

OFFICIAL PROCEEDINGS OF BOARD OF COMMISSIONERS OF NOBLES COUNTY, MINNESOTA

The Board of Commissioners of Nobles County met in regular session on Tuesday, November 23, 2021, at the Government Center, in the Commissioner’s Board Room, Worthington, Minnesota. The following Commissioners attended: Gene Metz, Donald Linssen, Bob Paplow and Justin Ahlers and Robert S. Demuth.

Chairperson Metz called the meeting to order at 9:01 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 as presented. Motion by: Demuth, Robert S. Seconded by: Paplow, Bob	
5.0 Consent Agenda	
5.1	October 27, 2021 Special Board Meeting Minutes Draft <u>Attachments:</u> October 27, 2021 Draft Minutes
5.2	November 02, 2021 Regular Board Meeting Minutes Draft <u>Attachments:</u> November 02, 2021 Draft Minutes
5.3	Meetings and Conferences – Travel Expenses <u>Attachments:</u> Expenses paid November 05, 2021 Expenses paid November 19, 2021
5.4	Auditor’s & Commissioner’s Warrants <u>Attachments:</u> Accounts Payable Summary Auditor’s Warrants
5.5	2022-2023 MPCA County Feedlot Program Delegation Agreement <u>Attachments:</u> MPCA Agreement
5.6	Guardianship Service Renewal Agreement 2022 – Vicki Poier <u>Attachments:</u> Agreement
5.7	Guardianship Service Renewal Agreement 2022 – Lutheran Social Services (3) <u>Attachments:</u> Agreement
5.8	Guardianship Service Renewal Agreement 2022 – Prairie Support Services <u>Attachments:</u> Agreement
5.9	Statewide Health Improvement Program (SHIP) Health Educator Agreement with Des Moines Valley Health and Human Services <u>Attachments:</u> SHIP Agreement
5.10	Women, Infant and Children (WIC) 2022-2026 Grant Agreement Amendment <u>Attachments:</u> WIC Agreement
5.11	Legal Service Agreement – County Attorney’s Office and Rinke Noonan <u>Attachments:</u> Rinke Noonan Agreement

5.12	Professional Service Agreement – County Attorney’s Office and Miriam Johnson/Godspeed Transcription by Miriam <u>Attachments:</u> Miriam Johnson Agreement
5.13	Legal Services Agreement – County Attorney’s Office and Travis Smith & Kayla Johnson <u>Attachments:</u> Travis Smith & Kayla Johnson Agreement
5.14	Cost-Sharing Agreement for the Transportation of Students in Foster Care Placement – Worthington Public Schools District #518 <u>Attachments:</u> Cost Sharing Agreement
VOTING It was duly passed to approve the consent agenda as presented. Moved by: Ahlers, Justin Seconded by: Linssen, Donald	
6.0 Special Presentations	
6.1	Opening of Sealed Bids – Tax Forfeited Properties <u>Attachments:</u> Notice Bid Form
The Board acted to award the sale of the following properties in Worthington to noticed landowners: - Parcel 31-1214-500; Cherry Point Park South 5’ of Lot 7 Block 6 - Parcel 31-1873-500; Auditor’s Plat of Green Thumb Addition West 140’ of Street Lot A In accordance with Minnesota Statute 282.01, adjacent landowners were notified of this adjoining-land sale. Sealed envelopes and Bid Forms are due by November 23, 2021 at 9:00 AM within the Nobles County Board Room. There was one bid received for parcel 31-1873-500, which was opened during the meeting. The bid was for \$1,000 which was accepted by Commissioners.	
VOTING It was duly passed to accept the bid of \$1,000.00 on parcel 31-1873-500 from Patricia A. Karl. Moved by: Ahlers, Justin Seconded by: Paplow, Bob	
7.0 Department Presentations	
7.1	Ditch Update
Zach Reker gave the Commissioners an update on Nobles County ditches. This was an information only item.	
7.2 (A)	Revised Snow and Ice Removal Maintenance Agreement with MnDOT <u>Attachments:</u> 2020-2021 Agreement 2022-2023 Agreement Resolution 202164
The Minnesota Department of Transportation (MnDOT) contracts with Nobles County for snow and ice removal on Trunk Highway 264 and County Road 62 (previously 271st Street). The two year maintenance agreement is up for renewal, and a minor revision has been made to the agreement. MnDOT is requesting Nobles County approve a new agreement number 1046783.	
VOTING It was duly passed to approve MnDOT agreement number 1046783 and Resolution 202164. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.	
7.3 (A)	DHS Human Service Performance Management Report <u>Attachments:</u> Performance Report
Stacie Golombiecki, Darci Geodtke and Stephani Diekmann reviewed a performance report for the Adult Protection and Child Support units within Nobles County. This was an information only item.	

