

OFFICIAL PROCEEDINGS OF BOARD OF COMMISSIONERS OF NOBLES COUNTY, MINNESOTA

The Board of Commissioners of Nobles County met in regular session on Tuesday, July 20, 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 and Robert S. Demuth.

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	
VOTING It was duly passed to approve the agenda with the addition of item 7.1 (C). Motion by: Ahlers, Justin Seconded by: Demuth, Robert S.	
4.0 Recognition	
Cliff Altman, Highway Maintenance Superintendent, was recognized for 35 years of service.	
5.0 Consent Agenda	
5.1	June 30, 2021 Special Board Meeting Minutes Draft Attachments: June 30, 2021 Draft Special Board Meeting Minutes
5.2	July 06, 2021 Regular Board Meeting Minutes Draft Attachments: July 06, 2021 Draft Regular Board Meeting Minutes
5.3	Meetings and Conferences – Travel Expenses Attachments: Expenses paid July 16, 2021
5.4	Auditor’s & Commissioner’s Warrants Attachments: Accounts Payable Summary Auditor’s Warrants
5.5	3 Year Contract with Thomson Reuters Attachments: Contract
VOTING It was duly passed to approve the consent agenda as presented. Moved by: Demuth, Robert S. Seconded by: Metz, Gene	
6.0	Special Presentation
6.1	MNDOT Capital Highway Investment Plan (CHIP) Presentation Attachments: Presentation
Greg Ous, District Engineer and Ronda Allis, Transportation Planning Director from MnDOT presented the Commissioners with the districts 10-year road plan.	
7.0	Department Presentations
7.1 (A)	Final Payment – Henning Construction

	<u>Attachments:</u> Resolution 202139
Henning Construction has completed the placing and shaping of the aggregates and the project is complete. The project has been approved and final payment in the amount of \$9,532.71 is now due.	
<u>VOTING</u> It was duly passed to adopt Resolution 202139 and approve the final payment to Henning Construction, Inc in the amount of \$9,532.71. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.	
7.1 (B)	Oiling Trailer Acquisition Proposal <u>Attachments:</u> Oiling Trailer Photos
An existing Highway Department boiler truck is aging and there is an opportunity to purchase an oiling trailer at a reasonable price. The price of a new oiling set-up would be \$45,000.00. This used oiling set-up is available for \$4,500.00. The current oiling trailer will be kept and utilized.	
<u>VOTING</u> It was duly passed to purchase the used oiling trailer at a price of \$4,500.00. Moved by: Demuth, Robert S. Seconded by: Metz, Gene	
7.1 (C) Addendum	Sign Cutter
Currently, Public Works outsources the production of signs. The cost of the signs and shipping is becoming quite high. The opportunity to purchase a used sign cutter with software and training has become available. The price of the sign cutter, roller applicator and maintenance program is \$4,550.00.	
<u>VOTING</u> It was duly passed to purchase the used sign cutter, maintenance program and roller table for \$4,550.00. Motion by: Ahlers, Justin Seconded by: Demuth, Robert S.	
7.2 (B)	Investigator Promotion
Nobles County Deputy Seth Jacoby was assigned to the Buffalo Ridge Task Force (BRDTF) after a vacancy. Jacoby was reassigned to the BRDTF in which the work that is performed is that of a narcotics investigator with the Sheriff's Office. At that time his job classification should have change to Investigator to correspond with his new duties. Sheriff Kruger presented the board with two different dates regrading Jacoby's back pay. January 18 th is when he was promoted and March 25 th is when he completed certification for the position. It was discussed by the board if Seth Jacoby were to return to his Deputy job, what the circumstances would be with pay and benefits. Human Resource Director Sue Luing clarified that if Jacoby were to move back to a Deputy his pay would be calculated by Human Resources based on County policy.	
<u>VOTING</u> It was duly passed to promote Seth Jacoby to an Investigator and retro pay back to March 25, 2021. Motion by: Ahlers, Justin Seconded by: Demuth, Robert S.	
7.3 (A)	Budget Policy Updated <u>Attachments:</u> Budget Policy
The Administrative Committee has requested an updating of the Budget Policy prior to 2022 Budget Meetings. The Finance Department takes an advisory and administrative role in the development of annual budgets. The policy changes include the members of the Budget Committee and the personnel involved with after-approval review/confer of expenditures exceeding the approved budget. The proposed members of the Budget Committee are: Finance Director, Finance Accountant, County Administrator, Emergency Manager/Deputy Administrator, Human Resources Director, County Board and/or designated representatives.	

VOTING

It was duly passed to approve the budget policy as presented.

Motion by: Ahlers, Justin

Seconded by: Demuth, Robert S.

7.4 (A) NIMS Guidelines Update

Attachments:

NIMS Guidelines for Nobles County

The current National Incident Management System (NIMS) Guidelines for Nobles County Employees is not current with the state requirement or curriculum. Previously Adopted NIMS Guidelines was from 8/19/2014. Course requirements have been updated since that time, with some courses renamed such as Course IS701 Multiagency Coordination and IS704 Communication and Information Management. Previous required courses IS701 Multiagency Coordination and IS704 Communication and Information Management have been retired. Emergency Manager Tawn Hall will send an updated NIMS Guidelines and a list of required courses based on position for employees to each department head. NIMS Compliance is a State requirement to be eligible for the Annual Emergency Management Performance Grant (EMPG).

VOTING

It was duly passed to approve the updated NIMS guidelines for Nobles County as presented.

Moved by: Demuth, Robert S.

