

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, December 17, 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 A.M. 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: Metz, Gene Seconded by: Demuth, Robert S.	
4.0 Recognition	
4.1	Visitors & Guests Welcome
4.2	Years of Service Recognition Stephani Diekmann, Fiscal Supervisor – Community Services, was recognized for 20 years of service.
4.3	Retirement Recognition Cher Easterday, Custodian II, was recognized for 28 years of service to Nobles County.
5.0 Consent Agenda	
5.1	December 3, 2019 Regular Meeting Minutes <u>Attachments:</u> December 3, 2019 Draft Regular Meeting Minutes
5.2	December 3, 2019 Proposed County Budget and Tax Levy Public Meeting Minutes <u>Attachments:</u> December 3, 2019 Draft Proposed County Budget and Tax Levy Public Meeting Minutes
5.3	2020-2021 County Feedlot Program Delegation Agreement <u>Attachments:</u> MPCA County Feedlot Program Delegation Agreement Work Plan
5.4	Professional Service Agreement – Mary Viessman <u>Attachments:</u> Professional Service Agreement
5.5	2020 TriMin Systems Professional Services Agreement Renewal <u>Attachments:</u> CMHS Services Agreement for 2020
5.6	2020 Southwestern Mental Health Center Community Support Services Agreement Renewal <u>Attachment:</u>

	Community Support Agreement
5.7	2020 Southwestern Mental Health Center Master Services Agreement Renewal <u>Attachments:</u> Outpatient Services Agreement
5.8	2020 Intensive Family Based Contract Renewal Southwestern Mental Health Center <u>Attachments:</u> Family and Home Based Services
5.9	Meetings & Conferences – Travel Expenses <u>Attachments:</u> Travel Expenses paid December 6, 2019 Travel Expenses paid Board December 6, 2019
5.10	PCard/Auditor's Warrants <u>Attachments:</u> Accounts Payable Summary Auditor's Warrants
<u>VOTING</u> It was duly passed to approve the Consent Agenda without item 5.3. Moved by: Ahlers, Justin Seconded by: Widboom, Matt	
5.3	2020-2021 County Feedlot Program Delegation Agreement <u>Attachments:</u> MPCA County Feedlot Program Delegation Agreement Work Plan
	Nobles County is required to develop and implement a 2-year Feedlot Program Delegation Agreement with the MPCA. The agreement describes Nobles County's plans, strategies and goals for the administration and implementation of the Feedlot Program. It was discussed by the Board the benefits of having this as a County program vs. State.
<u>VOTING</u> It was passed to approve the 2020-2021 County Feedlot Program Delegation Agreement. Moved by: Metz, Gene Seconded by: Linssen, Donald In Favor: Metz, Gene; Linssen, Donald; Demuth, Robert S.; Widboom, Matt Opposed: Ahlers, Justin	
6.0 Department Presentations	
6.1	Public Works – Stephen Schnieder
A.	City of Wilmont No Parking <u>Attachments:</u> City of Wilmont Map Resolution 201971
	Stephen Schnieder, Public Works Director, presented the Board information regarding a request from Wilmont City Council to establish no parking zones in the vicinity of the intersections to improve visibility. The City of Wilmont is requesting Nobles County to designate no parking zones on CSAH 25 from the corner of CSAH 29 going east 80 feet on both sides of the road; designate no parking on CSAH 16 from the corner of CSAH 29 going west 55 feet on both sides of the road; and designate no parking on CSAH 16 from the corner of 3 rd Avenue (one block west of CSAH 29) going east 70 feet on both sides of the road. The City council is in support of eliminating the parking to improve the visibility for vehicles trying to enter the county highway at these two intersections.

VOTING

It was duly passed to implement the City of Wilmont No Parking request.

Moved by: Metz, Gene

Seconded by: Demuth, Robert S.