7.3 (B)	<p>Agreement for the Provision of Qualified Residential Treatment Program Assessment Services with Tammy Markus, Qualified Individual</p> <p><u>Attachments:</u> Agreement</p>
<p>The Family First Prevention Services Act of 2018 requires that children with serious emotional or behavioral disorders who are recommended for placement in a qualified residential treatment facility must be assessed by a trained, qualified individual prior to placement. Placement in a qualified residential treatment facility is required when less restrictive community supports are unable to meet the child’s needs. The assessment is also required in order for the Agency to claim any federal reimbursements that are available to assist with the cost of the placement. Tammy Markus has received the training necessary to become a qualified individual and is interested in providing the service for our Agency. The rate for this service is set at \$30.00 per hour. There is some reimbursement available for these costs through the Federal IV-E Program.</p>	
<p>VOTING</p> <p>It was duly passed to approve the agreement for the provision of qualified residential treatment program assessment services with Tammy Markus. Moved by: Demuth, Robert S. Seconded by: Linssen, Donald</p>	
7.3 (C)	<p>Memorandum of Agreement with Blue Plus Dental Innovations Coordinator</p> <p><u>Attachments:</u> Agreement</p>
<p>Blue Plus has funding available to support regional dental innovations coordinators. Community Services is interested in participating in the project for our region. The need for increased access to dental services has been identified as a top priority in Community Health Assessment work since at least 2008 and probably long before that. Local efforts have been made to improve access to dental services in our communities but we need more. Having a full time position to focus just on this would greatly improve the ability to access dental services in our communities. The primary objectives of a dental innovations coordinator are to work fulltime in our communities providing education and increasing innovative community engagement; bringing additional dental resources to the community; developing strategies and programs to expand the use of dental varnish application; and to provide referral and connection to dental services for persons in need. The project can be funded at \$100,000 per year for up to three years.</p> <p>Vast discussion was had on if this coordinator would be an employee of the county, which they would be. Hesitation was expressed because after the grant runs out the County would be responsible for this employee and their salary or terminating employment. Discussion was also had on what functions the coordinator would do. The question was asked if the coordinator would perform procedures on patients and if that responsibility would be on the County. It was explained that any liability would be on the County.</p>	
<p>VOTING</p> <p>It was passed to approve the Memorandum of Agreement with Blue Plus. Moved by: Demuth, Robert S. Seconded by: Paplow, Bob In Favor: Paplow, Bob; Ahlers, Justin; Demuth, Robert S.; Metz, Gene Opposed: Linssen, Donald</p>	
7.4 (A)	<p>CliftonLarsonAllen LLP Letter of Engagement</p> <p><u>Attachments:</u> CLA Letter</p>
<p>CLA has completed the required audit of the Nobles County financials for a number of years. They wish to continue providing Nobles County with auditing services for the year ending December 31, 2021. The attached Audit Engagement Letter summarizes the terms of the agreement. The estimated fees for the 2021 audit will be \$72,161.</p>	
<p>VOTING</p> <p>It was duly passed to approve the letter of engagement with CliftonLarsonAllen. Moved by: Ahlers, Justin Seconded by: Paplow, Bob</p>	
7.4 (B)	<p>GASB-87 Compliance</p> <p><u>Attachments:</u> LeaseQuery Proposal</p>

