

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, April 06, 2021, 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 Bob Paplow.

The meeting was called to order by Chairperson Metz 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: Demuth, Robert S. Seconded by: Ahlers, Justin	
4.0 Recognition	
Allison Heidebrink, Administrative Assistant, was recognized as the March Excellence in Performance recipient.	
5.0 Consent Agenda	
5.1	March 23, 2021 Regular Board Meeting Minutes Draft <u>Attachments:</u> March 23, 2021 Draft Regular Board Meeting Minutes
5.2	Meetings & Conferences – Travel Expenses <u>Attachments:</u> Expenses paid – Employees Expenses paid – Board
5.3	Auditor’s & Commissioner’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: Linssen, Paplow Seconded by: Paplow, Bob	
6.0	Public Hearing
6.1	Public Hearing – Proposed Property Tax Abatement Alan & Ellen Henning Parcels 21-0628-115 & 21-0628-120 A. Open Hearing (<i>Action</i>) B. Proposed Abatement – Discussion C. Public Comment D. Close Hearing (<i>Action</i>) E. Decisions 1. Alan & Ellen Henning Parcels 21-0628-115 & 21-0628-120 – Resolution 202113 (<i>Action</i>) <u>Attachments:</u>

	NHI Nobles County Guidelines Application information Resolution 202113
	<p>A. A motion by Justin Ahlers and seconded by Robert S. Demuth, it was duly passed to open the Proposed Property Tax Abatement Public Hearing for Alan & Ellen Henning Parcels 21-0628-115 & 21-0628-120</p> <p>B. Bruce Heitkamp, Nobles County Deputy Administrator, reviewed the Nobles Home Initiative Application.</p> <p>C. No public comments were received.</p> <p>D. On a motion by Bob Paplow and seconded by Donald Linssen, it was duly passed to close the Proposed Property Tax Abatement Public Hearing.</p> <p>E. On a motion by Robert S. Demuth and seconded by Gene Metz, it was duly passed to adopt Resolution 202113 approving tax abatement to Alan & Ellen Henning Parcels 21-0628-115 & 21-0628-120 pursuant to Minnesota Statute 469.1813..</p>
6.2	<p>Public Hearing – Proposed Property Tax Abatement Bruce & Kate McCann, Parcel 21-0628-050</p> <p>A. Open Hearing (Action)</p> <p>B. Proposed Abatement – Discussion</p> <p>C. Public Comment</p> <p>D. Close Hearing (Action)</p> <p>E. Decisions</p> <p>1. Bruce & Kate McCann, Parcel 21-0628-050 – Resolution 202112 (Action)</p> <p><u>Attachments:</u> NHI Nobles County Guidelines Application information Resolution 202112</p>
	<p>A. A motion by Justin Ahlers and seconded by Donald Linssen, it was duly passed to open the Proposed Property Tax Abatement Public Hearing for Bruce & Kate McCann, Parcel 21-0628-050</p> <p>B. Bruce Heitkamp, Nobles County Deputy Administrator, reviewed the Nobles Home Initiative Application.</p> <p>C. No public comments were received.</p> <p>D. On a motion by Donald Linssen and seconded by Robert S. Demuth, it was duly passed to close the Proposed Property Tax Abatement Public Hearing.</p> <p>E. On a motion by Justin Ahlers and seconded by Bob Paplow, it was duly passed to adopt Resolution 202112 approving tax abatement to Bruce & Kate McCann, Parcel 21-0628-050 pursuant to Minnesota Statute 469.1813..</p>
7.0	Department Presentations
7.1 (A)	<p>Trunk Highway 60 Detour Agreement No. 1044761</p> <p><u>Attachments:</u> Agreement Resolution 202111</p>
	<p>Minnesota Department of Transportation is closing the roundabouts on the east side of Worthington for construction work this summer on Trunk Highway 60. Traffic will be detoured onto the county highway system. An agreement is needed to receive reimbursement for using the county highway system.</p>
	<p><u>VOTING</u></p> <p>It was duly passed to approve resolution 202111 and agreement 1044761 Moved by: Ahlers, Justin Seconded by: Linssen, Donald</p>
7.1 (B) Addendum	<p>JD 8 Tile Repair</p> <p><u>Attachments:</u></p>