6.2 Auditor-Treasurer/Ditch System – Joyce Jacobs/Brad Harberts

A. Individual Ditch Systems Year End Balance 2019

Attachments:

Ditch Balance Spreadsheet

Joyce Jacobs, Auditor-Treasurer and Brad Harberts, Drainage System Coordinator presented the board with information to consider the approval of transferring monies in the amount of \$36,000 as of December 31, 2019 from the General Fund to individual ditch systems with deficit cash balances as of 2019 year end. The monies transferred will be reimbursed effective January, 2020. The ditch systems with deficit balances are:
County Ditch #2 \$ (4,980.52)
County Ditch #5 \$ (22,796.82)
Judicial Ditch #10 \$ (551.56)
Judicial Ditch #24 (J/N) \$ (2,923.11)
It was recommended to the Board to transfer \$36,000 no later than December 31, 2019 from the General Fund to County Ditches #2, #5, and #10 and Judicial Ditch #24 which will have deficit cash balances as of 2019 year end. Effective January, 2020, reimburse the monies back into the General Fund.

VOTING

It was duly passed to loan \$36,000 from the General Fund to the Ditch Fund effective December 31, 2019.

Moved by: Ahlers, Justin

Seconded by: Metz, Gene

6.2 Auditor-Treasurer/Ditch System – Joyce Jacobs/Brad Harberts

B. Amend 2020 Ditch Maintenance Assessments

Attachments:

Proposed 2020 Maintenance Assessments

Joyce Jacobs and Brad Harberts presented the Board with information regarding how each of the 36 ditch systems in Nobles County are required to have adequate funds for future maintenance expenses. Any 2020 assessments must be approved by the Board and submitted to the Auditor-Treasurer. This was done on October 8th, but due to the fact that repair invoices were received later than normal due to wet conditions resulting in changes to the balances of some ditches, a discovery of a statute that limits the amount for a ditch balance, and the redeterminations that have been approved for JD #9 (N/J) ,#11 (M/N), JD #11B, JD #13 (J/N), JD #24 (N/J) and JD#45 (J/N), it is necessary to review a few of the proposed ditch assessments. A proposal to amend the selected ditches was provided and reviewed.
It was recommended to approve the attached amended ditch maintenance assessments collectible in the year 2020 and allow the A/T staff to determine the percentage of assessment to closely match the dollar figure set on JD #9 (N/J), #11 (M/N), JD #11B, JD #13 (J/N), JD #24 (N/J) and JD#45 (J/N) for 2020 payable.

Voting

It was duly passed to approve the 2020 amended ditch maintenance assessments.

Moved by: Ahlers, Justin

Seconded by: Widboom, Matt

6.3 Attorney’s Office – Joseph Sanow

A. Legal Service Agreement – Smith and Johnson

Attachments:

