

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, September 22, 2020, at the Board of Commissioners Room, 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 9:00 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 with addendums. Motion by: Linssen, Donald Seconded by: Widboom, Matt	
4.0 Recognition	
4.2	Retirement Recognition
Lori Winters, Account Technician, was recognized on her retirement and for 29 years of service to Nobles County.	
4.3	Excellence in Performance
Tom Johnson, County Administrator, Bruce Heitkamp, Deputy County Administrator & Stacie Golombiecki Community Services Director were recognized with the August Excellence in Performance Award.	
5.0 Consent Agenda	
5.1	September 08, 2020 Regular Board Meeting Minutes Draft <u>Attachments:</u> September 08, 2020 Draft Regular Board Meeting Minutes
5.2	Meetings & Conferences – Travel Expenses <u>Attachments:</u> Travel Expenses paid September 11,2020
5.3	PCard/Auditor's Warrants <u>Attachments:</u> Accounts Payable Summary Auditor's Warrants
5.4	Joint Powers Agreement <u>Attachments:</u> Resolution 202045 JPA – Sheriff's Department JPA – Courts
<u>VOTING</u> It was duly passed to approve the Consent Agenda. Moved by: Metz, Gene	

Seconded by: Demuth, Robert S.	
6.0	Department Presentations
6.1 (A)	Requisition for Personnel Attachments: Requisition Position Description
The Drainage System Coordinator position will be vacant due to a resignation. Public Works will now supervise the position.	
VOTING It was duly passed to approve the requisition for the Drainage System Coordinator. Moved by: Demuth, Robert S. Seconded by: Metz, Gene	
6.1 (B)	2021 Tandem Truck Purchase
Public Works is in need of a new Tandem truck. Because production times are taking longer it was requested that the truck order be placed now but payment is scheduled for the 2021 budget.	
VOTING It was duly passed to approve the purchase of a Tandem truck with attachments and payment be included in the 2021 budget. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.	
6.2 (A)	Requisition for Personnel Attachments: Requisition
The jail will be down two female correctional officer positions. It was requested to the board to fill the two positions.	
VOTING It was duly passed to approve the requisition for personnel for one full time correctional officer. Moved by: Linssen, Donald Seconded by: Metz, Gene	
6.2 (B)	Requisition for Personnel Attachments: Requisition
The jail will be down two female correctional officer positions. It was requested to the board to fill the two positions.	
VOTING It was duly passed to approve the requisition for personnel for one full time correctional officer. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.	
6.3 (A)	Requisition for Personnel Attachments: Requisition
The County Attorney's office will have an opening for a full time Legal Secretary.	
VOTING It was duly passed to approve the requisition for personnel for a full time Legal Secretary. Moved by: Metz, Gene Seconded by: Ahlers, Justin	
7.0	Administration Presentation
7.1	Lincoln Pipestone Bond for Loan Refunding Attachments: Overview of Possible General Obligation Water Revenue Refunding Bonds
Lincoln Pipestone Rural Water is requesting a General Obligation Water Revenue Bond be issued to replace debt on two loans from the USDA-RD. Northland Securities has teamed with LPRW to	

plan for a General Obligation Water Revenue Bonds, and are asking for the board to approve moving forward with the process.

VOTING

It was duly passed to recommend Northland Securities and Lincoln Pipestone Rural Water to move forward with the bonding process.

Moved by: Widboom, Matt

Seconded by: Metz, Gene

7.2 Change Order – Data Center

Two change orders for the Data Center were presented.

VOTING

It was duly passed to approve the change order #1 for \$798.00 for the Data Center.

Moved by: Demuth, Robert S.

Seconded by: Widboom, Matt

It was duly passed to approve the change order #2 for \$4,072.46 for the Data Center.

Moved by: Metz, Gene

Seconded by: Demuth, Robert S.

7.3 Petition to Vacate

Attachments:

Petition

BTU Inc. has requested approval of a petition to vacate the alley southwest of the Panda House. The City requires each property owner within 300 feet of the proposed vacation to respond. The purpose of vacating this alley is to install new HVAC equipment. The City has no need for the alley and will support the vacation request when all petitions are approved.

VOTING

It was duly passed to approve the Petition to Vacate.

