

BOARD OF COMMISSIONERS

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“In cooperation with our citizens, we improve the quality of life for individuals, families and communities by fostering a healthy economy and environment.”

“Looking forward with purpose”

MEETING NOTICE

Nobles County Board Work Session
Tuesday, December 31, 2019
8:30 A.M.

Farmers Room, 315 10th Street, Worthington MN

Proposed Agenda

- 1. Drainage System – Brad Harberts (8:30 A.M.)**
 - A. Drainage System Update
- 2. Public Works – Stephen Schnieder (8:40 A.M.)**
 - A. ½ Cent Sales Tax
 - B. Oshkosh Snow blower
- 3. Refugee Resettlement – UCAP, Michelle Jensen (9:00 A.M.)**
- 4. Emergency Management– Bruce Heitkamp (9:20 A.M.)**
 - A. Mutual Aid Grant
- 5. Administration – Tom Johnson (9:40 A.M.)**
 - A. Review Board Operating Rules
 - B. Review Proposed 2020 Meeting Calendar
 - C. Review Board Committee Appointments
 - D. Citizen Appointments
 - E. Legislative Discussion
 - F. 2020 Mileage Rate
 - G. Floor Scrubber

FIRST DISTRICT
Justin Ahlers

SECOND DISTRICT
Gene Metz

THIRD DISTRICT
Matt Widboom

FOURTH DISTRICT
Robert S. Demuth Jr.

FIFTH DISTRICT
Donald Linssen

H. BRRRA Washington D.C. Trip

6. **Other**

7. **Next Work Session:** Wednesday, January 29, 2019, Executive Conference Room

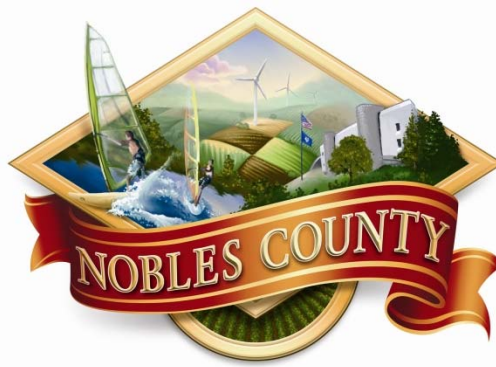
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COMMISSIONER BRIEFING

Mutual Aid Association Funding – Service Planning Grant for Mutual Fire-Aid Improvements Bruce Heitkamp, Deputy Administrator/Emergency Manager 10 Minutes

Identified Issue:

The Mutual Aid Association of Nobles County held a meeting on November 5, 2019. Attendee consensus suggested that Heitkamp apply for a grant to fund a study which will propose new mutual-aid fire protocols within Nobles County. The process of changing fire mutual-aid protocols and/or changing per-section township fees will likely create concerns from stakeholders (fire departments/City representatives, township officials, and/or residents). Heitkamp wants to introduce the mission of the project to the Commissioners. Sensitivity and fact-sharing are required for successful implementation.

Background Information / Possible Remedy:

Neighboring fire departments are closer in proximity to possible fire locations than many home-fire departments within Nobles County. It was suggested (11/5/19 meeting) that mutual aid protocols be established which enhances mutual aid (ex. a Box Alarm System). A closer-in-proximity department could then respond in a more-timely manner. Currently, Dispatchers are directed to call out the Fire Service District’s home department; and then that Chief determines if mutual aid is required.

Historically speaking; the shape and size of several Fire Districts have evolved over time. This is due to varied service fees being offered to Townships (and possibly other political forces). The process of Townships requesting services from one department to another created a competitive environment which continues to play a role in response times. This process also diminished department revenue which created additional operational concerns.

Glenville, MN’s Fire Chief, Matt Webb, verified that similar events occurred in Freeborn County, MN. The fire departments of Freeborn County now share a mil-rate based model in which revenue is determined by the building market value within every Fire Service District. That change standardized revenue streams and eliminated the varied cost factors for townships. Heitkamp suggests benchmarking off of Freeborn County’s model to standardize fire-service fees in Nobles County.

In an effort to assist, a Service Planning Grant application was submitted to the State Fire Marshall’s Service. A \$25,000.00 grant (5% match) would fund a study to identify mutual aid improvements. A January 26, 2019 grant meeting will determine this grant funding. Heitkamp is already receiving calls which share community dis-interest in participating in the study and/or concerns over creating mistrust between departments. The Commissioners need to be informed so they can assist in informing constituents of the facts and building confidence in the study findings; if funded through this grant.

Nobles County Board of Commissioners
Operating Rules & Guidelines

January 2019

Adopted January 8, 2019



DISTRICT I	Justin Ahlers
DISTRICT II	Gene Metz
DISTRICT III	Matt Widboom
DISTRICT IV	Robert S. Demuth, Jr.
DISTRICT V	Donald Linsen

County Administrator – Tom Johnson
www.co.nobles.mn.us

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I. Overview

A. Purpose

The Nobles County Board of Commissioners is the body charged by law with developing policies which guide the affairs of Nobles County. The County Board operates as a deliberative and legislative assembly, meeting to discuss and determine the direction and politics of the County within the confines of state and federal law.

The County Board functions within the statutory framework of Minnesota law. General duties, powers and responsibilities are found in Minnesota Statutes, primarily but not exclusively Chapters 370, 373 and 375. Minnesota Statutes supersede all bylaws, rules and policies established by the Board.

The Operating Rules & Guidelines of the Nobles County Board of Commissioners are intended to facilitate the transaction of business by the County Board and its committees. The following principles shall guide the County Board in its interpretation and application of the Rules.

B. Statement of Principles

The Operating Rules intend to strike a procedural balance that considers all principles and enunciates a specific process by which those principles interact and work. The rules are representative of the organization's vision, mission and core values.

Nobles County has implemented a comprehensive statement of organizational principles. The seven essential components of these principles include the following:

1. *Governing Nobles County.* Elected officials work in tandem with a strong, professionally managed work force to accomplish the goals and objectives of Nobles County.
2. *Commitment to our Customers.* Nobles County government will provide fiscally prudent, risk sensitive, cost-effective solutions, with the objective being to serve those who use our services to the best of our ability.
3. *Commitment to Staff.* Nobles County government is committed to providing a positive and healthy work environment. We are committed to preparing and educating our workers to provide quality services.
4. *Expectations of Each Other.* We expect honesty, integrity, and a commitment to the values of our organization without regard for position or title.
5. *Leading County Government.* Our goal is to create an organizational culture which fosters creativity, responsibility and a willingness to take reasonable risks with an acceptance of responsibility, accountability and authority.
6. *Measuring Government Performance.* We will monitor key performance indicators in an effort to continuously improve our services to our citizens.
7. *Open Government.* The County Board and Nobles County will be recognized as an organization with a high standard of excellence. We will accomplish this through engaging the citizens and local government agencies by being as transparent as the law allows using all media types to present easy to understand documents.

C. Effective Date

These rules & guidelines shall become effective upon passage by the County Board.

II. Amendments to the Operating Rules

Any member of the County Board may initiate action to amend the Operating Rules. Amendments to the Operating Rules may also be initiated by the County Administrator.

During the statutory meeting, the County Board shall review, amend if necessary, and adopt the Operating Rules for that calendar year.

At any time throughout the year, the County Board may amend (or suspend) the Operating Rules by an affirmative vote of the members. Changes shall be effective immediately upon passage.

The statute references included in the text are current as of the adoption of the Operating Rules. Any changes in statute or law affecting the rules will become effective at the same time the statute or law takes effect and will be reflected in the next adopted update of the rules.

