

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, October 06, 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.

<b>1.0 Call to Order</b>	
<b>2.0 Pledge of Allegiance</b>	
<b>3.0 Approval of Agenda</b>	
<b><u>VOTING</u></b> It was duly passed to approve the agenda with addendums. Motion by: Widboom, Matt Seconded by: Metz, Gene	
<b>4.0 Recognition</b>	
<b>5.0 Consent Agenda</b>	
<b>5.1</b>	<b>September 22, 2020 Regular Board Meeting Minutes Draft</b> <b><u>Attachments:</u></b> September 22, 2020 Draft Regular Board Meeting Minutes
<b>5.2</b>	<b>Meetings &amp; Conferences – Travel Expenses</b> <b><u>Attachments:</u></b> Travel Expenses paid September 25, 2020
<b>5.3</b>	<b>PCard/Auditor's Warrants</b> <b><u>Attachments:</u></b> Accounts Payable Summary Auditor's Warrants
<b>5.4</b>	<b>WIC 2016-2020 Grant Agreement Amendment</b> <b><u>Attachments:</u></b> WIC Agreement Amendment
<b>5.5</b>	<b>Minnesota West Memorandum of Agreement</b> <b><u>Attachments:</u></b> Memorandum of Agreement
<b><u>VOTING</u></b> It was duly passed to approve the Consent Agenda. Moved by: Linssen, Donald Seconded by: Widboom, Matt	
<b>6.0</b>	<b>Department Presentations</b>
<b>6.2</b>	<b>Requisition for Personnel</b> <b><u>Attachments:</u></b> Requisition
The sheriff's department is needing to refill a deputy position due to a resignation.	
<b><u>VOTING</u></b> It was duly passed to approve the requisition for the Sheriff's Department.	

<p>Moved by: Linssen, Donald          Seconded by: Widboom, Matt</p>	
<b>6.1 (A)</b>	<p><b>CSAH Municipal Fund Balance Carryover</b>  <u>Attachments:</u>          Resolution 202051</p>
<p>The County State Aid Highway Municipal Fund Balance exceeds the amount that can be carried over into the next year. This will result in a penalty if the funding is not allocated to a project before the end of the year. The Board can request that the fund balance be waved since the county plans for a project that will use the funding in 2021.</p>	
<p><b><u>VOTING</u></b>          It was duly passed to adopt resolution 202051.          Moved by: Widboom, Matt          Seconded by: Ahlers, Justin</p>	
<b>6.1 (B)</b>	<p><b>Pickup Truck Replacement</b></p>
<p>A 2009 pickup unit T219 currently assigned to grounds maintenance was transferred to PJC building maintenance by board action. T-219 was planned to be replaced in 2022. At that time the maintenance superintendent's vehicle would be assigned to grounds maintenance operations and a replacement vehicle for the maintenance superintendent would be purchased. With the transfer of T-219 in 2020 there is the need to purchase a new vehicle in public works this year.</p>	
<p><b><u>VOTING</u></b>          It was duly passed to approve the replacement of T-219.          Moved by: Metz, Gene          Seconded by: Widboom, Matt</p>	
<b>6.1 (C)</b>	<p><b>Shop Service Truck Transfer and Replacement</b>  <u>Attachments:</u>          Requisition</p>
<p>Discussion was had on transferring a 2014 model year, ¾ ton truck with a service body and tailgate hoist to building maintenance, which means a new shop truck would be needed in public works. Since the public works uses the service truck more than building maintenance, buying a new truck for public works and transferring the used truck would be a better investment.</p>	
<p><b><u>VOTING</u></b>          It was duly passed to approve the transfer of the existing truck and the purchase a new shop truck.          Moved by: Demuth, Robert S.          Seconded by: Metz, Gene</p>	
<b>6.1 (D)</b>	<p><b>City of Wilmont Snow Removal Agreement</b>  <u>Attachments:</u>          Agreement          Resolution 202047</p>
<p>The City of Wilmont provides snow removal service on the main street through town. This speeds up plowing operations for the rural routes. The city also plows and hauls snow which the county does not do. This allow for the payment of some of the snow removal operations that were not being paid for in the past. It also provides continuity in operations since the county doesn't need to do part of the roadway while the city does another part.</p>	
<p><b><u>VOTING</u></b>          It was duly passed to adopt resolution 202047          Moved by: Metz, Gene          Seconded by: Demuth, Robert S.</p>	
<b>6.1 (E)</b>	<p><b>City of Lismore Snow Removal Agreement</b>  <u>Attachments:</u>          Agreement          Resolution 202048</p>

The City of Lismore provides snow removal service on the main street through town. This speeds up plowing operations for the rural routes. The city also plows and hauls snow which the county does not do. This allow for the payment of some of the snow removal operations that were not being paid for in the past. It also provides continuity in operations since the county doesn't need to do part of the roadway while the city does another part.