Legal Service Agreement

	Joseph Sanow, Nobles County Attorney, presented the Board with a legal service agreement between Nobles County and Travis Smith and Kayla Johnson to provide prosecution and appellate services as needed on an independent contractor basis on behalf of Nobles County. The year rate has increased \$5,000 from 2019 to \$55,000. It was recommended to the Board to approve the contract.
<u>VOTING</u>	
It was duly passed to approve the renewal of the contract between the Nobles County Attorney's Office and Travis Smith and Kayla Johnson. Moved by: Demuth, Robert S. Seconded by: Linssen, Donald	
B.	PrimeWest Health Joint Powers Agreement and Resolution <u>Attachments:</u> PrimeWest Proposed Changes Resolution 201978
	Joseph Sanow presented the board with a Joint Powers Agreement and resolution to join PrimeWest as an entrant member until Nobles County can contract with PrimeWest to manage its public health care programs. It was recommended to the Board to sign the Joint Powers agreement and Resolution.
<u>VOTING</u>	
It was duly passed to sign the Joint Powers Agreement and Resolution 201978. Moved by: Linssen, Donald Seconded by: Demuth, Robert S.	
6.4	Emergency Management – Bruce Heitkamp
A.	Safe Assure Contract <u>Attachments:</u> Safe Assure Information Packet/Proposal Safe Assure Invoice
	Bruce Heitkamp, Deputy County Administrator/Emergency Manager, presented the Board with a contract from Safe Assure. Since 2018 Safe Assure has provided Nobles County with OSHA-required safety trainings. The price of the contract increased by 2% for 2020 – which was included in the 2020 budget. It was recommended to the Board to sign the contract for 2020.
<u>VOTING</u>	
It was duly passed to renew the agreement with Safe Assure Moved by: Ahlers, Justin Seconded by: Metz, Gene	
B.	Snow and Ice Removal Contract <u>Attachments:</u> Professional Service Agreement
	Bruce Heitkamp presented the Board with an agreement for snow and ice removal at the Adrian branch library. There were amendments presented to the contract regarding the commencement date and indemnification. It was stated these items would be adjusted before the contract was executed.
<u>VOTING</u>	
It was duly passed to approve the snow and ice removal contract with Adrian Plumbing and Electrical with the amendments presented. Moved by: Metz, Gene Seconded by: Demuth, Robert S.	
6.5	Human Resources – Sue Luig
A.	Personnel Policy P-214 Work Hours and Attendance <u>Attachments:</u> P-214 Proposed Changes Revised P-214

	Sue Luing, Human Resource Director, presented the Board with proposed changes in P-214 regarding Non-Union employees ability to use flex time for personal reasons. All occasions would need prior approval by the employees department head.
<u>VOTING</u> It was duly passed to approve policy P-214 Work Hours and Attendance. Moved by: Metz, Gene Seconded by: Ahlers, Justin	
B.	Position Classifications <u>Attachments:</u> Assistant Jail Administrator Facilities Maintenance Technician
	Sue Luing presented job descriptions for two newly approved positions – Assistant Jail Administrator and Facilities Maintenance Technician. Both descriptions have been pointed by the County’s Compensation Specialist and it was the recommendation to the Board to approve the job descriptions as presented.
<u>VOTING</u> It was duly passed to approve job descriptions and associated point values of the Assistant Jail Administrator and the Facilities Maintenance Technician. Moved by: Linssen, Donald Seconded by: Metz, Gene	
6.6	Budget Committee – Tom Johnson
A.	2020 Elected Officials Budgets <u>Attachments:</u> 1. County Sheriff 2020 Budget – Resolution 201974 2. County Recorder 2020 Budget – Resolution 201975 3. County Attorney 2020 Budget – Resolution 201976 4. County Auditor-Treasurer 2020 Budget – Resolution 201977
	Tom Johnson, County Administrator, presented to the board with the 2020 budgets for the elected officials office. Each item is addressed separately.
1.	Resolution 201974 the 2020 Sheriff budget at \$5,113,749.
<u>VOTING</u> It was duly passed to approve the County Sheriff’s 2020 budget and adopt Resolution 201974. Moved by: Demuth, Robert S. Seconded by: Ahlers, Justin	
2.	Resolution 201975 the 2020 Recorder’s budget at \$341,642.
<u>VOTING</u> It was duly passed to approve the County Recorder’s 2020 budget and adopt Resolution 201975. Moved by: Linssen, Donald Seconded by: Metz, Gene	
3.	Resolution 201976 the 2020 Attorney’s budget at \$1,000,187.
<u>VOTING</u> It was duly passed to approve the County Attorney’s 2020 budget and adopt Resolution 201976. Moved by: Ahlers, Justin Seconded by: Widboom, Matt	
4.	Resolution 201977 the 2020 Auditor-Treasurer’s budget at \$991,365.
<u>VOTING</u> It was duly passed to approve the County Auditor-Treasurer’s 2020 budget and adopt Resolution 201977. Moved by: Metz, Gene Seconded by: Linssen, Donald	
6.7	Finance – Tom Johnson
A.	2020 Proposed Tax Levy Adoption <u>Attachments:</u>