III. County Board Organization

A. Membership

The Board of Commissioners consists of five (5) members elected from single-member districts apportioned on the basis of population as provided by law.

B. Commissioner Districts

The boundaries of commissioner districts, including the procedures to follow in the event that a redistricting is needed, are established pursuant to Minnesota Statute §375.025.

C. Terms of Office

The terms of each Board member is four years, except as otherwise established pursuant to Minnesota Statute §375.03. The term of office of all elective county officers shall begin on the first Monday in January of the odd-numbered year following their election pursuant to Minnesota Statute §204D.02 Subd. 2.

D. Vacancy

A vacancy in the office of County Commissioner is filled in one of two ways, pursuant to Minnesota Statute §375.101.

E. Officers

The County Board, at its statutory meeting (first Tuesday after the first Monday of each year), elects from its members a Chair and a Vice Chair. The Chair presides at the County Board meetings, decides on questions of order, subject to vote of the County Board, and signs all documents requiring signature on the Board's behalf. The Chair's signature, attested by the County Administrator, is binding as the signature of the County Board.

The County Board elects from its membership a Vice Chair at the same time and place and in the same manner as provided for the election of the Chair. The Vice Chair performs the duties of the Chair when the Chair is unable to perform those duties.

If the Chair and Vice Chair are absent from any meeting, the members present shall choose one of their members as temporary Chair, and all documents requiring the signature of the County Board shall be signed by a majority of it and attested to by the County Administrator (Minnesota Statute §375.13).

At the statutory meeting (and if applicable during the year), the Chair of the County Board shall have the authority to recommend committee chairs, appointment of members of the County Board to standing committees and other County Board-member appointed committees, organizations and groups, subject to approval by the County Board.

F. Compensation

County Board members receive as compensation for services an annual salary as set by resolution of the County Board. The salary must be established prior to the end of the preceding year, and is effective January 1 of the following year. The resolution shall contain a statement of the new salary as defined on an annual basis and must be published in the official County newspaper and one other newspaper of the County (Minnesota Statute §375.055).

County Board members shall also receive a per diem for attendance at assigned committee meetings. The per diem rate must be established prior to the end of the preceding year, and is effective January 1 of the following year. A commissioner may not collect more than one day's per diem pursuant to the same authority regardless of the number of hours spent performing work in a single day. Members of the county board shall not receive a per diem for service on the board of auditors, the board of equalization, or the canvassing board.

Pursuant to Minnesota Statute §375.055 the following committees shall be the per diem authority for commissioners serving on such bodies:

1. Extension Committee
2. Planning Advisory Commissions
3. Rock-Nobles Community Corrections

Per diems shall not be received for attendance at meetings for independent organizations and shall be listed separately on the committee assignments listing.

Prior to the effective date of a new salary, each County Board member shall have the option to accept or reject any salary increase in writing in a form prescribed by the County Board. Expense reports shall be completed per Personnel Policy P-239.

G. County Board Budget

The County Board is allocated an annual budget which includes salary, per diem, benefits, conferences, meetings and related expenses (e.g. telephone, office supplies). The County Administrator prepares quarterly reports on County Board budget expenditures.

IV. County Board Meetings

A. Regular Meetings

At the annual organizational meeting, the County Board shall adopt a schedule of regular board meetings for the upcoming year. The schedule will include the location, date and time of the meetings. During the year the schedule may be amended by vote of the County Board.

Unless otherwise stated, all regular meetings of the County Board will be convened in the Board of Commissioners' Room in the Nobles County Government Center, Worthington, Minnesota. All regular meetings of the County Board are open to the public.

Members of the public who are interested in following issues considered by the County Board may register their name, address and email address (if applicable) with the County Administration to be placed on the agenda distribution list.

B. Statutory Meeting

The County Board meets in the Board of Commissioners' Room in the Nobles County Government Center, for the transaction of business on the first Tuesday after the first Monday in January. The County Board transacts organizational business during this meeting, including:

1. Administration of the Oath of Office (if required)
2. Election of Officers
3. Appointment of Board Committee positions
4. Appointments to Serve on Inter-Agency Boards
5. Appointments to Serve on In-County Boards
6. Appointments to Serve as Liaisons
7. Appointment of Citizens to Serve on Advisory Committees
8. Authorization for Auditor-Treasurer to pay incidentals
9. Adopts the position allocation for each County Department
10. Fee Schedule
11. Legal Newspaper

C. Open Meeting Law

All meetings of the Nobles County Board and Board Committees are subject to the Open Meeting Law (Minnesota Statute §13D.01, 13D.02, and 13D.021).

A meeting governed by Minnesota Statutes may be conducted by interactive television as long as the following conditions are met (Minnesota Statute §13D.02):

1. All commissioners participating in the meeting can see and hear one another, all testimonies being presented and all discussions at any location where a member is present.
2. Members of the public present at each location can see and hear all discussions, testimony and votes of the commissioners.
3. At least one commissioner is physically present at the regular meeting location.
4. Each location where a member is present is open and accessible to the public.

If interactive television is used to conduct a meeting, members of the public shall be allowed to monitor the meeting electronically from a remote location to the extent possible. Persons choosing to monitor a meeting electronically may be required to pay for fees incurred for additional connections.

D. Closed Meetings

The County Board may hold closed meetings as authorized by Minnesota Statute §13D.03 and 13D.05. Business which may be considered in closed session is in accordance with the attorney/client privilege, to consider strategy for labor negotiations, to review the performance of the County Administrator, or as otherwise required or permitted by the Minnesota Open Meeting Law.

Before closing a meeting, the County Board will state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

E. Special/Emergency Meetings

Procedures to schedule any special or emergency meetings shall be in accordance with Minnesota Statute 13D.04.

Emergency meetings may be called and a good faith effort to provide notice of the meeting shall be made by telephone or a written message.

Special meetings shall be preceded by a minimum three days' notice, including a posting of the meeting notice and either (1) mailed or delivered notice to persons who have requested such notice, or (2) publication of the notice in the official newspaper.

Adjourned or reconvened meetings may be held at any specific time, date and place the Board may adopt without additional notice. However, the time, date and place must be publicly specified by the Board prior to adjourning the meeting.

Members of the County Board are entitled to ten days' notice of special board meetings. A meeting cannot be held without such notice unless each member has consented to holding a special meeting (Minnesota Statute §375.07).

The County Board may schedule work sessions, retreats, forums or additional meetings at such times and concerning such subjects as may be established by resolution of the Board. A schedule of such meetings shall be maintained in the County Administration Office. Work sessions and other informal meetings of the Board not regularly held, shall be subject to the same notice requirements of the Open Meeting Law.

A joint meeting with the Nobles County Board and any other political subdivision may be held within boundaries of either subdivision as will be specified in the meeting notice.

F. Public Hearings

From time to time, the County Board conducts formal public hearings. In addition to those required by law, the County Board may hold public hearings on matters of business when it decides that such hearings are in the best interest of the general public or issues under consideration. The order of business for public hearings generally follows this procedure:

1. Presiding officer opens the hearing and states the purpose.
2. Brief description of issue by County staff or other appropriate persons.

3. Presentation, if applicable, by affected or interested persons.
4. Open discussion by members of the general public.
5. Discussion by the County Board.
6. Public hearing closed by resolution.
7. Decision of the County Board.

At any time during the process, the County Board may address any questions as deemed appropriate.

The County Board may alter the public hearing procedure as needed to assure that the hearings are conducted in an orderly, fair and expeditious manner, including establishing reasonable time limits of five to ten minutes for speakers individually or on each side of the issue before the Board.