Justin recused himself due to his employment with the City of Lismore.

**VOTING**

It was duly passed to adopt resolution 202048.

Moved by: Widboom, Matt

Seconded by: Linssen, Donald

Recused: Ahlers, Justin

**6.1 (F) Leota Township Snow Removal Agreement**

**Attachments:**

Agreement

Resolution 202049

Leota Township provides snow removal services on a county road that the township goes over as part of their township road operations. It is easier and provides consistency in services to have them open the road as they go down the road doing their plowing. The township has been doing the snow removal over the past years and it has worked very well. The rate of pay is based on the cost of snow removal as determined for the agreements for the cities. The current agreement expired so a new agreement is needed. It is for a 3 year period to keep the reimbursement in line with current costs.

**VOTING**

It was duly passed to adopt resolution 202049.

Moved by: Linssen, Donald

Seconded by: Widboom, Matt

**6.3 (A) Requisition for Personnel**

**Attachments:**

Requisition

Community Services has a vacancy for a Public Health Nurse. Because of PHN shortages the position has remained vacant. Community Services is requesting the board approve the position be filled with a Registered Nurse.

**VOTING**

It was duly passed to approved the requisition for personnel for Community Services for a full time Registered Nurse.

Moved by: Widboom, Matt

Seconded by: Ahlers, Justin

**6.3 (B) CARES Act Funding Request**

**Attachments:**

Funding Request

Community Services is requesting CARES Act Funding to assist in protecting both their staff and the public they serve through the purchase of items listed to help prevent the spread of COVID-19. They are also requesting items that are needed for the Public Health Unit to be prepared to assist with community wide seasonal flu and COVID-19 vaccinations once a vaccine has been made available.

**VOTING**

It was duly passed to approve CARES Act funding to Community Services in the amount of \$19,143.29.

Moved by: Demuth, Robert S.

Seconded by: Ahlers, Justin

**6.3 (C) Requisition for Personnel**

**Attachments:**

Addendum  
Requisition

Community Services has a vacancy for an account technician. They are requesting to refill the position.	
<b><u>VOTING</u></b> It was duly passed to approved the requisition for personnel for Community Services for a full time Account Technician. Moved by: Met, Gene Seconded by: Widboom, Matt	
<b>6.5 (A)</b>	<b>2021 County Insurance Contribution</b> <b><u>Attachments:</u></b> 2021 Health Insurance Premiums
The County Board needs to set the annual county employee cafeteria contribution. The current rate is \$1,000.00/month. Discussion was had on if the amount should be changed, or kept the same. It was also discussed on the high cost of family insurance vs. single and if there are any ways to help employees with the cost of family insurance. Ultimately, it was decided to keep the monthly amount the same.	
<b><u>VOTING</u></b> It was duly passed to approve the 2021 county insurance contribution at \$1,000/month per FTE. Moved by: Demuth, Robert S. Seconded by: Metz, Gene	
<b>6.4 (A)</b>	<b>Set Fee for Club Liquor License</b>
Nobles County has its first application for a Club On Sale Retail Liquor License. The license is good for a period of one year. Since this is the first application the Board has been asked to approve, the Board needs to establish a fee similar to the other licenses that are approved by the county.	
<b><u>VOTING</u></b> It was passed to approve a Club on Sale Retail Liquor License at \$50.00/year. Moved by: Widboom, Matt Seconded by: Metz, Gene In favor: Widboom, Matt; Metz, Gene; Demuth, Robert S.; Ahlers, Justin Opposed: Linssen, Donald	
<b>6.4 (B)</b>	<b>Approve Club on Sale Retail Liquor License</b> <b><u>Attachments:</u></b> Application
Nystrom Orchard Tasting Club is seeking approval for a Club On Sale Retail Liquor License for a period of one year as they promote apple products including Apple Wine on location at 30679 Quine Ave in Bigelow Township. The completed MN Department of Public Safety Alcohol and Gambling Enforcement Division Application is attached which includes a report from County Attorney Joseph Sanow and Sheriff Kent Wilkening.	
<b><u>VOTING</u></b> It was passed to approve the application for a one year Club on Sale Retail Liquor License for the Nystrom Orchard Club. Moved by: Widboom, Matt Seconded by: Demuth, Robert S. In favor: Widboom, Matt; Metz, Gene; Demuth, Robert S.; Ahlers, Justin Opposed: Linssen, Donald	
<b>6.4 (C)</b>	<b>Temporary Employees for Elections</b>
The Board has approved the hiring of eight temporary election staff with the understanding that we would only hire as needed so at this point we have hired seven of the eight positions. Unfortunately a couple of the temps have had some life events make it difficult to be in regular attendance and several of them are trying to assist family members with changing school schedules due to COVID. It was requested that the Board approve the hiring of the one remaining temporary position in addition to replacing up to two of the current positions immediately.	

