

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, November 17, 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 additions. Motion by: Widboom, Matt Seconded by: Metz, Gene	
4.0 Recognition	
5.0 Consent Agenda	
5.1	October 27, 2020 Special Board Meeting Minutes Draft <u>Attachments:</u> October 27, 2020 Draft Special Board Meeting Minutes
5.2	November 03, 2020 Regular Board Meeting Minutes Draft <u>Attachments:</u> November 03, 2020 Draft Regular Board Meeting Minutes
5.3	Meetings & Conferences – Travel Expenses <u>Attachments:</u> Travel Expenses paid November 06, 2020
5.4	PCard/Auditor's Warrants <u>Attachments:</u> Accounts Payable Summary Auditor's Warrants
5.5	2021 Children's Mental Health Screening Grant Contract <u>Attachments:</u> Contract
5.6	2020 TriMin Systems Professional Services Agreement Renewal Computer Management for Human Services (CMHS) <u>Attachments:</u> Agreement
<u>VOTING</u> It was duly passed to approve the Consent Agenda. Moved by: Demuth, Robert S. Seconded by: Widboom, Matt	
6.0	Public Hearing
6.1	Licolen Pipestone Rural Water Systems Bond Refunding <u>Attachments:</u>

	S&P Global Rating Resolution 202064
<p>LPRW has requested Nobles County complete the process to refund two previous loans with a new Bond. LPRW has three outstanding loans that meet the criteria for the refunding process, two of which bring them near the maximum they can refund in one issue. There are significant interest saving to justify the refunding. An interview and review of County financial status was completed and the county remains in a "AA" credit rating. Bids from potential buyers will be received Monday, November 16, and to be considered for acceptance at this regular board meeting.</p> <p>Northland Securities presented the outcome of the bids and recommendations moving forward.</p>	
<p><u>VOTING</u> It was duly passed to adopt resolution 202064 approving the sale of bonds for the refunding process. Moved by: Widboom, Matt Seconded by: Linssen, Donald</p>	
6.2	Buffalo Ridge Drug Task Force
<p>Buffalo Ridge Drug Task Force presented on a recap of highlights the task force was able to accomplish over the year.</p>	
7.0	Department Presentations
7.1 (A)	FEMA Gravel Road Repair <u>Attachments:</u> Advertisement for Bids
<p>A FEMA declaration was declared in 2019, DR4442. The initial damages were repaired shortly after they occurred. Other damages to the gravel road surface (frost boils) were delayed for review by FEMA representatives and approval for funding. That approval has been given and the repair work is ready to go to contract bidding. The work will be scheduled for later spring, 2021 with a completion date of June 30, 2021. If needed, an extension of the FEMA deadline for completing the work can be requested. Nobles County will work with the contractor in purchasing and placing the geogrid materials prior to the contractor placing the gravel surfacing.</p>	
<p><u>VOTING</u> It was duly passed to approve the advertisement for bids with a bid opening at 1:30 p.m., Tuesday, December 15, 2020 at the county administration office. Moved by: Widboom, Matt Seconded by: Ahlers, Justin</p>	
7.1 (B)	Final Payment for Adrian Salt/Sand Building <u>Attachments:</u> Greystone Construction Invoice Application and Certification of Payment Calculation Sheet Resolution 202063
<p>The Adrian Shop salt sand building has been completed. The IC134 documentation has been submitted. Final payment can be made.</p>	
<p><u>VOTING</u> It was duly passed to approve resolution 202063 for final payment in the amount of \$10,586.15. Moved by: Metz, Gene Seconded by: Demuth, Robert S.</p>	
7.2 (A)	Requisition for Personnel <u>Attachments:</u> Requisition
<p>The Sheriff's department has an opening for a full time correctional officer that needs to be refilled.</p>	
<p><u>VOTING</u> It was duly passed to approve the requisition for personnel for the full time correctional officer.</p>	