Rules adopted for public hearing procedures are intended to promote an orderly discussion, to give every person an opportunity to be heard and to ensure that no individual is embarrassed by exercising the right to free speech.

Individuals making comments shall first give their full name and address. This is required for an official record of the public hearing.

G. Audience Participation at Board Meetings

It is the intention of these rules to support the interest of the general public in following Board business during their meetings.

In an effort to encourage efficiency and early resolution of issues, the County Board recommends that citizens first contact staff to try to resolve matters before coming formally to the County Board meeting. In addition, the County Board recommends that new items of business or concerns be first considered by the appropriate Committee.

To the extent possible, interested citizens shall notify the County Administrator or designee of their intent to speak at the meeting and the issue to be discussed. The Administrator will notify the Chair.

Questions directed to the Board may not be answered immediately; however, all appropriate questions will be responded to in a timely and effective manner by the Board and/or County staff.

H. Broadcasting

The public is invited and encouraged to attend and participate in County Board meetings. Regular meetings of the County Board held in the Commissioners' Room are recorded for future reference and for broadcasting on local Channel 3. The schedule of the distribution and broadcast dates varies.

I. Quorum

A quorum is necessary for the transaction of business. A majority of the members of the Board constitutes a quorum and no business shall be transacted unless approved by a majority (three votes) of the whole County Board (Minnesota Statute §375.07). Less than a majority of members may convene a meeting, but no business may be transacted.

Each member participating in the meeting by interactive television shall be considered present at the meeting for purposes of determining a quorum.

Any County Board member who, for any reason, anticipates or plans an absence at any regular or special meeting is encouraged to contact the County Board Chair or the County Administrator to indicate his or her planned absence.

J. Role of Presiding Officer

The presiding officer of the meeting is the Chair. In the absence of the Chair, the presiding officer will be the Vice Chair. The duties and powers of the presiding officer include the following:

1. Preside at all meetings of the County Board.
2. Preserve order and decide questions raised by members subject to appeal to the Board.
3. To vote all questions regularly moved and to announce the result.
4. Review and comment on the draft agenda for each regular and special meeting of the Board.
5. Serve as representative of the Board in execution of contracts, orders, resolution, determinations and minutes of the Board and certification of tax rolls.

The Chair of the Board may make a motion and has the same voting rights and responsibilities as other members.

K. Addressing the Chair

Formal protocol is used when speaking to the County Board. The County Board Chair is addressed as “Mr. /Madam Chair.” Members of the County Board are addressed as “Commissioner (last name).”

Any member of the County Board, county staff or members of the public may speak on any matter before the County Board when recognized by the Chair and within established procedures as outlined in the rules.

L. County Administrator

The County Administrator or designee shall attend all meetings of the County Board. The County Administrator represents the staff at the meetings. The County Administrator may participate in the discussion or recommend a resolution or action to the County Board. A member of the Board may call on the County Administrator to participate in the discussion or provide a verbal recommendation on any subject pending before the Board.

The County Administrator or designee shall prepare a written agenda for all regular and special meetings of the County Board. The County Administrator or designee also:

1. Makes regular entries of all Board resolutions and decisions upon all questions;
2. Records the vote of each member on any question submitted to the Board;
3. Preserves and files all business acted upon by the Board;
4. Certifies, under seal of the county, copies of any and all resolutions or decisions of the Board;
5. Performs such further duties as designated by the Board; and
6. Leads collaborative efforts across County departments, county agencies and across county lines.

V. Conduct of Debate

A. Principles

The rules of Parliamentary Practice embodied in Robert's Rules of Order shall govern the Board in all cases applicable, except as modified by the rules herein and applicable Minnesota Statutes.

B. Parliamentarian

The Rules of Order governing County Board meetings shall be referred to the County Board Chair for interpretation and enforcement. The County Board Chair may consult with Board members and/or the County Attorney in interpreting and deciding upon rules and questions of order.

C. Role of the Chair

The Chair shall preside over the debate, ensuring equality and fairness in discussion. If necessary, the Chair may restate or ask the County Administrator or designee to restate the motion, who made the motion, and who seconded the motion, or to announce the result of the vote.

D. Suspension of the Rules

Any member of the Board may move for a suspension of the rules at any time during the debate; and, if in order and duly seconded, the Board will vote on the request.

If there is general consensus, the Board may suspend the rules without the formality of a motion. Such action may occur at any time.

E. Main Motion

The main motion in the form of a resolution shall be considered by the Board. A member may make only one main motion at a time. The Board member(s) may present an initial motion on the resolution and subsequently debate the question; or the Board member(s) may call upon staff for additional information prior to introduction of the motion.

The introduction of a main, or substantive motion, is out of order while another main motion is pending. While the question is under debate, no other motion shall be received or entertained except for procedural motions permitted in the rules.

F. Second Required

All motions before the Board shall be seconded prior to consideration by the Board. The second may occur after brief informal discussion. Subsequent to the second of the motion, formal debate may ensue between the members of the Board prior to the formal vote being called.

G. Amended Motion

Any motion may be amended at any time before it is adopted. The amended motion shall have precedence over an existing motion and may be discussed prior to being voted upon. If the amended motion fails, the main motion may proceed for consideration. If the amended motion passes, the amended motion

becomes the main motion and may proceed for consideration. Once an amended motion is voted upon, a second amended motion may be entertained.

H. Division of the Question

Upon the request of any Board member, a resolution in debate may be divided and separated into more than one action provided the Chair rules that the resolution will allow such a division. Each of the resulting resolutions must be complete to allow independent consideration and action.

I. Withdrawal of Motion

After a motion has been stated by the Chair, it is deemed to be in the possession of the Board, but may be withdrawn by the member introducing the motion at any time before a vote. The Chair must accept or reject the withdrawal request. This motion cannot be debated or amended. If the motion is withdrawn, the effect is the same as if it had never been made.

J. Discussion Procedures

The following operating rules shall guide debate:

1. Any Commissioner desiring to speak shall address the Chair, and not proceed until being recognized. When two or more members address the Chair at the same time, the Chair shall designate the order of speaking.
2. Upon recognition of the Chair, the board member making the motion has precedence to address the Board first, with the option of explaining the reasons why the motion is made. Subsequently the floor is open to any member of the board. There is no time limit for comments from individual Board members.
3. A member, once recognized, shall not be interrupted when speaking, unless it is to call that member to order. No member shall interrupt another in debate without his/her consent. To obtain such consent, he/she shall first address the Chair.

K. Adoption

A motion or resolution shall be adopted if approved by a majority of the whole Board (Minnesota Statute §375.07).

L. Procedural Motion

In addition to the substantive motions, the following procedural motions shall be in order. This is a partial list of those motions from Robert's Rules that are most often used. It is not intended to be a complete list.

These motions shall be considered in the following order of precedence as taken from Robert's Rules of Order:

1. Motion to Adjourn
2. Motion to Recess
3. Motion to Suspend the Rules
4. Motion for Division of the Question

5. Motion to Defer Consideration (Motion to Lay on the Table)
6. Call of the Previous Question
7. Motion to Postpone to Certain Time or Day
8. Motion to Refer to Committee
9. Motion to Amend
10. Motion to Reconsider

M. Voting

It is the duty of every member to vote. Voting shall be called by the Chair as those in favor signify by an “aye” vote and opposed use the same sign. Voting records are recorded as “duly passed” when a unanimous vote occurs, and “in favor”, “opposed” or “abstain” for issues not unanimous, by the County Administrator or designee and duly noted in the minutes.