Discussion was had on the different options such as: hiring more temps, having current temps work longer than the 67 days but not exceeding more than 23 hours in a week or 1040 hours in a year, using current Library staff, using other county departments as they are available to help, or do nothing.

**VOTING**

It was duly passed to approve options

1: Continue using the current temps past the 67 days with the requirements that we do not exceed 23 hours in a week and that they are terminated before reaching 1,040 total hours for the year.

2: Offer part-time employees from the library additional hours at their current pay rate working around their scheduled library hours.

3: Approve up to three additional temporary election employees.

4: Coordinate assistance from other county departments/employees to provide help from October 5th through November 3<sup>rd</sup> or later if a recount is necessary.

Moved by: Demuth, Robert S.

Seconded by: Ahlers, Justin

**6.4 (D) Auditor-Treasurer Renovations**

**Attachments:**

Floor Plan

Bid Tabulation

The Auditor-Treasurer requested remodeling the License Center offices to better serve the public and include improvements related to safety due to COVID. Bids were solicited based on the included drawings and the bid tabulation form is included. Electrical was not included in the bid package and will need to be formally bid soon. Discussion was had on the complexity of the project and what areas were truly needed or could be excluded.

Large discussion was also had on space needs of the entire county and not just focusing on one department.

County Administrator, Johnson informed the board that the lowest bid was also an incorrect bid. The bidder made a mistake in the total of an item, which made the bid about \$30,000 lower than what it should be.

It was decided to reject all bids and re bid the project after some tweaking and to include electrical.

**VOTING**

It was duly passed to reject all of the bids for the Auditor-Treasurer's renovation project.

Moved by: Ahlers, Justin

Seconded by: Widboom, Matt

It was approved to rebid the Auditor-Treasurer Renovation project and to include electrical.

Moved by: Metz, Gene

Seconded by: Widboom, Matt

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

Opposed: Ahlers, Justin

**7.0 Administration Presentation**

**7.1 Requisition for Personnel**

**Attachments:**

Requisition

Facilities Maintenance Technician position will have an opening due to an employee's upcoming promotion.

**VOTING**

It was duly passed to approve the requisition for a Facilities Maintenance Technician.

Moved by: Metz, Gene

Seconded by: Linssen, Donald

**7.2 Lawn Mower for the PJC Site**

Facilities Maintenance has leased a lawn mower for the 2020 season and now proposes to purchase the unit. Facilities Maintenance has taken responsibility for mowing the PJC site. For the

current year, a Kubota ZD331-72 mower was leased through Jaycox Equipment and there is a proposal to purchase the unit. The lease was approved for \$2,000 for the 2020 summer mowing season. The Maintenance Supervisor has gotten a quote for a new Kubota ZD1211-72 (comparable) mower and a quote to purchase the leased unit. Both he and the operator are very satisfied with the leased unit. If we purchase the used leased unit they will waive the lease cost, if we do not purchase the leased unit for any reason we will be responsible for the lease amount as agreed of \$2,000.00

Leased unit purchase \$9,750.00

New unit purchase \$14,855.00

**VOTING**

It was duly passed to approve the purchase of a lawn mover for the PJC site for no more than \$9,750.00

Moved by: Demuth, Robert S.

Seconded by: Ahlers, Justin

**7.3 Cooling System for the PJC Data Center**

With the expanded room now near complete, A/C needs to be updated. Two proposals were received to upgrade the cooling systems for the PJC data room. This has become necessary with the determination the old wall that was the barrier needs to stay in place and the racks with built-in A/C would only be purchased for the new expanded portion of the room. This updated split system will also act as a redundant system so the hanging system can be eliminated that currently runs over the top of servers and equipment. Electrical wiring is not included in either estimate, Rich is getting a quote for that portion.

