

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, August 04, 2020, in the Commissioners Room, at the Nobles County Government Center, Worthington, Minnesota. The following Commissioners were in attendance in the Board Room: Justin Ahlers, Gene Metz, Donald Linssen, Robert S. Demuth and Matt Widboom.

The meeting was called to order by Chairperson Ahlers at 9:04 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: Widboom, Matt Seconded by: Demuth, Robert S.	
4.0 Recognition	
4.2	Excellence in Performance Award – July 2020
Gene Bertrand, IT Specialist, was presented with the July 2020 Excellence in Performance award.	
5.0 Consent Agenda	
5.1	July 21, 2020 Regular Board Meeting Minutes Draft July 23, 2020 Special Board Meeting Minutes Draft <u>Attachments:</u> July 21, 2020 Draft Regular Board Meeting Minutes July 23, 2020 Draft Special Board Meeting Minutes
5.2	Meetings & Conferences – Travel Expenses <u>Attachments:</u> Travel Expenses paid July 31, 2020
5.3	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. Moved by: Metz, Gene Seconded by: Linssen, Donald	
6.0	Department Presentations
6.1 (A)	Disposal Fees for Illegal Dumping in Township Roadways <u>Attachments:</u> Policy 202037
Nobles County Townships are burdened with illegal dumping of waste electronics, appliances and household furnishings in their road right of way. Not only does this take time for the townships to clean up, but there are also fees for the disposal of the waste material. Townships are looking for	

financial assistance to cover the disposal fees. For fairness in paying for the disposal fees, all townships should be included in the policy. This policy does not cover disposal fees for items that are collected by the townships as a service to their residents. Every effort should be made to determine the origin of the waste and to collect the costs from the person who dumped the material. The person disposing of the waste material shall be an elected official or employee of the Township. Materials dropped off at the Household Hazardous Waste Facility will be accepted for free. Materials disposed of at the landfill shall be paid for by the township and a receipt presented to Nobles County Environmental Services for reimbursement.

VOTING

It was duly passed to approve the proposed policy for disposal fees for illegal dumping as presented.

Moved by: Metz, Gene

Seconded by: Widboom, Matt

6.2 (A) Community Health Board Designation – Resolution 202036

Attachments:
Resolution 202036

The Minnesota Department of Health has recently approved Michelle Ebbers, Public Health Supervisor to fulfill the role of Community Health Service Administrator for Nobles County. A resolution from the Board declaring her designation is required to finalize the process.

VOTING

It was duly passed to adopt Resolution 202036.

Moved by: Ahlers, Justin

Seconded by: Demuth, Robert S.

6.2 (B) Position Requisition

Attachments:
Requisition for Personnel

Due to an upcoming staff promotion, Community Services will have a vacancy for an account technician in our fiscal unit. It was recommended to the board to approve the request to fill this vacancy.

VOTING

It was duly passed to approve Community Services requisition for personnel.

Moved by: Demuth, Robert S.

Seconded by: Widboom, Matt

6.3 (A) Position Requisition

Attachments:
Requisition for Personnel

At the Adrian Branch of the Nobles County Library System there are two employees to serve library patrons; usually one person works at a time. The current library page has given her written notice, and her last day is August 7. This is a 0.2 FTE position, and typically works 10-15 hours a week. The library would like to advertise to refill this position.

VOTING

It was duly passed to approve the Library's requisition for personnel.

Moved by: Linssen, Donald

Seconded by: Metz, Gene

6.4 (A) CARES Act Election Funds

Attachments:
Grant Information

Due to COVID-19, extra safe-guards will be necessary at polling sites to provide a safe environment for our Election Judges as well as our voters. Based on recommendations from the Office of the Secretary of State (OSS) and our election equipment vendors, several best practice ideas emerged from the SW Region Auditors group.

VOTING

It was duly passed to approve Resolution 202038

Moved by: Demuth, Robert S.
Seconded by: Widboom, Matt

VOTING

It was duly passed to approve the grant application as presented.

Moved by: Ahlers, Justin

Seconded by: Linssen, Donald

6.5 (A) Leave of Absence Request

A county employee has requested a 12 week medical leave of absence. The department head has granted the first 30 days of the request that is the limit by policy.

VOTING

It was duly passed to approve the leave of absence request from August 19, 2020 – October 12, 2020.

Moved by: Ahlers, Justin

Seconded by: Metz, Gebe

6.5 (B) Leave of Absence Request

A county employee has used all available leave and the department head has previously granted a 30 days Leave of Absence which is the limit by policy. The employee is requesting additional leave.

VOTING

It was duly passed to approve leave of absence from August 16, 2020 – September 14, 2020.

Moved by: Widboom, Matt

Seconded by: Linssen, Donald

6.5 (C) Nobles County COVID-19 Preparedness Plan Revision

Attachments:
COVID-19 Preparedness Plan

The Governor has issued a new Executive Order that requires us to revise our current COVID-19 Preparedness Plan. The new order includes the requirement of wearing face covering in indoor businesses and indoor public settings. In the order, it does state exemptions and temporary removals. In order to keep our preparedness plan current with any new Executive Orders we would like the board to consider allowing Administration the authority to update the preparedness plan.

VOTING

It was passed to approve the Nobles County COVID-19 Preparedness Plan as presented.

Moved by: Demuth, Robert S.

Seconded by: Metz, Gene

In Favor: Demuth, Robert S.; Metz, Gene; Widboom, Matt; Linssen, Donald

Opposed: Ahlers, Justin

VOTING

It was passed to approve Administration to make future revisions to the COVID-19 Preparedness Plan for Nobles County with the revisions being brought to the following board meeting to be ratified.

Moved by: Demuth, Robert S.