VI. Types of Board Action

A. Resolution

The County Board takes formal action by resolution (Minnesota Statute §373.02) A motion may be introduced by any member of the County Board.

The main motion in the form of a resolution is the means by which a member may present a substantive proposal to the County Board for consideration and action. Since it is the basic motion for the transaction of business, only one subject may be considered at a time and the main motion may be proposed only when no other motion is before the County Board. (See Section IV).

B. Ordinance

The County Board may take formal action by ordinance (Minnesota Statute §375.51), also by a motion. An ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the affairs of the County. County Board action shall be taken by ordinance when required by law, to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty.

C. General Consensus

The County Board provides information direction by consensus. Informal direction is most often used to provide staff with preliminary Board perspective on a matter which will require future formal action by resolution or ordinance. Informal direction is also used to provide additional insight into formal actions previously taken. Informal direction standing alone does not establish Board policy or authorize action.

D. Policy Development

Authority for the development of policies in Nobles County is granted to the County Board through Minnesota Statute Chapter 373 (Counties, Powers, Duties, and Privileges), Minnesota Statute Chapter 375 (County Boards), and in other statutes.

With the powers granted within these statutes, the County Board may delegate certain authority, as appropriate, through Board resolutions. These delegations of authority may be rescinded at any time by the Board.

E. Notice of Resolution

Any members of the Board may introduce a resolution for consideration and action pursuant to general rules and operating procedure. A copy is provided to other Board members and the County Administrator and/or designee with as much advance notice as reasonable and practical.

The introduction of resolutions and ordinances during the Board meeting occurs by motion and second as more fully set forth in Section IV. Resolutions not included on the printed Board Agenda are referred to the appropriate Board Committee, unless they are included within one of the following categories, whereupon they may be considered by the Board without referral

1. Resolutions of commendation
2. Resolutions recommended for immediate approval by the County Administrator
3. Resolutions which no member objects to being considered
4. Resolutions on a matter of an urgent nature, or if some consequence or crisis will result due to inaction at the meeting.

The County Board may at any time refer an item or resolution to the appropriate Committee for further review and deliberation.

VII. County Board Agenda

A. Preparation and Distribution

The County Administrator or designee shall cause preparation of the agenda and supporting material for each regular and special meeting. Members of the Board may request an item to be placed on the Agenda by informing the County Administrator or designee prior to Tuesday of the week prior to the meeting.

Copies of the agenda and supporting material are made available to the County staff, public and media as appropriate. A distribution list is maintained in the County Administration Office. Members of the public who are interested in following issues considered by the Board may register their name, address and email address (if available) with County Administration to be placed on the agenda distribution list.

The agenda and minutes are available on the Nobles County Web site at www.co.nobles.mn.us.

B. Order of Business

The Order of Business for each regular meeting of the County Board shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Recognition
 - a. Visitors and Guests welcome
 - b. Excellence in Performance (generally the first meeting of the month)

- c. Service milestone recognition (generally the second meeting of the month)
 - d. Awards (if necessary)
5. Consent Agenda
6. Public Hearing (if necessary)
7. Special presentations
8. Department Presentations (if necessary)
 - a. Bid Letting (if necessary)
9. Administration Presentations
10. Inter-Agency Reports / Announcements
11. Other / Future Business (Future Meetings, Future Agenda Items)
12. Adjournment

Only items with content, of the 12 identified business components, will be included in the agenda. The Order of Business may be changed as needed to accomplish objectives and priorities of the meeting. The Order of Business may be changed at the recommendation of the Chair, any member of the Board or the County Administrator subject to County Board consensus.

C. Administration

Administration consists of items which are likely to require additional discussion and review. Items of business within Administration are generally considered individually and in the order of business as approved by the Board at the meeting.

D. Official Records

The County Administrator or designee shall cause preparation of the official minutes of each meeting. Board meeting minutes shall be kept in accordance with all provisions of statute in order to provide an accurate record of County Board actions. The record is not intended to be a verbatim transcript of all discussion and debate; the record is primarily a compilation of official actions.

The minutes of the County Board meeting shall be prepared and submitted for approval at the next succeeding County Board meeting. Official proceedings of County Board meetings shall be published in the official County newspaper (Minnesota Statute §375.12). The Official Board Proceedings are also distributed to interested parties and available on the County web site.

The official public record of County Board meetings is available in the County Administration Office.

VIII. Advisory Committees

A. Policy

The County Administrator maintains a complete list of all committees, including information on member terms and applicable term limits.

The County Board appoints individuals to various boards, committees or commissions, (hereinafter referred to as committees) which have been established by the County Board or pursuant to Minnesota

Statutes. Authority for establishment of the committees is prescribed in Minnesota Statutes and in Board Policy. The County Administrator will maintain a complete list of committees and their underlying source of creation.

The current list of committees is available in the County Administration office.

B. Role and Purpose of Committees

Each committee serves a statutory, policy, or operations purpose within Nobles County. Each committee may have specific staff assigned and designated to support its function. The function and reporting relationship to the Board varies from committee to committee.

Committees are established to serve a variety of functions. The fundamental purposes for utilizing committees in support of County government are:

1. To involve members of the public in the decision making process.
2. To meet requirements of state and federal law.
3. To ask residents to help define community standards and norms.
4. To provide technical expertise in certain areas.
5. To serve as advocates for the County.
6. To provide an independent sounding board for issues, ideas, and policy matters.

C. Reimbursements

Individuals appointed by the Board to committees may receive a per diem reimbursement for attendance at regular or special meetings of such committees and for meetings impacting the County which are not identified under the normal committee listing, but as approved by the County Board. Some committees are funded separately from the County and dictate per diems through their specific operating rules or bylaws. Per Diem levels may change from time to time by County Board adoption and/or Minnesota Statute.

D. Attendance Policy

Attendance and residency criteria are guided by each committee and the rules or bylaws they follow.

E. Residency Requirement

County Board appointees to committees may be allowed to retain their appointment upon failure to maintain a principal residence within the County and/or County Commissioner district from which they were appointed provided the respective committee supports the appointee remaining on the committee.

F. Resignations

It is the responsibility of each committee chair to inform County Administration of any resignations or vacancies. Administration will then initiate the process of filling the vacancy.

G. Notification

The committee chair shall inform the appointees at the initial yearly meeting, or at the first meeting attended by a member, of all applicable attendance policies, residency requirements and other pertinent information needed to perform the duties as a committee member.

H. Out of State Travel

Per Minnesota Statute §471.661 travel out of state requires pre-authorization, refer also to Administrative Policy, Article 11 and Personnel Policies P-239 & P-239/B.

I. Terms

The terms of the appointees to the various committees are for one, two and three years and vary per committee pursuant to Minnesota Statute, Board Policy and/or per the committee's respective operating rules or bylaws.

J. Ex-Officio Members

Ex-officio members on any committee are non-voting members.

K. Appointments of Chairs

Committees will select a chair for their respective committee per their own operating rules or bylaws.

L. Board Committees and Reporting Requirements

The Committees report their activities to the County Board as needed or on a periodic basis.

For the purpose of assisting the Board in carrying on its business, committees shall be formed and shall be composed of members as determined by resolution of the Board. Minutes of the committee meetings shall be kept and shall become official upon approval by the committee. Actions of the committees are generally considered recommendations to the County Board.

IX. Code of Ethics

A. Expectations

Effective County Government is premised upon public respect and confidence in the integrity and principles of the elected Board members. It is the belief of the County Board that the trust bestowed upon them as elected officials is of utmost importance in the relationship between themselves and the public. The ethical county official accepts the responsibility that his or her mission is that of servant and steward to the public.