Moved by: Linssen, Donald

Seconded by: Ahlers, Justin

7.4 2020 Boards, Committees & Commissions – Citizen Appointment

Attachments:

2020 Nobles County Boards & Committees

Jason Kellen Application

Casey Ingenthron Application

Applications were received and reviewed for Jason Kellen to be appointed to the Kanaranzi-Little Rock Watershed Board of Managers and Casey Ingenthron to be reappointed to the Okabena Ocheda Watershed Board of Managers.

VOTING

It was duly passed to approve Jason Kellen to a 3 year term to the Kanaranzi-Little Rock Watershed Board of Managers.

Moved by: Metz, Gene

Seconded by: Linssen, Donald

It was duly passed to approve Casey Ingenthron to a 3 year term to the Okabena Ocheda Watershed Board of Managers.

Moved by: Demuth, Robert S.

Seconded by: Widboom, Matt

7.5 Maintenance Equipment at the Prairie Justice Center

The Facilities Maintenance truck acquired from Public Works a few years ago is showing major signs of failure. Public Works has identified another maintenance truck, a 2009 Ford F250, unit T219 that could be transferred to Facilities Maintenance for \$5,000. They would also add a snowplow at a cost of \$6,383 and estimate less than \$1,000 for the installation. The total unit would cost would be no more than \$12,383 and come from the building fund reserves. This is expected to greatly reduce the number of call-ins under the current snow removal contract

for the PJC. Public Works will then request approval to purchase a new maintenance vehicle using fund reserves.	
<u>VOTING</u> It was duly passed to approve unit T219 to be transferred from Public Works to Facilities Maintenance with the addition of a snow plow. Moved by: Demuth, Robert S. Seconded by: Metz, Gene	
7.6	Prairie Justice Floor Seal
The Floor in the newer PJC Garage addition was not sealed as part of the original project. The new garage floor is showing signs of wear and needs to be sealed. The new concrete was not sealed as a part of the original project to allow time to fully cure. Several iterations of possible solutions have been provided, including a very high end epoxy finish costing more than \$40,000. Additional option have been requested and followed up on. Facilities Maintenance has gotten another quote for a very good two coat sealer at \$14,415.30. The firm is out of South Dakota, Epoxy Co. LLC, and they also provided an option for a single coat seal at \$11,745.80. The process is expected to take 3 days and can be completed in mid-October.	
<u>VOTING</u> It was duly passed to approve the proposal from Epoxy Co. LLC for a two coat process sealer for the PJC garage floor for \$14,415.30. Moved by: Widboom, Matt Seconded by: Linssen, Donald	
7.7 (A)	Prairie Justice Center Snow Removal Contracts
There are separate contracts at the PJC going through the 2020-2021 season. These contracts needs to be terminated for the season by September 30, 2020. This came up this Spring, and building maintenance was allowed to add a staff to focus on the outdoor maintenance of the PJC site. This was to include keeping sidewalks clear over the winter, which is a separate contract from the parking lots.	
<u>VOTING</u> It was passed to approve the termination of the current contracts for sidewalk snow removal at the PJC. Moved by: Demuth, Robert S. Seconded by: Metz, Gene In Favor, Demuth, Robert S.; Metz, Gene; Linssen, Donald; Ahlers, Justin Opposed: Widboom, Matt	
7.7 (B) Addendum	Prairie Justice Center Snow Removal
In an effort to reduce costs, it was suggested to bring a portion of the snow removal effort in-house to the facility maintenance group. A position was hired and we need to acquire appropriate maintenance equipment to meet the needs of the facility. Currently, 7 doors are used daily by staff and one main entry is used by the public. The site does not have reasonable ways to reduce blowing snow or shelter so it is important to have our staff available a significant portion of the day. The Facilities Maintenance Superintendent has recommended a Bobcat L28 at a total price of \$41,351.60.	
<u>VOTING</u> It was duly passed to approve the purchase of a Bobcat L28 for snow removal at the PJC. Moved by: Metz, Gene Seconded by: Ahlers, Justin	
7.8	CARES Act <u>Attachments:</u> Resolutions
Dedicated Small Business Assistance Grant Funds and other unallocated CARES funds remain for disbursement. Discussion was had on ways to distribute the remaining funds including; increasing the match amount, including non-profits and home based businesses and extending	

the timeline for applications. It was also discussed on paying for direct county expenses related to COVID and upgrades to meeting rooms to be better equipped for online meetings. Ultimately it was decided to wait and see what the final count was from the Worthington EDA and hold a special board meeting to act any further.