Seconded by: Metz, Gene

In Favor: Demuth, Robert S.; Metz, Gene; Widboom, Matt; Linssen, Donald

Opposed: Ahlers, Justin

6.6 (A) Imagery Flights for Nobles County Areas

Attachments:
Budget Proposal
Land Records Integration Committee Minutes 7/28/2020

Contract with EagleView to update flight-imagery information within Nobles County. The aerial images will offer updated information to County departments and to partners who perform services

for Nobles County residents. Three flights are proposed by LRIC to obtain both LiDAR and ortho/oblique imagery data, respectively. The following three (3) projects are proposed over a nine-year payment period:
 Project 1 (performed during Spring, 2021) – two flights proposed: 1) LiDAR imagery & 2) ortho/oblique imagery for a total cost of \$463,975.32 (3 annual payments of \$154,658.44);
 Project 2 (proposed for Spring, 2024) – one ortho/oblique imagery flight to update aerial photos for a total project cost of \$270,176.00 (3 annual payments of \$90,058.67); and
 Project 3 (proposed for Spring, 2027) – one ortho/oblique imagery flight to update aerial photos for a total project cost of \$270,176.00 (3 annual payments of \$90,058.67)
 All three projects would total \$1,004,327.32 (2021-2029 annual installments). The proposed funding sources are the Riparian Protection Aid Fund and the Recorder Compliance Fund. There would be opt-out language within the contract to exit projects if future Boards wish to exercise that option.

VOTING

It was duly passed to approve to proceed with the three fly over projects with the first project being paid 90% from the riparian funds and 10% paid from the recorders compliance funds with Administration to try and negotiate a better rate if the projects were paid in full.

Moved by: Metz, Gene

Seconded by: Ahlers, Justin

7.0 Administration Presentations

7.1 CARES Act Application

Attachments:
 Template Application

An application form for small business has been drafted for consideration. Through several meetings and the joint meeting with the Worthington Council which was attended by a number of other local units of government, direction was given to draft an application form that can be used by all Nobles County local units of government. Jason Brisson, with the City of Worthington, made time to draft the initial draft. The draft will be sent out Monday to give time for the City & County staff time to make final recommendations to the draft.

VOTING

It was duly passed to approve the application as a template.

Moved by: Ahlers, Justin

Seconded by: Widboom, Matt

7.2 CARES Act Distribution

Attachments:
 Distribution Breakdown

The County received \$2,707,733 from the federal government as a pass-through from the state to be distributed across the county and under the guidelines provided. A significant number of MN Counties are allocating specific amounts of their respective distributions to specific uses. We've been discussing similar options over the past few weeks and a proposal is being brought forward for consideration. At one of their last meetings, the City of Worthington allocated up to \$700,000 toward assistance for small business, and equivalent of nearly 70% of the funds they received. Township boards and city councils will be able to use a simple resolution (we will provide a template) stating whether or not they wish to receive funds from the county for this small business assistance fund. This will be the same for both the small cities and townships under a population of 200 who were not eligible for a direct distribution, as well as, requesting a county match of up to a 2 to 1 level for up to 80% of their respective allocation.

VOTING

It was duly passed to approve distribution of CARES Act funds up to 80% 2-1 match for any local unit of government that agrees to use the Worthington Small Business grant application template.

Moved by: Ahlers, Justin

Seconded by: Metz, Gene

7.1	Discussion was had on changes to the application and it was decided to rescind the motion on 7.1 as previously voted on.
<u>VOTING</u> It was duly passed to rescind the Worthington Small Business Assistance grant application. Moved by: Ahlers, Justin Seconded by: Linssen, Donald	
7.1	CARES Act Application
It was discussed to add verbiage to exclude for profit farms on the application.	
<u>VOTING</u> It was duly passed direct the County Attorney to draft language amending the Small Business assistance grant program FAQ and application and forward to the City of Worthington for review. Moved by: Ahlers, Justin Seconded by: Linssen, Donald	
7.3	2021 Budget <u>Attachments:</u> 2021 Appropriation List as of 7/31/2020
All but two of the expected organizations have responded with requests for 2021. This is simply an update for the board on what requests have been received and what is expected for 2021. Two organizations have not sent a request at this time and we have placed an amount we expect into those lines to give this initial look at the budget.	
8.0 Inter-Agency Reports/Announcements	
8.1	Committee and Board Reports
District V - Commissioner Linssen – Reported on a Transit Board meeting. District II - Commissioner Metz – Reported on a CPT meeting which by-laws were approved. Also on the Rural Energy Board planning summit. District I - Commissioner Ahlers – Reported on the Transit Board meeting that was attending with Commissioner Linssen. District IV – Commissioner Demuth – No Report District III - Commissioner Widboom – Reported on the BRRRA meeting and the CRISI Grant update. County Attorney – Joe Sanow – Judge Moore’s replacement is being sought after. New Legal Secretary starting August 10 th . Barb Smith will retire August 15 th . Still waiting to hear when Courts will open. County Administration – Tom Johnson – Reported on MRC. County Administration – Bruce Heitkamp – Reported on CARES Act work.	
8.2	Correspondence <u>Attachments:</u> Recruitment Update Nobles SWCD Agenda 7/29/2020 City, County, College, School Agenda 8/7/2020
8.3	Calendar <u>Attachments:</u> August 2020 Calendar
9.0	Other / Future Business

<p>NEON – Via Zoom Thursday August 6, 2020 5:00 p.m.</p> <p>City, County, College, School Meeting – Worthington High School Media Center Friday August 7, 2020 7:00 a.m.</p>
<p>10.0 Adjournment</p>
<p><u>VOTING</u> It was duly passed to adjourn the meeting at 11:10 A.M. Moved by: Demuth, Robert S. Seconded by: Metz, Gene</p>



(Chairperson)



(County Administrator)