While county officials agree on the need for proper conduct, they may experience personal conflict or differing view of values or loyalties. In such cases the principles contained in this Code of Ethics provide valuable guidance in reaching decisions which are governed, ultimately, by the dictates of the individual conscience of the public official and his or her commitment to the public good. Certain of these ethical principles are best expressed as positive statements: actions which should be taken; courses which should be followed; goals which should permeate both public and private conduct. Other principles are expressed as negative statements: actions to be avoided and conduct to be condemned.

B. In the execution of their official duties, all County Board members shall strive to:

1. Observe the highest moral and ethical standards.
2. Maintain and respect the confidentiality of private and confidential information.
3. Avoid discrimination against any person on the basis of race, color, sex, religion, creed, national origin, age, disability, sexual orientation, marital status, place of residence, or status with regard to public assistance.
4. Comply with the ethical obligations imposed by law, including Minnesota Statute §10A.07, 10A.071, 382.18, 471.87-471.895, including, where appropriate, disclosing conflicts of interest, abstaining from decision-making, eliminating conflicts of interest, and declining gifts.
5. Work to create a positive environment in public meetings where all individuals may feel comfortable in their roles as observers or participants.
6. Allow citizens, staff, or colleagues sufficient opportunity to present their views. Be tolerant, respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, staff or colleagues.
7. Properly administer the affairs of the county
8. Promote decisions which only benefit the public interest
9. Actively promote public confidence in county government
10. Keep safe all funds and other properties of the county
11. Conduct and perform the duties of the office diligently and promptly dispose of the business of the county.
12. Maintain a positive image to pass constant public scrutiny
13. Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility
14. Inject the prestige of the office into everyday dealings with the public employees and associates
15. Maintain a respectful attitude toward employees, other public officials, colleagues and associates
16. Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the county
17. Faithfully comply with all laws and regulations applicable to the county and impartially apply them to everyone

C. In the execution of their official duties, all County Board members shall not:

1. Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties
2. Improperly influence or attempt to influence other officials to act in his or her own benefit

X. Citizens

A. Public Communication

Individual citizen outreach. The County Board believes members of the public have the right to be informed of the Board's process and decisions and should have the opportunity to present their views to the Board. Meetings are open to the public. Board/Committee agendas are mailed to interested parties at their request. The County Board encourages the residents of Nobles County to participate in all aspects of the Board's business, including citizen committees, commissions and advisory groups.

Information/News Media outreach. Nobles County regularly produces and makes available for broadcast on cable access channels programming about specific issues of interest. County information is distributed through announcements to local news media and in articles provided by staff to local news publications.

Public Hearings. The County Board is interested in securing optimal public input on matters of business. In addition to hearings required by law, public hearings and open forums may be conducted at the discretion of the Board.

B. Responding to Correspondence/Inquiries/Complaints from Citizens

County Board members and staff are committed to customer service and will endeavor to provide timely and efficient response and communication to the citizens of Nobles County.

Written. Upon receipt of a written inquiry, request for information, or complaint about County business which has been sent to a Board member, upon notification and direction from County Administrator or designee, staff will confer with the member to determine the appropriate course of action. The inquiry will be handled as directed with the County Administrator or designee advising the Board member upon completion.

Telephone. Incoming telephone calls requesting a specific Board member are forwarded to the Board Member per his/her instructions. Administration staff will periodically review with Board members the preferred method of handling telephone inquiries. Every effort will be made to maintain open lines of communication between the Board members and their constituents.

Telephone calls requesting information about specific areas of County business are forwarded to the appropriate department. Customer service is of primary importance to the County Board and staff and an appropriate method of tracking the information requests and responses will be utilized.

XI. Staff Roles

A. County Administrator

The County Board has adopted the County Administrator form of government.

The position of County Administrator is established pursuant to Minnesota Statute §375A.06. The County Administrator is the administrative head of the County, responsible for the administration of the affairs of the County delegated to him/her by Minnesota Statute and the County Board. The County Board has approved a job description which outlines in detail the duties and responsibilities of the County Administrator.

In general, the County Administrator supervises the divisions and departments which function under the jurisdiction of the Nobles County Board. The County Administrator coordinates the various activities of the County, unifies the management of its affairs, and makes recommendations to the Board regarding the structure of County departments and functions, including reporting relationships, physical facilities and locations. The County Administrator is accountable for hiring, training, advising, motivating, disciplining and appraising the performance of subordinates. The County Administrator recommends the annual budget and long-range capital expenditure programs to the Board for approval.

The County Administrator recommends to the Board proposed policies concerning the administrative affairs of the County. The County Administrator will keep the Board informed, make recommendations, and comment upon legislative initiatives which affect the County and, as directed by the Board, will represent the County in its relations with other governments. The County Administrator recommends short- and long-term goals to the Board, and periodically measures organizational and individual accomplishments against goals, objectives, and timetables.

Functions which are deemed routine such as interpretation of policy and procedure, general constituent business, and/or research which require minimal time may be directed, by the Board or individual member, to the County Administrator or designee for action.

B. County Attorney

It is desired the County Attorney or designee attend all regular meetings of the County Board. During Board meetings, the County Attorney may offer advice that may be useful to the board in its deliberations pertaining to the laws and statutes governing works of the County Board. Board members may also call upon the County Attorney to participate in the discussions and issues being considered.

C. Staff

In certain instances Board members may want assistance from County staff or their involvement in evaluating policy and/or programmatic changes, whether from the Board or Nobles County citizens.

Board members who wish to initiate policy or program change are encouraged to first present such requests to the appropriate Committee for discussion and recommendations.

D. Legislative Protocol for Staff

Members of staff who choose to lobby on a policy issue that would affect the operations of the County are expected to abide by Administrative Policy – Article 12 – Legislative Protocols for County Employees.

2020

January						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
February						
S	M	T	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
March						
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22	23	24	25	26	27	28
29	30	31				
April						
S	M	T	W	Th	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
May						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
June						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
	Board Meetings - 9 AM, Commissioners Rm					
	Work Sessions - 8:30 AM, Exec. Conf. Rm					

July						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
August						
S	M	T	W	Th	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
September						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
October						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
November						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27*	28
29	30					
December						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
	Pay Day		#	Time Sheets Due		
	Holidays					

Approved Pending

Calendar is subject to change upon approval of the Nobles County Board

*November 27th is not an applicable holiday for Deputy and Correctional Officer Unions