<p>Moved by: Metz, Gene Seconded by: Widboom, Matt</p>	
7.2 (B)	<p>Requisition for Personnel <u>Attachments:</u> Requisition</p>
<p>The Sheriff's department has an opening for a full time correctional officer that needs to be refilled.</p>	
<p><u>VOTING</u> It was duly passed to approve the requisition for personnel for a full time correctional officer. Moved by: Ahlers, Justin Seconded by: Linssen, Donald</p>	
7.3 (A)	<p>Requisition for Personnel - Amendment</p>
<p>At the October 20, 2020 meeting the board had authorized the county attorney's office to fill an assistant county attorney position. The request was to fill as an assistant county attorney 1. Some applications have been received that may qualify for an assistant county attorney 2 position. The county attorney's office wants the flexibility to offer the position as attorney 2 if the selected applicant is qualified.</p>	
<p><u>VOTING</u> It was duly passed to approve the County Attorney to offer the position as attorney 2, if the applicant is qualified. Moved by: Demuth, Robert S. Seconded by: Metz, Gene</p>	
7.4 (A)	<p>Requisition for Personnel <u>Attachments:</u> Requisition</p>
<p>Community Services will have a vacancy for a full time Public Health Nurse. It was requested to the board to refill that position.</p>	
<p><u>VOTING</u> It was duly passed to approve the requisition for a full time Public Health Nurse. Moved by: Widboom, Matt Seconded by: Linssen, Donald</p>	
7.5 (A)	<p>Professional Services Agreement Extension</p>
<p>Due to COVID restrictions, additional services are needed for the completion of 2021 assessment. Extending the current Professional Services Agreement with Erik Skogquist to assist with the 2021 assessment is being proposed.</p>	
<p><u>VOTING</u> It was duly passed to approve extension to the professional services agreement with Erik Skogquist. Moved by: Metz, Gene Seconded by: Widboom, Matt</p>	
7.6 (A)	<p>LELS – Deputy Contract <u>Attachments:</u> Agreement – Red Marked Agreement – Final Draft</p>
<p>Union contracts for all bargaining units will end December 31, 2020. Negotiation meetings began in mid-October. A tentative agreement was reached and ratified by the union members. After much discussion and consideration of requests on the part of both the union and the county negotiating teams, changes were identified, salary increases were agreed to for a 1 year term and a final contract proposal was presented.</p>	
<p><u>VOTING</u> It was duly passed to approve the LELS – Deputy Contract as presented. Moved by: Widboom, Matt Seconded by: Demuth, Robert S.</p>	

7.6 (B)	2021 Non-Union Compensation Plan <u>Attachments:</u> Hourly Pay Rate Table Salary Table
Each year the County Board needs to approve the compensation plan for non-union employees. Negotiation meetings began in mid-October with the bargaining units across the County. There has been a recent agreement by the LELS union to accept the new structure as proposed with a 2.0% COLA added to it. In an effort to keep our pay equity in compliance, it is requested that the board approve the compensation plan for non-union employees to be on the same plan as the union employees with the 2.0% COLA.	
<u>VOTING</u> It was duly passed to approve the non-union compensation plan be amended to include a 2.0% cost of living adjustment (COLA) increase for each level and step. Moved by: Demuth, Robert S. Seconded by: Metz, Gene	
8.0	Administration Presentation
8.1	EMPAC Appointments
A member of the Nobles County Public Health Department will best serve EMPAC's Public Health discipline. Nobles County Public Health no longer employs the previous member. Nobles Public Health Supervisor, Michelle Ebbers, has expressed interest in finishing the existing term on the EMPAC Board, which will conclude on 12/31/2022.	
<u>VOTING</u> It was duly passed to approve Michelle Ebbers be appointed to the EMPAC board filling a vacant position. Moved by: Linszen, Donald Seconded by: Ahlers, Justin	
8.2	Public Board Meeting Date
The conflict of the AMC Annual meeting no longer exists. We set the date for the 2021 public budget meeting for Dec. 10, 2020 at 6 PM due to the scheduled AMC Annual meeting. AMC has canceled the regular annual conference and will only be holding a one day virtual conference Monday, Dec. 7, 2020. It is recommended to the board to change the meeting from December 10, 2020 to Tuesday December 8, 2020.	
<u>VOTING</u> It was duly passed to move the December 10, 2020 public meeting to December 8, 2020. Moved by: Metz, Gene Seconded by: Widboom, Matt	
8.3	Custodial Contract <u>Attachments:</u> Wilmington JPA
The current custodial services contract with Marsden expires Dec. 31, 2020. It was discussed various options of extending the current contract, complete an RFP process or hire staff. Marsden has offered to extend the contract for one additional year, January 1, 2021 through December 31, 2021 for an increase of 2%. The current contract includes cleaning supplies and equipment.	
<u>VOTING</u> It was duly passed to approved to extend the current contract with Marsden with an increase of 2%. Moved by: Demuth, Robert S. Seconded by: Metz, Gene	

8.4	Elected Officials 2021 Salary
------------	--------------------------------------

Each year the board is to set the salary for each elected position in the Nobles County organization. We are continuing with the same salary process as last year to allow time for budget adjustments related to those decisions, and allow each of the elected officials to focus on presenting their salary request to the full board. MN Statute has outlined what criteria needs to be considered when setting the salary of each elected official in the county. The primary considerations are:

- 1) The extent of the responsibilities and duties of the position
- 2) Experience
- 3) Qualifications for the position
- 4) Performance in the position

Each elected official requested their 2021 salary before the board.

