moved by: Demuth, Robert S. Seconded by: Metz, Gene	
7.0	Administration Presentations – Tom Johnson
7.1	Clifton Larson Allen Audit Engagement <u>Attachments:</u> Audit Engagement Letter
	Tom Johnson presented to the board the contract from CLA for the 2019 annual audit. It was recommended to the board to approve the 2019 year end audit letter of engagement.
<u>VOTING</u>	
It was duly passed to approve the letter of engagement from CLA. Moved by: Linssen, Donald Seconded by: Ahlers, Justin	
7.2	Floor Scrubber
	It was presented to the board options for purchase of a new floor scrubber/sweeper. Currently, manually sweeping the floor of a garage takes 3-4 hours. Mr. Johnson proposed looking for a refurbished piece of equipment. There was discussion on this being a time sensitive item. The garage floor is showing signs of wear from salt and other factors. Commissioner Widboom was in favor of purchasing a new piece of equipment vs. refurbished.
<u>VOTING</u>	
It was duly agreed to table the purchase of a new shop floor scrubber/sweeper. Moved by: Metz, Gene Seconded by: Ahlers, Justin	
7.3	PJC Signage <u>Attachments:</u> PJC Signage Quotes
	It was presented to the board three different quotes for new signage at the PJC public entrance. It was recommended to the board for Administration to develop an agreement with Behrends Signwork to complete the project as proposed.
<u>VOTING</u>	
It was duly approved to enter into an agreement with Behrends Signwork for PJC signage in the color of black. Moved by: Ahlers, Justin Seconded by: Linssen, Donald	
7.4	PJC Roof Closeout <u>Attachments:</u> PJC Roof Closeout Quotes
	It was presented to the board the completion of the PJC roof project. It was recommended to the board to approve the final payment to close out the project.
<u>VOTING</u>	
It was duly passed to approve the final closeout payment of \$26,160.60 to Gag Sheet Metal Moved by: Demuth, Robert S. Seconded by: Metz, Gene	

7.5	WREDC Steering Committee
	It was presented to the board that with the director of the WREDC leaving, the committee is waiting to hire a replacement and is forming a committee to determine what their goals are moving forward. Commissioner Ahlers mentioned including the smaller communities in future decisions and planning.
VOTING	
It was duly passed to appoint Commissioner Demuth to the WREDC Steering Committee. Moved by: Ahlers, Justin Seconded by: Metz, Gene	
7.6	Missouri River Watershed Partnership Joint Powers Board
	This item has no action needed. It will be brought to a later meeting to be discussed.
7.7	Budget
A.	Tom Johnson presented the board with three proposed positions for 2020. Each position will be voted on separately. 1. Deputy Auditor/Treasurer 2. Assistant Jail Administrator 3. Facilities Maintenance Technician Joyce Jacobs, Auditor/Treasurer, presented the board with her reasoning for requesting the new position and stated she would come back for board approval before filling any future vacancies.
VOTING	
It was duly passed to approve the Deputy Auditor/Treasurer Level 9 total cost of \$64,903. Moved by: Demuth, Robert S. Seconded by: Linssen, Donald	
B.	Kent Wilkening, Sheriff, presented the board with his request for a new full time Assistant Jail Administrator. This position is needed to be in compliance with the state. Since the jail is a regional facility and they regularly hold more than 60 inmates this position is required by the State. There was discussion and questions regarding this requested position and if this would help alleviate some work load or overtime with current employees. Sheriff Wilkening stated this position will get us in compliance with the state and will also allow for the possibility to bring more inmates to be housed in the jail – which would in turn increase revenue.
VOTING	
It was duly passed to approve the Assistant Jail Administrator Level 14 total cost of \$77,436. Moved by: Linssen, Donald Seconded by: Metz, Gene	
C.	Tom Johnson presented the board with a request for a Facilities Maintenance Technician. The majority of this position would be spent at the PJC.
VOTING	
It was duly passed to approve the Facilities Maintenance Technician Level 8 total cost of \$61,187. Moved by: Metz, Gene Seconded by: Widboom, Matt	
10.0 Inter-Agency Reports/Announcements	
10.1	Committee and Board Reports
	District I - Commissioner Ahlers, reported on Nobles County Historical Society. They kicked off their capital campaign. \$1.5 million is needed to finish the Armory restoration. District II - Commissioner Metz reported on the MN Energy Board. They are busy with projects.

	<p>District V - Commissioner Linssen reported on the recent ACE meeting. There were concerns regarding affordable health insurance. Solid Waste Committee met on forfeited properties and a safe yet affordable way to remove the property. LEC meeting, discussed the floor scrubber and the possibility of another outdoor building to house cars.</p> <p>District IV - Commissioner Demuth reported on Nobles County Historical Society Steering Committee. The project with the Armory restoration is moving forward.</p> <p>County Administration – No Report.</p> <p>District III - Commissioner Widboom – Reported on the Extension Education interviews and is hopeful for a job offer soon.</p>
10.2	<p>Correspondence Attachments: Recruitment Update Red Hot Chili Cook Off Heron Lake Watershed District Special Meeting Agenda 12/2/19</p>
10.3	<p>Calendar Attachments: Commissioners Calendar December 2019</p>
11.0	<p>Other / Future Business 2020 Public Proposed County Budget and Levy Meeting – December 3, 2019 6 P.M. Next Board Meeting – December 17, 2019 AMC Conference – December 8 – 11th, 2019</p>
12.0 Adjournment	
<p><u>VOTING</u> It was duly passed to adjourn the meeting at 3:59 P.M. Moved by: Demuth, Robert S. Seconded by: Metz, Gene</p>	



(Chairperson)



(County Administrator)