**December 8th Board mtg 3pm followed by 6pm 2021 Public Proposed County Budget and Levy Mtg

2019 Committee Appointments

	PER DIEM Codes	COMMISSIONER AHLERS	COMMISSIONER METZ	COMMISSIONER WIDBOOM	COMMISSIONER DEMUTH	COMMISSIONER LINSSSEN	DATE ADOPTED	Notes
60/90 Corridor					D			Per Board Resolution 1/3/17
Advocate. Connect.Educate - A.C.E. (Formerly R.S.V.P.)					A	D		
Administrative Advisory Committee (Chair & Vice-Chair) (2)		D		D				
Aquatic Invasive Species Committee				A	D			Apptd 11/18/14, Alternate apptd 12/23/14
AMC - Ag Task Force		D	A					
AMC - Extension								
AMC District VIII Meetings		D	D	D	D	D		
AMC Futures								3x/year @ AMC-by invite only, no current
AMC Policy Meetings:		D	D	D	D	D		
Environment & Natural Resources		D						
General Government			D					
Health & Human Services					D			
Public Safety						D		
Transporation & Infrastructure				D				
AMC Quarterly Meetings		D	D	D	D	D		
AMC Sponsored Legislative Visits		D	D	D	D	D		
Annual Meetings & Banquets		D	D	D	D	D		
Art Center Board (Ex-Officio)				D				Per Board Resolution 2/6/18
Bio Science Jt. Powers Board		D			D			
Board of Canvas (Chair and Vice)		D		D				*Not Eligible for Per Diem
Budget Committee (Chair and Vice)		D		D				Per Board Resolution 7/21/15
Buffalo Ridge Regional Rail Authority (2)			D	D				
Cemetery Study Committee (County & City)						D		Per Board Resolution 4/3/2018
City Council Meetings		D	D	D	D	D		Adopted 5/7/13
Committee of the Whole (Ditch, Finance, Planning, Roads, etc)		D	D	D	D	D		If it benefits the county
Community Leadership Team (SHIP-Statewide Health Improvement Program)				D			8/20/2013	Meal & mileage will be reimbursed by SHIP funding.
Community Services Administrative Advisory Committee	Bill Comm. Services			D	D			
Counties Providing Technology Joint Powers			D		A			Per Board Resolution 7/12/18

2019 Committee Appointments

	PER DIEM Codes	COMMISSIONER AHLERS	COMMISSIONER METZ	COMMISSIONER WIDBOOM	COMMISSIONER DEMUTH	COMMISSIONER LINSSSEN	DATE ADOPTED	Notes
Ditches:		DISTRICT I	DISTRICT II	DISTRICT III	DISTRICT IV	DISTRICT V		Adopted Change 6/4/19 to appoint by district, not by Comm
Joint County (N & J) Jud. Ditch 4 (3 members)	Per Diem charge to Board	D	D	D			6/4/2019	Mileage charge to 24-611-6201
Joint County (M & N) Jud. Ditch 7 (2 members)	Per Diem charge to Board	D	D				6/4/2019	Mileage charge to 24-611-6201
Joint County (N & J) Jud. Ditch 9 (3 members)	Per Diem charge to Board	D	D	D			6/4/2019	Mileage charge to 24-611-6201
Joint County (M & N) Jud. Ditch 11 (2 members) District I to return as appointed (along with III) after Commissioner Ahlers has served his term(s) and/or there is no longer a conflict	Per Diem charge to Board		D	D			6/4/2019; 7/2/2019	Mileage charge to 24-611-6201
Joint County (N & M) Jud. Ditch 12 (3 members)	Per Diem charge to Board	D	D	D			6/4/2019	Mileage charge to 24-611-6201
Joint County (J & N) Jud. Ditch 13 (2 members): District I to return as appointed (along with III) after Commissioner Ahlers has served his term(s) and/or there is no longer a conflict	Per Diem charge to Board		D	D			6/4/2019	Mileage charge to 24-611-6201
Joint County (N & J) Jud. Ditch 17 (3 members)	Per Diem charge to Board	D	D	D			6/4/2019	Mileage charge to 24-611-6201
Joint County (M & N) Jud. Ditch 20 (2 members)	Per Diem charge to Board	D	D				6/4/2019	Mileage charge to 24-611-6201
Joint County (J & N) Jud. Ditch 24 (2 members)	Per Diem charge to Board	D		D			6/4/2019	Mileage charge to 24-611-6201
Joint County (M & N) Jud. Ditch 26 (2 members)	Per Diem charge to Board	D		D			6/4/2019	Mileage charge to 24-611-6201
Joint County (J & N) Jud. Ditch 45 (2 members)	Per Diem charge to Board	D		D			6/4/2019	Mileage charge to 24-611-6201
Joint County (N & J) Jud. Ditch 76 (3 members)	Per Diem charge to Board	D	D	D			6/4/2019	Mileage charge to 24-611-6201
Developmental Achievement Ctr (D.A.C.)					D			
District 8 Land Use & Environmental Task Force			D					
Emergency Management Planning Advisory Committee (EMPAC)	01-282-6201	D				D		\$35 + mileage 1-1-13
Employee Empowerment Team (E.E.T.)				A	D		1/7/2014	
Employee Wellness and Recognition (E.W.R.)		D	D	D	D	D		Adopted 11-8-16 ALL WILL ROTATE
Extension Committee (County & Regional)	01-600-603-6201 01-600-603.6105	D		D				Mileage \$45 per diem (increased from \$35, notified 12/5/13)
Family Services Collaborative (Family Connections)			D			A		
Heron Lake Watershed Board of Managers - LIAISON		D						per Board resolution 3/7/17 Governed by MN Statute 103D and HLWD Policies
Heron Lake Watershed Advisory Committee				D				per Board resolution 3/7/17 Governed by MN Statute 103D and HLWD Policies
Investment Advisory Committee (Chair & Permanent Member as Delegate) (2)		D				D		
Joint City, County, School Operations Committee				D	D			
Joint Planning Commission (Jt. Jurisdictional)	03-330-175-6105			D	D	A		
Joint Powers Authority Board Missouri River Watershed Partnership								
Joint Powers Transit Authority (Prairieland Transportation) (2)		D				D		
Kanaranzi-Little Rock Joint Powers			D					Governed by MN Statute 103D
Kanaranzi-Little Rock Watershed Board			D					Governed by MN Statute 103D
Land Integration Compliance Committee (GIS)			D			A		
Law Library (Chairperson)				D				
Library Board	21-511-6105		D	A				\$35.00

2019 Committee Appointments

	PER DIEM Codes	COMMISSIONER AHLERS	COMMISSIONER METZ	COMMISSIONER WIDBOOM	COMMISSIONER DEMUTH	COMMISSIONER LINSSEN	DATE ADOPTED	Notes
Management Team		D	D	D	D	D	1/7/2014	

2019 Committee Appointments

	PER DIEM Codes	COMMISSIONER AHLERS	COMMISSIONER METZ	COMMISSIONER WIDBOOM	COMMISSIONER DEMUTH	COMMISSIONER LINSSSEN	DATE ADOPTED	Notes
Mental Health Local Advisory Council (LAC)				D			1/22/2013	
Minnesota Counties Intergovernmental Trust Board of Directors		D			A			
Nobles Cooperative Electric Annual Meetings					D			Adopted Resolution 201912 4/2/19
Nobles County Fair Association		A		D				Per Board Resolution 1/5/16
Nobles County Historical Society		D				A	5/20/2014	
Nobles County Housing & Redevelopment Authority		D	D	D	D	D		
Nobles Economic Opportunity Network (NEON)		D	D	D	D	D		approved 10-7-14
Noxious Weed Appeals Committee	03-330-175-6105	D	D					
Okabena-Ocheda Watershed Advisory Committee					D			Governed by MN Statute 103D
One Watershed One Plan	03-330-391-6105 and 6201		D		A			
Park Board	03-505-6105	A				D		\$35 + mileage
PJC Joint Operations Committee (2)		A		D		D		
Planning Advisory Commission	03-330-175-6105		A		D			\$50 + mileage
Plum Creek Library System			D					
PrimeWest					A	D	6/4/2019	
Public Safety Advisory Committee (2)		D				D		
Regional Solid Waste Task Force	03-330-382-6105		A			D		Quarterly
Revolving Loan Fund Review Committee			D			D		
Rock-Nobles Community Corrections Executive Board	Expenses are turned in directly to Rock County	D			D			\$50 Change made 4-10-10
Rural Minnesota Energy Task Force (RMEB)			D	A				
Soil & Water Conservation District					D			
Southern Prairie Community Care			A			D		
State Community Health Services Advisory (SCHSAC)	Bill to travel 2/27/12 05-450-460-0000-6201			D	A			State does pay mileage not registration
SW Emergency Medical Services		A				D		SWEMS pays mileage
SW Minnesota Adult Mental Health Consortium - Jt Powers			A	D				
SW Regional Radio Advisory Board					D			
S.M.O.C. (2)			D	D				***Meeting dates have changed to 3rd Monday of month
S.R.D.C.	Paid by SRDC			D				\$50
Toward Zero Deaths Task Force						D		1/3/2017
Union Negotiation Committee			D		D		11/8/2011	
Water Management Advisory Committee		D	D				4/2/2013	
Worthington Ice Arena Committee				D				appointed 4/2/19 to temporary committee
W.R.E.D.C.					D			
Totals Per Diem/Mileage Eligible								
Delegate		38	37	42	27	28		
Alternate		3	5	4	4	4		