	Tile Map
	<p>The board meeting was recessed and the chair opened the ditch authority. Tile on Judicial Ditch #8 does not have the needed cover to protect the tile line from damage when farm equipment goes over it. Erosion in the field has washed away soil needed to protect the tile. It was determined that the tile needs to be protected. It was also determined that placing cover over the tile is a maintenance operation that can be done with ditch system maintenance funding. The original project scope and resulting estimated cost was around \$50,000 to \$60,000. Now, the current conditions in the field does not fit the original project scope. The estimated cost to cover the new conditions is around twice as much. Work to protect of the tile still needs to be done. The options available are to move the tile to a new location away from the erosion area where there is more cover, or, haul in material to cover the tile in the current location, or, to take material out of the field to cover the tile. Moving the tile line or hauling in material to cover the tile in place are significantly more expensive than getting material out of the field and covering the tile. A project of this scope would normally involve site surveying, designing the project, calculation of the quantities and solicitation for quotes to have the work done. Since this was intended to be a simple project, this was not done. The conditions to do the work are good at this time. Only one contractor expressed interest in doing the work as originally proposed. Doing a new solicitation for quotes and providing a plan and estimated quantities will delay the project until this summer or fall. The project still needs to be done to project the tile line. The property owner is willing to have the work done as proposed instead of requiring the tile line to be moved at a much higher cost. This is a good option for the owner and the ditch system. Discussion was had on the issue which included Commissioners, Nobles Soil and Water, the Ditch Coordinator, Director of Public Works and land owner – Matt Widboom. After the vote, the meeting was taken out of recess.</p>
	<p><u>VOTING</u> It was passed to approve Judicial ditch 8 tile repair as presented. Motion by: Demuth, Robert S. Seconded by: Metz, Gene In favor: Demuth, Robert S.; Metz, Gene; Paplow, Bob; Linssen, Donald Opposed: Ahlers, Justin</p>
7.2 (A)	<p>Nobles County Community Services Community Services Burial Plan Update 2021 <u>Attachments:</u> Burial Information</p>
	<p>Community Services is responsible under MN Statute 261.035 to provide funeral or final disposition services for indigent persons. The most recent update of the burial plan was in 2017 and a request was received for an increase in the maximum payment amounts. The price of materials and other items needed for final disposition have increased significantly, especially this past year. An update to the plan was started in late 2019 but the pandemic delayed it. The request received was for an approximate 23% increase overall. Customarily, most services go up by 2 to 3% annually but since there has been no updated since 2017, 2 potential increased were outlined that would be equal to an increase of approximately 2.5% and 3% annually back to 2018.</p>
	<p><u>VOTING</u> It was duly passed to approve a 12% increase to the plan now and a 2.5% year increase going forward. Motion by: Paplow, Bob Seconded by: Linssen, Donald</p>
7.2 (B)	<p>Nobles County Family Connections Collaborative Agreement <u>Attachments:</u> Agreement</p>

The Family Connections Collaborative has existed for many years under the guidance of the Minnesota Legislature. The purpose of the Collaborative is to foster inter-agency collaboration on a local level to address issues affecting families with children. Funding for the collaborative comes through the Local Collaborative Time Study (LCTS). The Department of Human Services has requested that our Family Connections Collaborative update our Interagency Agreement because it has not been updated for many years and many of the original signatories are no longer with the agencies represented. The Department provided Southwest Minnesota Opportunity Council with a template for the agreement. The template was modified to fit our current collaborative and has been approved by the Nobles County Attorney. The Family Connections Board also voted to approve the agreement.

VOTING

It was duly passed to approve the Nobles County Family Connections Collaborative Agreement as presented.

Moved by: Ahlers, Justin

Seconded by: Demuth, Robert S.

8.0 Administration Presentation

8.1 Citizen Appointment

Attachments:

2021 Nobles County Boards & Committee listing

Citizen Application

Trysten Olson submitted an application to be on the Nobles County Park Board.

VOTING

It was duly passed to appoint Tysten Olson to a 3 year term on the Nobles County Park Board.

Moved by: Paplow, Bob

Seconded by: Linssen, Donald

8.2 National Service Proclamation

Attachments:

Resolution 202114

A proclamation was presented to declare April 6th as National Service Recognition Day.

VOTING

It was duly passed to adopt resolution 202114 proclaiming April 6, 2021 as National Service Recognition Day.

Moved by: Linssen, Donald

Seconded by: Demuth, Robert S.

8.3 RFP from Architects for Crisis Center Project Remodel

Completing the design and specifications for the proposed Crisis Center will help us meet the goal of having the facility ready by the end of 2022. A very basic conceptual design for the old KidsPeace space was done through Avera architects in order to apply for the state grant. This allowed us to have reasonably accurate costs and the state did award us the grant for the remodel with no matching funds required. Very limited work has been done this past year but now with the efforts to find a person to focus on the project in order to find an operator, we should consider hiring an architectural firm to complete the design and specifications for the appropriate remodel of the space.

VOTING

It was duly passed to approve Administration to develop an RFP for the design of the Crisis Center.

Moved by: Demuth, Robert S.

Seconded by: Ahlers, Justin

8.4 Data Center Fire Suppression System

Attachments:

Quote

With the Data Center in the final phase of implementation and the systems ready to be installed, a specialized fire suppression system is needed. This is the second portion of fire

suppression and matches the system at the PJC for specialized fire suppression for computer rooms. The system releases the Sapphire product and is not harmful to any computer systems, but is excellent at extinguishing fires. Because Justice Fire was significantly lower (approximately 20%) than the only other bid for the PJC system, we did not get additional proposals for the Data Center. The quote is for an installed system in the Data Center Room.