7.9	Joint Powers Agreements <u>Attachments:</u> Agreement – Nobles County, City of Worthington & City of Rushmore Agreement – Nobles County, City of Worthington & City of Round Lake Agreement – Nobles County & City of Worthington
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The League of MN Cities has strongly urged cities to have Joint Powers Agreements (JPA's) for partnering with other Local Units of Government (LUG's) when working together on the award and distribution of CARES funds. Dorsey Whitney has created a template for a JPA. We currently have 3 communities wishing to work together. These resolutions terminate automatically on Nov. 15, the date when any uncommitted funds need to be sent to the home county of the specific community. Each of the LUG's will need to approve the JPA's in order for the Worthington EDA to administer the funds.

VOTING

It was duly passed to approve the Joint Powers Agreement between Nobles County, the City of Worthington and the City of Rushmore.

Moved by: Metz, Gene
Seconded by: Widboom, Matt

VOTING

It was duly passed to approve the Joint Powers Agreement between Nobles County, the City of Worthington and the City of Round Lake.

Moved by: Linssen, Donald
Seconded by: Ahlers, Justin

VOTING

It was duly passed to approve the Joint Powers Agreement between Nobles County and the City of Worthington.

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

7.10	Certify 2021 Budget <u>Attachment:</u> 2021 Proposed Budget, NTE Summary Resolution 202046 2021 Budget (proposed)
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The preliminary tax levy needs to be set for the 2021 budget. Prior meetings and discussions held resulted in a recommendation to set a 4% increase. Discussion was had on health insurance increases and MCIT increases playing a large role in the levy increase. COVID-19 also had a large impact on lost revenues.

VOTING

It was approved to set the preliminary tax levy for 2021 at an increase of 4%, equivalent to \$15,290,091.

Moved by: Metz, Gene
Seconded by: Widboom, Matt
In Favor: Metz, Gene; Widboom, Matt; Demuth, Robert S.; Linssen, Donald
Opposed: Ahlers, Justin

7.11 Addendum	Requisition for Personnel <u>Attachments:</u> Requisition
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Facilities Maintenance Lead position will become vacant due to a retirement.

VOTING

It was duly passed to approve the requisition for personnel for a Facilities Maintenance Lead position.

Moved by: Demuth, Robert S.

Seconded by: Linssen, Donald

8.0 Inter-Agency Reports/Announcements

8.1 Committee and Board Reports

District V - Commissioner Linssen – Reported on the Public Safety Chief Elected Officials meeting and the discussion of unemployment for the state of Minnesota vs. nationwide.

District IV – Commissioner Demuth – No Report

District I - Commissioner Ahlers – Reported on the AMC ditch bonding meetings.

District II - Commissioner Metz – Reported on the AMC policy meetings held virtually.

District III - Commissioner Widboom – Reported on the SMOC annual report and the positive things they continue to do in the community.

Administration – Tom Johnson – Reported on Health and Human Services AMC meeting.

Administration / Emergency Management – Bruce Heitkamp – Reported on the Mutual Aid study and the consultant who will be coming to town next week.

8.2 Correspondence

Attachments:

Recruitment Update

HLWD Meeting Minutes 7/9/2020

JD 36 Meeting Minutes 7/9/2020

HLWD Meeting Minutes 7/15/2020

JD 14 Meeting Minutes 7/8/2020

HLWD Meeting Agenda 9/16/2020

Nobles County Art Center Board Meeting Minutes 9/7/2020

8.3 Calendar

Attachments:

September 2020 Calendar

October 2020 Calendar

9.0 Other / Future Business

Work Session

Wednesday, September 30, 2020 8:30 a.m.

10.0 Adjournment

VOTING

It was duly passed to adjourn the meeting at 11:23 a.m.

Moved by: Demuth, Robert S.

Seconded by: Ahlers, Justin



(Chairperson)



(County Administrator)