	CLA Proposal Debtbook Proposal
<p>The Governmental Accounting Standards Board (GASB) has issued GASB Statement 87 which will change lease recognition, measurement, and related disclosures for state and local governments. These provisions go into effect for our fiscal year beginning January of 2022; the implementation is anticipated to be very time-intensive. To assist in the implementation of GASB 87 Finance Director Amy Dykstra presented three quotes that were obtained.</p>	
<p><u>VOTING</u> It was duly passed to accept the proposal from DebtBook for GASB-87 compliance services. Moved by: Paplow, Bob Seconded by: Demuth, Robert S.</p>	
7.5 (A)	<p>Eligibility Worker Reclassification <u>Attachments:</u> Position Description</p>
<p>Stacie Golombiecki Community Service Director and Tammy Fishel, Income Maintenance Supervisor, updated the duties and responsibilities to the Eligibility Worker job description. It was sent to George Gmach for pointing. He raised the job points to 234 which raises the pay level for the position to a level 9 it is currently a level 8.</p>	
<p><u>VOTING</u> It was duly passed to approve the Eligibility Worker job description and associated point values to be effective 1/1/22 if part of the approved 2022 budget and contingent upon an approved new Human Service union contract. Moved by: Linssen, Donald Seconded by: Demuth, Robert S.</p>	
7.5 (B)	<p>Personnel Policy P-214B Emergency Closing of County Departments Policy <u>Attachments:</u> P-214B Draft P-214B Final</p>
<p>Policy P-214B Emergency Closing of County Departments Policy has language that needs updating. The current policy did not have language that includes the Nixle alert system for employees or the new Employee Notification phone line for closing of county buildings. Other language was also updated. See the attached P-214B Emergency Closing of County Departments policy for all the proposed changes. This policy was developed with the county administrator, emergency manager/deputy county administrator, sheriff and public works director. The draft was then reviewed with the management team and EET committee for input.</p>	
<p><u>VOTING</u> It was duly passed to approve the updated P-214B policy as presented. Moved by: Ahlers, Justin Seconded by: Linssen, Donald</p>	
7.5 (C)	<p>2022 Non-Union Compensation Plan <u>Attachments:</u> Non-Union Compensation Plan Non-Union Hourly Pay Table Non-Union Annual Pay Table</p>
<p>Each year the County Board needs to approve the compensation plan for non-union employees. Negotiation meetings began in September with the bargaining units across the County. There has been an agreement by the AFSCME Highway Bargaining union to accept the new structure as proposed with a 2022- 2.75%, 2023-2.75% and 2024 3.0% COLA's 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 a 2022- 2.75% COLA.</p>	
<p><u>VOTING</u> It was duly passed to approve the non-union employee's compensation plan be amended to include a 2.75% cost of living adjustment (COLA) increase for each level and step. Moved by: Demuth, Robert S. Seconded by: Ahlers, Justin</p>	
7.5 (D)	<p>2021 County Calendar Change <u>Attachments:</u> 2021 Amended Calendar</p>

Each year the board approves a calendar of meetings, payroll dates and Holidays. In December of the previous year. On the calendar we have designated December 22, 2021 as an early time sheet due date. After further review of the closing dates we would like to propose moving the time sheet due date to the normal due date of December 27, 2021. When we have an early time sheet day it usually requires a lot of changes the next payroll to account for employees schedule changes. The proposed calendar was attached.

VOTING

It was duly passed to approve the 2021 amended calendar.

Moved by: Paplow, Bob

Seconded by: Ahlers, Justin

8.0 Administration Presentation

8.1 MCIT Voting Delegate and Alternate

Attachments:

MCIT Memo

The County is to review and confirm annual the voting delegate and alternate for the annual MCIT meeting to be held during the annual AMC conference. Each year MCIT requests confirmation of the voting delegate and alternate from each member county. They hold their annual meeting as part of the annual AMC Conference in December and need our appointments for their record. Currently Commissioner Ahlers is the delegate and Commissioner Demuth is the alternate. It was decided to change the delegate to Gene Metz and the alternate to Justin Ahlers.