NAC \$32,248.00

Feder Mechanical \$39,795.00

**VOTING**

It was duly passed to approve the installation agreement with NAC for \$32,248.00 for a new A/C system for the PJC Communication Room

Moved by: Widboom, Matt

Seconded by: Demuth, Robert S.

**7.4 Lincoln Pipestone Rural Water Board Appointments**

**Attachments:**

Applicant Bio's

Resolution 202052

LPRW has requested Nobles County support the appointment of 3 current board members for terms expiring December 31, 2020 Francis Engels, Janice Moen and Brent Feikema have terms expiring at the end of the year and all are seeking reappointment to the LPRW Board. The LPRW board unanimously supports each of the individuals be reappointed.

**VOTING**

It was duly passed to adopt Resolution 202052.

Moved by: Widboom, Matt

Seconded by: Metz, Gene

**7.5 Lincoln Pipestone Bond Refunding**

**Attachments:**

Finance Plan

Resolution 202050

Notice of Sale

Municipal Advisory Service Agreement

Lincoln Pipestone Rural Water (LPRW) has proposed the refunding of two previous General Obligation bonds. LPRW has two former debt issues they would like to refund. The estimate from Northland Securities is they will save \$1,521,947, 13.18%, through the process at Net Present Value. The two former issues total \$9.85MM, and require a single refunding G.O Bond of \$9,555,000 to be issued. This also reduces the term by one year.

**VOTING**

<p>It was duly passed to approve setting the sale resolution as attached for General Obligation Bonds to refund the previous issues on Monday November 16, 2020 at 10:30 a.m.  Moved by: Demuth, Robert S.  Seconded by: Linssen, Donald</p>	
<b>7.6</b>	<p><b>Joint Powers Agreements</b>  <u>Attachments:</u>  Agreement – Nobles County, City of Worthington &amp; City of Lismore</p>
<p>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. Justin Ahlers recused himself due to his employment with the city of Lismore.</p>	
<p><b><u>VOTING</u></b>  It was duly passed to approve the Joint Powers Agreement between Nobles County, the City of Worthington and the City of Lismore.  Moved by: Metz, Gene  Seconded by: Widboom, Matt  Recused: Ahlers, Justin</p>	
<b>7.7</b>	<p><b>CARES Act Funding Update</b>  <u>Attachments:</u>  Resolutions</p>
<p>Bruce Heitkamp gave an update regarding the CARES Act funding.</p>	
<b>8.0</b>	<p><b>Closed Session – Union Negotiation Strategy</b></p>
<p>On a motion by Widboom, Matt, and seconded by Metz, Gene, it was duly passed to close the meeting at 11:17 a.m. per Minnesota Statutes 13D.03 Subd. 1(b) to discuss Union Negotiation Strategy.</p> <p>On a motion by Linssen, Donald, and seconded by Metz, Gene, it was duly passed to open the meeting at 11:41 a.m.</p> <p>The Board had discussed County Union Negotiation Strategies and the closed meeting recording was sealed and will be safely stored.</p>	
<p><b>9.0 Inter-Agency Reports/Announcements</b></p>	
<b>9.1</b>	<p><b>Committee and Board Reports</b></p> <p>District V - Commissioner Linssen – No Report.</p> <p>District IV – Commissioner Demuth – No Report.</p> <p>District I - Commissioner Ahlers – No Report.</p> <p>District II - Commissioner Metz – No Report.</p> <p>District III - Commissioner Widboom – No Report.</p> <p>Administration – Tom Johnson – No Report.</p> <p>Administration / Emergency Management – Bruce Heitkamp – No Report.</p>
<b>9.2</b>	<p><b>Correspondence</b></p>

	<b>Attachments:</b> Recruitment Update Field Day Report
9.3	<b>Calendar</b> <b>Attachments:</b> October 2020 Calendar
10.0	<b>Other / Future Business</b>  <b>Board Meeting</b> Tuesday, October 20, 2020 9:00 a.m.
<b>11.0 Adjournment</b>	
<b>VOTING</b> It was duly passed to adjourn the meeting at 11:47 a.m. Moved by: Metz, Gene Seconded by: Demuth, Robert S.	



\_\_\_\_\_  
(Chairperson)



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(County Administrator)