VOTING

It was duly passed to adopt resolution 202065 and approve the county Recorder's 2021 salary at \$72,596.00

Moved by: Demuth, Robert S.

Seconded by: Widboom, Matt

It was duly passed to adopt resolution 202066 and approve the county Attorney's 2021 salary at \$93,746.00

Moved by: Linssen, Donald

Seconded by: Widboom, Matt

It was duly passed to adopt resolution 202067 and approve the county Sheriff's 2021 salary at \$125,920.00

Moved by: Metz, Gene

Seconded by: Widboom, Matt

It was passed to adopt resolution 202068 and approve the county Auditor-Treasurer's 2021 salary at \$88,192.00.

Moved by: Demuth, Robert S.

Seconded by: Widboom, Matt

In favor: Demuth, Robert S.; Widboom, Matt; Linssen, Donald

Opposed: Ahlers, Justin; Metz, Gene

It was passed to adopt resolution 202069 and approve the County Board's 2021 salary at \$20,259.22 and \$150 maximum per diem.

Moved by: Ahlers, Justin

Seconded by: Metz, Gene

In favor: Widboom, Matt; Ahlers, Justin; Metz, Gene

Opposed: Demuth, Robert S.; Linssen, Donald

8.5	CARES Act Funding Updated
------------	----------------------------------

Remaining CARES dollars were discussed and the direction to go on disbursing them. Roughly \$155,853.43 is remaining from County dollars. Currently around \$37,305.58 has been used on FFCRA leave by County employees. If that amount is covered by the County CARES dollars roughly \$118,547.85 is remaining.

It was moved to divide the \$118,547.85 evenly by the small businesses and non profits that applied for CARES money. The amount that would be awarded is not exactly known at this point as there are many moving parts but it was estimated that the total would be between \$300-\$400 per entity.

VOTING

It was duly passed to divide the remaining \$118,547.85 equally to every small business and non profit that applied for CARES funding.

Moved by: Metz, Gene

Seconded by: Widboom, Matt

It was duly passed to approve any remaining County CARES funds on December 1, 2020 to cover FFCRA leave used by Nobles County employees.

Moved by: Ahlers, Justin

Seconded by: Metz, Gene

9.0 Closed Session

Closed session under the attorney-client privilege pursuant to Minn. Stat. § 13D.05, subd. 3(b), to discuss the following pending litigation: *Esparza, et al. v. Nobles County, et al.*, Case No. 53-cv-18-751 and to discuss Union negotiation strategy.

VOTING

It was duly passed to close the meeting pursuant to Minnesota Statute Section 13D.05, subd. 3(b) to discuss the civil suit *Esparza, et al. v. Nobles County, et al.* Court File No. 53-cv-18-751 with our attorney.

Moved by: Demuth, Robert S.

Seconded by: Widboom, Matt

It was duly passed to reopen the meeting.

Moved by: Widboom, Matt

Seconded by: Metz, Gene

10.0 Inter-Agency Reports/Announcements

10.1 Committee and Board Reports

District V - Commissioner Linssen – Reported on canvassing ballots and how over 65% of the votes in Nobles County were done via mail or prior to election day.

District IV – Commissioner Demuth – No Report.

District I - Commissioner Ahlers – Reported on RNCC annual meeting and the Historical Society meetings which were held virtually or by e-mail. EMPAC meeting where the LUCAS device was discussed and how many entities in the County would receive one through CARES funding.

District II - Commissioner Metz – Reported on the General Government Policy meeting and how tax increases were discussed. He also reported the Mana Food Pantry has been temporarily closed due to COVID.

District III - Commissioner Widboom – No Report.

Administration – Tom Johnson – No Report.

Administration / Emergency Management – Bruce Heitkamp – No Report.

10.2 Correspondence

Attachments:

Recruitment Update

MNDot flier

HLWD Activity Report

10.3 Calendar

Attachments:

November 2020 Calendar

	December 2020 Calendar
11.0	Other / Future Business Work Session Wednesday November 25, 2020 8:30 a.m. Board Meeting Thursday, December 10, 2020 9:00 a.m.
12.0 Adjournment	
<u>VOTING</u> It was duly passed to adjourn the meeting at 11:51 a.m. Moved by: Linssen, Donald Seconded by: Metz, Gene	



(Chairperson)



(County Administrator)