VOTING

It was duly passed to appoint Gene Metz as the voting delegate and Justin Ahlers as the alternate for the annual MCIT meeting.

Moved by: Ahlers, Justin

Seconded by: Demuth, Robert S.

8.2 Impound Vehicle and Evidence Storage at the Prairie Justice Center

Attachments:

PJC Joint Operations Committee Meeting Minutes

The Board has previously met to review and discuss the storage of vehicles and evidence on the south side of the Prairie Justice Center. These vehicles represent stored evidence and apprehended property for: the Worthington Police Department, Nobles County Sheriff's Office, and the Nobles County Attorney's Office. The current method of storing vehicles has become unsightly and burdensome. An alternate means to store these vehicles is desired by everyone. The last Board Direction was to seek input from the Law Enforcement Committee. The Committee met recently and recommended that land be purchased from an adjacent landowner so a storage building (possibly also a fence) to store the vehicles and other forms of evidence. A true "needs analysis", performed by a third-party firm, was also recommended. The Law Enforcement Committee proposed this project be a 50/50 cost initiative between the City of Worthington and Nobles County. Discussion was had on if the City of Worthington would be paying their portion up front or in installments. Commissioner Ahlers asked for clarification before moving forward.

VOTING

It was passed to approve moving forward with the needs analysis for the proposed storage for impound vehicles and evidence storage.

Moved by: Demuth, Robert S.

Seconded by: Linssen, Donald

In Favor: Demuth, Robert S.; Linssen, Donald; Metz, Gene; Paplow, Bob

Opposed: Ahlers, Justin

8.3 NAC Annual Customer Support Agreement

Attachments:

NAC Agreement

The HVAC systems within the county buildings are monitored in an effort to ensure smooth operations and to protect the county investment, which is hundreds of thousands of dollars of temperature-setting equipment. NAC Mechanical & Electric Services currently performs these services and offered an updated Customer Support Agreement for Board review and approval. NAC prepared a proposal for the annual service agreement to run from February 1, 2022 through January 31, 2023. The proposed fee for the full year is \$26,848.00, which is the same amount as the current agreement, to be invoiced on a quarterly basis.

VOTING

It was duly passed to approve the annual customer support agreement with NAC.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

9.0 Inter-Agency Reports / Announcements

9.1 Committee and Board Reports

Attorney – Joe Sanow – No Report.

District I – Commissioner Ahlers – No Report.

District III – Commissioner Paplow – Attended a Fair board meeting where they are looking for volunteers.

District II – Commissioner Metz – No Report.

District V – Commissioner Linssen – Reported on the Solid Waste meeting and other counties having trouble with landfills. Also reported on the LEC committee and their discussion on the impound vehicle storage.

District IV – Commissioner Demuth – Reported on new drones that the watersheds have received and are learning to use.

Administration – Reported on the upcoming TNT meeting and AMC annual meeting. Budget discussions continue. The county is monitoring the OSHA proposed vaccine mandate.

9.2 Correspondence

Attachments:

Recruitment Update

Rinke Noonan Updated Rates

KLR Minutes 9/16/21

Nobles SWCD Minutes 10/20/21

KLR Agenda 11/18/21

Nobles SWCD Agenda 11/17/21

Art Center Minutes 11/2/21

9.3

Calendar

Attachments:

November 2021

December 2021

10.0 Other / Future Business

Work Session – Tuesday November 30, 2021

8:30 a.m. Nobles County Board Room

Board Meeting – Thursday November 09, 2021

3:00 p.m. Nobles County Board Room

Truth in Taxation Meeting – Thursday November 09, 2021

6:00 p.m. Nobles County Board Room

County Holiday Social – Thursday November 09, 2021

9:00 a.m.-11:00 a.m. & 2:00p.m-4:00 p.m. Nobles County Farmers Room

11.0 Adjournment

It was duly passed to adjourn the meeting at 10:48 a.m.

Moved by: Linssen, Donald

Seconded by: Ahlers, Justin

Lane Metz

(Chairperson)

James H. ...

(County Administrator)