VOTING

It was duly passed to approve the quote from Justice Fire & Safety for \$26,157.00 for a fire suppression system in the Data Center.

Moved by: Ahlers, Justin

Seconded by: Linssen, Donald

8.5 | **Building Ionization Systems**
Attachments:
Request for Proposal

We are considering adding building Ionization Systems to improve the indoor air quality of our work spaces. As we all return to the office after a year of COVID, there is an opportunity to improve the indoor air quality of our buildings. As first presented to the board in late 2020, the system did not appear worth an effort to continue consideration. After following discussion with other counties and vendors, there is additional information that does in fact lead to developing a plan.

VOTING

There was no action taken on this item.

8.6 | **Prairie Justice Center Operating Agreement Amendment**
Attachments:
Agreement

With the new lease agreement approved, and after following discussions it was realized the Operating Agreement should also be amended. The current operating agreement no longer matches the Lease Agreement with the City of Worthington for their share of expenses related to the PJC Law Enforcement area. With the addition of the garage and all the improvements, the calculation of share increased from 12.89% to 15.97%.

VOTING

It was duly passed to approve the amended operating agreement for the PJC.

Moved by: Linssen, Donald

Seconded by: Ahlers, Justin

8.7 | **Surplus Property**

Facilities Maintenance was able to upgrade the 1996 Ford F250 truck when Public Works purchased a new unit so the old should be declared surplus. The 1996 Ford F250 maintenance truck should be declared surplus so it can be disposed of.

VOTING

It was duly passed to declare the 1996 Ford F250 as surplus property.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

8.8 | **Personnel Policy P-213 Ethics (revision)**
Attachments:
P-213

After feedback from staff Personnel policy P-213 Ethics has been updated and is being presented for approval. When the updated P-213 Ethics policy that was approved at the March 23, 2021 board meeting was sent out to staff there were a number of concerns about Exhibit B Outside Employment. The Exhibit B has been updated taking in account the mentioned concerns.

VOTING

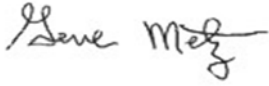
It was duly passed to approve personnel policy P-213 Ethics as presented.

Moved by: Demuth, Robert S.

Seconded by: Linssen, Donald

8.9	Law Library Custodian Attachments: <u>Agreement</u>
<p>The Law Library Board of Trustees identified a need for a Law Library Custodian to maintain all the books and information sources in the Law Library. There are regularly new editions of printed material that arrives and do not get placed on shelves in a timely manner because no one has these specific tasks as part of their regular job. The custodian in this case would make sure obsolete materials are removed and new materials are properly documented and made available to the users of the Law Library. The Law Library Board of Trustees has identified an individual within the court system that would agree to the terms of this agreement and provide the services needed outside their regular working hours. This will be funded through restricted reserves in the Law Library Fund.</p>	
<p><u>VOTING</u> It was duly passed to approve the agreement as presented at a flat rate of \$250/ month. Moved by: Paplow, Bob Seconded by: Demuth, Robert S.</p>	
<p>9.0 Inter-Agency Reports/Announcements</p>	
9.1	Committee and Board Reports
<p>District I - Commissioner Ahlers – No Report.</p> <p>District V - Commissioner Linssen – No Report.</p> <p>District IV – Commissioner Demuth – Updated Commissioners on the draw down of Lake Ocheda.</p> <p>District II - Commissioner Metz – No Report.</p> <p>District III - Commissioner Paplow – No Report.</p> <p>County Attorney – Joe Sanow – Jury trials are picking up.</p> <p>Administration – Tom Johnson / Bruce Heitkamp – Reported on the Rescue America Funds. Ditch 101 was well attended. The License Center remodel is almost completed.</p>	
9.2	<p>Correspondence Attachments: Recruitment Update HLWD Public Hearings HLWD Agenda 4/7/21 International Festival Flier King Turkey Day Flier Nobles County Art Center Board Minutes 03/2021</p>
9.3	<p>Calendar Attachments: April 2021</p>
10.0	<p>Data Center Tour Immediately Following 4/06/21 Board Meeting Board Meeting – Tuesday April 20, 2021 9:00 a.m. Nobles County Board Room Work Session – Wednesday April 28, 2021 8:30 a.m. Nobles County Board Room</p>
<p>11.0 Adjournment</p>	
<p><u>VOTING</u></p>	

It was duly passed to adjourn the meeting at 10:44 a.m.
Moved by: Linssen, Donald
Seconded by: Paplow, Bob



(Chairperson)



(County Administrator)