	2020 Budget Summary by Fund Resolution 201973
<u>VOTING</u> It was duly passed to adopt and approve Resolution 201973 Property Tax Levy. Moved by: Demuth, Robert S. Seconded by: Metz, Gene	
B.	2020 Budget Adoption <u>Attachments:</u> General Revenue Fund Budget Summary Resolution 201972
<u>VOTING</u> It was duly passed to approve and adopt Resolution 201972 the 2020 budget. Moved by: Ahlers, Justin Seconded by: Linssen, Donald	
7.0	Department Presentations – Tom Johnson
7.1	Des Moines River 1W1P Committee Appointment
	Tom Johnson presented the Board with information regarding an appointment to the Des Moines River Watershed Partnership Joint Powers Board. Commissioner Ahlers volunteered.
<u>VOTING</u> It was duly passed to appoint Commissioner Ahlers to the Des Moines River Watershed Partnership Joint Powers Board and Commissioner Widboom as an alternate. Moved by: Metz, Gene Seconded by: Demuth, Robert S.	
7.2	Missouri River Watershed Partnership Joint Powers <u>Attachments:</u> Joint Powers Agreement
	All agencies in the JPA have not approved the original agreement. Rock County has requested changes to the Missouri River Watershed, One Watershed, One Plan Joint Powers Agreement. The modifications are: Section 4.2 was modified to require a two thirds vote of the members to spend the partnership's money or the members' money. Section 6.1 is modified to state members withdrawing from the agreement must provide at least 6 months' notice before
<u>VOTING</u> It was duly passed to approve the Missouri River Watershed Partnership Joint Powers Amendments. Moved by: Ahlers, Justin Seconded by: Linssen, Donald	
8.0 Inter-Agency Reports/Announcements	
8.1	Committee and Board Reports
	District I - Commissioner Ahlers – Reported Rock Nobles Correction Committee meeting and the positive things happening. Also on Heron Lake Watershed District meetings. District II - Commissioner Metz – Reported on the AMC annual meeting. District V - Commissioner Linssen – Reported on the NEON meeting. There should be a focus brought to the group in hopes to get projects started and improve attendance. District IV - Commissioner Demuth – Reported on the first team meeting regarding the WELL project.

	<p>County Administration – Reported on AMC as well and highlighted topics covered.</p> <p>District III - Commissioner Widboom – Reported on the SMOC meeting and still the possibility of bringing a daycare center to Rushmore, MN. Also on the possibility of local residents losing out on Early Learning scholarships.</p>
8.2	<p>Correspondence</p> <p><u>Attachments:</u> Recruitment Update Kanaranzi-Little Rock Watershed District Profit & Loss Budget vs. Actual Nobles Soil Water Conservation District Profit & Loss Budget vs. Actual HLWD Meeting Minutes 10/22/19 Kanaranzi-Little Rock Project Expense Log Kanaranzi-Little Rock Watershed District Agenda 12/12/19 HLWD Preliminary Hearing 12/16/19 Nobles Soil Water Conservation District Agenda 12/18/19 Kanaranzi-Little Rock Watershed District Balance Sheet 11/30/19 Kanaranzi-Little Rock Watershed District Balance Sheet Ditch Account 11/30/19 HLWD Agenda 12/19/19 Nobles Soil Water Conservation District Meeting Minutes 11/20/19 Kanaranzi-Little Rock Watershed District Meeting Minutes 10/17/19</p>
8.3	<p>Calendar</p> <p><u>Attachments:</u> Commissioners Calendar December 2019 Commissioners Calendar January 2020</p>
9.0	Other / Future Business
10.0 Adjournment	
<p><u>VOTING</u> It was duly passed to adjourn the meeting at 10:20 A.M. Moved by: Linssen, Donald Seconded by: Ahlers, Justin</p>	



(Chairperson)



(County Administrator)