2019 Committee Appointments

	PER DIEM Codes	COMMISSIONER AHLERS	COMMISSIONER METZ	COMMISSIONER WIDBOOM	COMMISSIONER DEMUTH	COMMISSIONER LINSSSEN	DATE ADOPTED	Notes
<i>Not Eligible for Per Diems or Mileage Reimbursement</i>								
Any Board / Committee that pays a per diem		D	D	D	D	D		
Board of Audit								
Board of Canvas (Chair and Vice)								
Board of Equalization		D	D	D	D	D		
EO Olson (Staff researching eligibility)					D	D		
Southwest Mental Health (2)	Pd by SW M H			D	D			\$50 - Board Mtg; \$25 other mtgs: IRS mileage rate
SW MN Chief Elected Officials Joint Powers Board (Workforce Invest)	Pd. by Workforce		A			D		\$50 + mileage
0.58		D	D	D	D	D		
Truth in Taxation (Public Proposed Budget Meeting)								
Work Sessions		D	D	D	D	D		
<i>Totals Not Eligible for Per Diems or Mileage Reimbursement</i>								
Delegate		4	4	5	6	6		
Alternate		0	1	0	0	0		
GRAND TOTALS								
Delegate		42	41	47	33	32		
Alternate		3	6	4	6	4		

Terms Expiring: (BOLD)
Purple-Not eligible for reappt.
Green-Not interested in reappt.
Yellow-Interested in reappt.
Blue-Vacant

2019 NOBLES COUNTY BOARDS AND COMMITTEES

NOBLES COUNTY HEALTH AND HUMAN SERVICES ADVISORY COMMITTEE:

(2 yr terms expiring 12/31; Term Limit: 3 consecutive terms)

Vacant	Provider Service/Health	2016
Vacant	Provider Service/Health	2015
Vacant	Provider Service/Health	2015
Tara Thompson	Consumer Representative/Health	2019
Scott Johnson, Avera McKennan	Provider Service/Human Service	2019
Vacant	Provider Service/Human Service	2016
Vacant	Consumer Representative/Health	2016
Lee Stewart	Consumer Representative/Human Service	2020
Beth Hoekstra	Consumer Representative/Human Service	2019
Vacant	Consumer Representative/Human Service	2013
David Benson	Corrections	2019
Vacant	At Large/Health	2014
Pam Deuel	At Large/Health	2019
Vacant	At Large/Human Service	2018
Vacant	At Large/Human Service	2015

*Background: 15 members governed by Minnesota Statute §402, sections 402.01 - 402.10)

DEVELOPMENTAL ACHIEVEMENT CENTER:

(3 yr terms expiring 12/31; No Term Limits)

Marcia Jonas, Adrian-unexpired term	2019
Sally Ann Johnson, Worthington	2019
Dolores Ella, Worthington	2020
Darrin Pater, Adrian – unexpired term	2020
Amy Woitalewicz, Worthington	2020
Stacie Golombiecki, Worthington (completing 3 rd term)	2021
Doug White, Fulda (apptd 3/3/15 to unexpired term; completing 1 st full term)	2021
Jesse Leopold, Worthington (apptd 8/21/18 to unexpired term)	2021

Robert Demuth, Jr., (County of Nobles - Representation as required by law)

*Background: Operated under Minnesota Statute 245B

EMERGENCY MANAGEMENT PLANNING ADVISORY COMMITTEE:

(Terms 3 years expiring December 31; No Term Limits)

OFFICERS:

Kelli Van Grouw, Worthington	(Health Care)	Dec. 2022
Steve Schnieder, Worthington	(Public Works)	Dec. 2019
Peter Ekadu, Worthington	(Public Health)	Dec. 2019
Nancy Veen	(Public Safety Supervisor)	Dec. 2019
Rick vonHoldt, Worthington	(Fire Services)	Dec. 2020
David McNab, Brewster	(Emergency Medical Services)	Dec. 2020
Tom Johnson, Worthington	(Government Administration)	Dec. 2020
Kent Wilkening, Worthington	(Law Enforcement)	Dec. 2021
Molly (Getzel) Schneider, Brewster	(Hazardous Materials)	Dec. 2021

EX OFFICIO MEMBERS:

Don Linssen	(County of Nobles)
Justin Ahlers	(County of Nobles)
Tom Johnson	(Emergency Management)

*Background: 10 members governed by bylaws approved 12/18/2012

EXTENSION COMMITTEE:

(3 yr terms expiring 12/31; No Term Limits)

Julie Buntjer, Worthington	2021
<small>(apptd 8/24/10 unexpired term; apptd 12/22/15 to 2nd term; appted 1/8/19 to 3rd term)</small>	
Brad Meester, Bigelow	2019
Brenda Baerenwald, Brewster	2019
Megan Prins, Worthington	2020
Kile Behrends, Worthington	2020
Matt Widboom, County of Nobles	
Justin Ahlers, County of Nobles	
Beth Van Hove, Auditor-Treasurer	

(Five members at large, plus two County Commissioners, County Auditor, and 2 youth serving on CEC as designated by the 4-H Federation)

*Background: Governed by Minnesota Statute §33 2002, sections 33 – 38 and U of M Extension County Extension Committees Guidelines

HERON LAKE WATERSHED BOARD OF MANAGERS:

(Terms 3 years expiring February 24, not February 14; No Term Limits)

Per Jan Voit 1/24/19: Because the HLWD was created on February 24, 1970, all manager appointments begin on February 24.

Mark Bartosh, Dundee (apptd 1/8/19)	(Nobles County) 2022
Bruce Leinen, Fulda	(Nobles County) 2021

*Background: Governed by Minnesota Statute 103D.331

JOINT AIRPORT ZONING BOARD: *Contacted City of Worthington

Appointed 3-22-11 (Indefinite term)

Vacant

Duane Schmitz, Brewster

*Background: Governed by Minnesota Statute 103D.331

JOINT PLANNING COMMISSION (JT JURISDICTIONAL):

(Terms 3 years expiring December 31)

Jeff Barber, Worthington	(Lorain Twp.)	2019
Tom Wiese, Round Lake (apptd 12/22/15 & 12/18/18)	(Lorain Twp.)	2021
Matt Widboom, Worthington	(County of Nobles)	2020
Robert Demuth Jr., Worthington	(County of Nobles)	2018
Larry Janssen, Worthington	(City of Wgtn)	2019
Amy Ernst, Worthington	(City of Wgtn)	2020
Bruce Hill, Worthington	(Wgtn. Twp.)	2021
Troy Wietzema, Worthington	(Wgtn. Twp.)	2019