Seconded by: Ahlers, Justin

7.5 (A) Personnel Policy P-247 Purchase Card Policy Update

Attachments:

P-247 Draft

P-247 Final

P-Card Request Form

Personnel policy P-247 Purchase Card Policy was updated and is being presented for approval. Policy P-247 Purchase Card Policy had conflicting language in regards to reimbursement with the P-239 Motor Vehicle/Expense Reimbursement Policy that was updated at the April 20, 2021 board meeting. Sue Luing, Human Resource Director worked in conjunction with Amy Dykstra, Finance Director to update the policy. Some of the updates were referencing P-239 Motor Vehicle Reimbursement policy in areas of reimbursement, updating some procedures and moving language around so that it flowed better. This policy has been reviewed with the Management Team.

VOTING

It was duly passed to approve Policy P-247 Purchase Card Policy as presented.

Moved by: Demuth, Robert S.

Seconded by: Ahlers, Justin

7.5 (B) Senior Property Appraiser Position Classification

Attachments:

Position Description

MN Statute 270C.9901 requires every individual who appraises or physically inspects real property for the purpose of determining its valuation or classification for property tax purposes must obtain licensure as an accredited Minnesota assessor (AMA) from the State Board of Assessor by July 1, 2022 or within five years of that person having become licensed as a certified Minnesota assessor (CMA), whichever is later. This step process is very important for acknowledging their accomplishment and also employee retention. Property Appraisers especially an AMA are in high demand and we want to keep these employees in Nobles County. George Gmach reviewed the recommended classification with the following recommendations. Senior Property Appraiser associated point values from 271I pay level 11. Additionally, John Meyer Property Appraiser received his AMA on July 13, 2021. It was presented to the board to approve John moving to this classification retroactive to July 13, 2021.

VOTING

It was duly passed to approve the Senior Property Appraiser job description and associated point values.

Moved by: Ahlers, Justin

Seconded by: Demuth, Robert S.

It was duly passed to promote John Meyer to Senior Property Appraiser retroactive to July 13, 2021.
Moved by: Ahlers, Justin
Seconded by: Demuth, Robert S.

8.0 Administration Presentation

8.1 108 Kentucky Avenue Lot Direction

The County acquired the 108 Kentucky Avenue, Adrian, MN property to remedy a public health matter. The demolition of the dilapidated structures have taken place and the lot is nearly ready for resale. The property will no longer be a public health hazard after anticipated tree/foliage improvements take place (7/19 or 7/20/21). The process to sell the property could proceed with the mission to place the property in a responsible taxpayer's possession. Administrator Bruce Heitkamp has consulted with County Attorney Joseph Sanow regarding steps to return the 108 Kentucky Avenue to a responsible tax-paying entity. Administration is ready to proceed with the sale, if directed. The Board may go into closed session (MN Statute 13D.01) to discuss appraisal value or other non-public sale items. Otherwise, the Board can direct Administration to proceed with a means to sell the property. Another opportunity for a closed session will exist during a future meeting if the Board wished to entertain bid/sale information themselves; after identifying the high price/bid. Other items can be discussed during the meeting regarding Commission expectations.

VOTING

It was decided to table the item until the County can discuss options with the City of Adrian.
Moved by: Ahlers, Justin
Seconded by: Demuth, Robert S.

8.2 Nobles County Historical Society Annual Appropriation Review
Attachments:
Armory Lease

The Board of Commission has an existing Agreement with the Nobles County Historical Society (NCHS) relating to the NCHS's use and future acquisition of the Armory Building. Page 14 of the Agreement mentions that a review of operating and utility charges will be performed by the Commission during the month(s) of July to ascertain an appropriation amount for the following year. This scheduled review was identified on July 15, 2021 by Administration Staff. NCHS Staff was alerted this same day. There was not a response offered by the Historical Society by the time of the meeting so it was decided to table the item until after further budget discussions.

VOTING

It was duly passed to table the item until after further budget discussions.
Moved by: Ahlers, Justin
Seconded by: Demuth, Robert S.

9.0 Inter-Agency Reports/Announcements

9.1 Committee and Board Reports

District I - Commissioner Ahlers –Reported on the Des Moines River 1W1P meeting and the how the planning process continues.

District V - Commissioner Linssen –Absent.

District IV – Commissioner Demuth –Reported on the Okabena Ocheada Watershed and how they are testing the algae in the lakes to make sure they not toxic.

District II - Commissioner Metz – Reported on the Library Board community survey.

District III - Commissioner Paplow –Absent.

Attorney – Joe Sanow –Seeing an increase in crime.

Administration – Bruce Heitkamp – Reported on the AMC conference. The Land Records committee meeting, and the Census possibly causing redistricting.

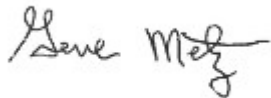
9.2 Correspondence
Attachments:
Recruitment Update
SWCD Profit and Loss (2)
KLR Profit and Loss
Nobles County Art Center Board Meeting Minutes 7/6/21
KLR Agenda 7/22/21
SWCD Agenda 7/21/21
SWCD Bills Payable as of 6/30/21
KLR Bills Payable as of 6/17/21
KLR Balance Sheet
HLWD Agenda 7/21/21
SWCD Meeting Minutes 6/17/21
KLR Meeting Minutes 4/15/21

9.3 Calendar
Attachments:
June 2021

10.0 Work Session – Wednesday July 28, 2021
8:30 a.m. Nobles County Board Room
Board Meeting – Tuesday August 03, 2021
9:00 a.m. Nobles County Board Room
Board Meeting – Tuesday August 24, 2021
9:00 a.m. Nobles County Board Room

11.0 Adjournment

VOTING
It was duly passed to adjourn the meeting at 10:35 a.m.
Moved by: Demuth, Robert S.
Seconded by: Ahlers, Justin



(Chairperson)



(County Administrator)