(Eight members, two from each local unit of government. Ex-officio members: Co. Planning & Zoning Administrator, City Planning & Zoning Administrator and County Attorney)

*Background: Governed by Ordinance

JOINT POWERS TRANSIT AUTHORITY:

Donald Linssen, Commissioner
Justin Ahlers, Commissioner
County Administrator

KANARANZI-LITTLE ROCK WATERSHED BOARD OF MANAGERS:

(Terms 3 years expiring October 7)

Coleen Gruis, Rushmore	(Nobles County)	2020
Jerry Brake, Wilmont	(Nobles County)	2020
Layton Gruis, Adrian	(Nobles County)	2021
Adam Henning, Adrian	(Nobles County)	2022

LIBRARY BOARD:**(Terms 3 years expiring June 30; Term Limits: 3 consecutive 3 year terms)**

Katherine Craun, Worthington	(District 5)	2022
<small>(apptd June 2012 to an unexpired term)- reappointed 2013 (3 yr. term expiring 2016 – considered 1st term), reappointed 2016 to 3 yr term expiring 2019-considered 2nd term; reappointed to 3rd term 6/18/19)</small>		
Peg Faber, Adrian	(At-large)	2022
<small>(apptd 2013 to 3 yr. term expiring 2016, reappointed 2016 to 3 yr term expiring 2019-2nd term; reappointed to 3rd term 6/18/19))</small>		
Marlene Greve, Adrian	(District 2)	2020
<small>(Appointed 2017 to 3 yr. term expiring 2020)</small>		
Vacant since 6/30/18	(District 4)	2018
Charlene Wintz, Round Lake	(District 1)	2021
<small>(3 yr. term expiring 2015), reappointed 6/23/15 (3 year term expiring 6/30/2018); reappointed 5/22/18 for 3 year term expiring 6/30/2021 (this is 3rd and final term according to the bylaws)</small>		
Mary Larson, Worthington	(District 3)	2021
<small>(apptd 7/21/15 – term expiring 6/30/18; reappointed for 2nd term 5/22/18 for a 3 year term expiring 6/30/2021)</small>		
Gene Metz, County of Nobles	(At-large)	

*Background: Governed by Minnesota Statute 134 (One member from each Commissioner District plus two members appointed at large. The Board of County Commissioners shall appoint one of their own members. Members may serve 3 consecutive 3 year terms; a former Board member may be reappointed after a lapse of one year. If member appointed to unexpired term and serves more than 1 ½ yrs, considered full term. If that member serves 50% or less of unexpired term, it does not count toward a full term.)

OKABENA-CHEDA WATERSHED BOARD OF MANAGERS**(Terms 3 years expiring October 31)**

Rolf Mahlberg, Worthington		2022
Jeff Rogers, Worthington		2020
Casey Ingenthron, Worthington		2020
Jay Milbrandt, Worthington		2021
Steve Bousema, Worthington		2021

*Background: Governed by Minnesota Statute 103D.331

PARK BOARD:**(Terms 3 years expiring January 31)**

Tom Ahlberg, Worthington	(District IV)	2020
Gary Hibma, Brewster	(District I)	2020
Ann Lange, Adrian	(District II)	2021
Roger Nelson	(District V)	2021
Galen Benton, Worthington	(At-large)	2022
<small>(apptd 1/24/17 unexpired term; apptd 1/8/19)</small>		
Roger Henning, Rushmore	(District III)	2022
<small>(apptd 9/20/16 unexpired term; apptd 1/8/19)</small>		

EX OFFICIO:

Donald Linssen, County of Nobles

(One from each Commissioner District plus one member appointed at large)

PERSONNEL BOARD OF APPEALS:**(Terms 3 years expiring December 31)**

Scott Hain, Worthington		2019
Katie Meyer, Worthington		2020
Jenny Andersen, Worthington		2021

PLANNING ADVISORY COMMISSION:

(Terms 3 years expiring December 31)

Marvin Zylstra, Worthington	(District I)	2019
Travis Burnham, Worthington	(District V)	2019
Brent Feikema, Lismore	(District II)	2019
Larry Boots, Worthington	(District IV)	2019
David Thier, Rushmore	(District III)	2020
Richard Schlichte, Worthington	(District IV)	2020
Dave Vander Kooi, Worthington	(District III)	2020
Ronald Ozmun, Worthington (apptd 1/19/16; 12/18/18)	(District IV)	2021
John Penning, Wilmont (apptd 12/22/15; 12/18/18)	(District II)	2021
Jay Clarke, Brewster (apptd 12/18/18)	(District I)	2021
Robert Demuth Jr., Worthington	(Commissioner)	

(Ex Officio Members: County Attorney and Zoning Officer)

(Shall consist of 11 members of which two shall be appointed from each Commissioner District and one shall be a County Commissioner.)

REVOLVING LOAN FUND REVIEW COMMITTEE:

(Terms 2 years expiring August 31)

Brad Meester, Bigelow (apptd 1/8/19 to unexpired term)	(Citizen)	2020
Jim Nickel, Worthington	(Citizen)	2021
Vacant Since 8/31/19		2019
Doug Tate, Worthington Federal	(Financial Institution-Worthington)	2020
(EX OFFICIO: WREDC Manager, CHAIR: County Administrator, 2 – Commissioners 2 - WREDC Appts,		

ROCK-NOBLES COMMUNITY CORRECTIONS EXECUTIVE BOARD

(Terms 3 years expiring January 31)

Robert Demuth, Jr.	(Commissioner)	
Justin Ahlers	(Commissioner)	
Mike Harmon, Worthington	(Public)	2021
David Benson, Bigelow	(Public)	2021

(Members 4 from Nobles and 3 from Rock)

SOUTHWESTERN MENTAL HEALTH CENTER - BOARD OF DIRECTORS

(Terms 3 years expiring December 31)

David Benson (apptd 12/22/15; 12/18/18)	2021
Matt Widboom, Commissioner	
Robert Demuth, Jr., Commissioner	

TRAVEL SOUTHWEST MINNESOTA, INC:

(Terms 3 years expiring December 31)

Alicia Jensen, Worthington	2021
Darlene Macklin, Worthington	2019
Tyler Kuntson, Worthington	2020

ZONING BOARD OF APPEALS:

(Terms 3 years expiring December 31)

Ron McCarvel, Brewster	(District I)	2019
John Penning, Wilmont (Unexpired term)	(District II for District V)	2020
Brent Feikema, Lismore (unexpired term)	(District II)	2020
Mike Harmon, Worthington (apptd 12/18/18)	(District IV)	2021
Michael Hoeft (apptd 12/18/18)	(District I)	2021

NOT APPOINTED BY THE COUNTY:

NOBLES COUNTY FAIR ASSOCIATION:

OFFICERS:

Corey Gronewold, President
Dave VanderKooi, Vice President
Harold Wietzema, Treasurer
_____, Secretary

BOARD OF DIRECTORS:

Scott Rose
Corey Boehnke
Matt Timmer
Randy Bullerman
Marvin Zylstra

Associate Members:

Ronnie McCarvel Dale Solt
Karla Talsma Tyler Bullerman
Tommy Thompson Matt Widboom, Commissioner
Tom & Trish Bullerman Justin Ahlers, Commissioner
Jeff & Jan Weidert

NOBLES COUNTY HISTORICAL SOCIETY:

Justin Ahlers	Pat Demuth
Margaret Erickson	Jerry Fiola
Art Frame	Naomi Hill
Monica King Von Holtum	Jay Milbrandt
Shari Nelson	Al Oberloh
Mike Vosburgh	Ron Wood
Sandy Wood	