

OFFICIAL PROCEEDINGS OF BOARD OF COMMISSIONERS OF NOBLES COUNTY, MINNESOTA

The Board of Commissioners of Nobles County met in regular session on Tuesday, December 21, 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 9:00 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 the addendum. Motion by: Linssen, Donald Seconded by: Demuth, Robert S.	
4.0 Recognition	
4.2	Several employees were recognized for their years of service. Ben DeVris, Public Works, 10 years Lisa Palaschak, Community Services, 15 years Stacie Golombiecki, Community Services, 25 years
4.3	Two employees were recognized as they are retiring from Nobles County. Cindy Fredrickson, Community Services, 33 years of service Karen Bullerman, Community Services, 24 years of service
5.0 Consent Agenda	
5.1	December 09, 2021 Regular Board Meeting Minutes Draft <u>Attachments:</u> December 09, 2021 Draft Minutes
5.2	December 09, 2021 Budget and Proposed Tax Levy Board Meeting Minutes Draft <u>Attachments:</u> December 09, 2021 Budget and Proposed Tax Levy Board Meeting Draft Minutes
5.3	Meetings and Conferences – Travel Expenses <u>Attachments:</u> Expenses paid December 17, 2021
5.4	Auditor’s & Commissioner’s Warrants <u>Attachments:</u> Accounts Payable Summary Auditor’s Warrants
5.5	Vanguard Computer Systems Consolidated Extended Service Contract <u>Attachments:</u> Vanguard Contract
5.6	SafeAssure 2022 Contract <u>Attachments:</u> SafeAssure Contract
5.7	Fraud Investigation Cooperative Agreement <u>Attachments:</u> 2022-2024 Fraud Investigation Agreement
5.8	Minnesota Department of Health Children and Youth with Special Health Needs / Early Hearing Detection and Intervention Grant Project Agreement <u>Attachments:</u> MN Dept of Health Grant Agreement
5.9	Child and Teen Checkup Grant Agreement <u>Attachments:</u> Child and Teen Checkup Grant Agreement

5.10	MN Department of Human Services 2022 Children’s Mental Health Screening Grant Contract <u>Attachments:</u> Children’s Mental Health Grant
5.11	Purchase of Service Agreement Community Connectors <u>Attachments:</u> Community Connectors Agreement
5.12	2022 United Community Action Partnership Transportation Agreement <u>Attachments:</u> UCAP Agreement
5.13	Southwest Health and Human Services Successful Transition to Adulthood (STAY) Program Agreement 2022-2023 <u>Attachments:</u> STAY Agreement

VOTING

It was duly passed to approve the consent agenda as presented.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

8.1 **Staff Telecommuting for Work Purposes**

Telecommuting for work purposes was a necessity during 2020 due to the COVID-19 State of Emergency. The telecommuting topic is not only an important topic at Nobles County but also for other counties within Minnesota. The process of establishing a telecommuting policy will require due diligence with legal and safety ramifications to consider. Commissioners discussed the importance to staff that telecommuting is an option. During Union negotiations several unions brought it up. It was decided that a committee would be formed to further investigate Nobles County’s options going forward. The committee would be made up of: the Administrator, the Deputy-Administrator, HR Director, Board Chair, Board Vice-Chair, County Attorney and IT Director.

VOTING

It was duly passed to form a telecommuting committee with the following members: the Administrator, the Deputy-Administrator, HR Director, Board Chair, Board Vice-Chair, County Attorney and IT Director.

Moved by: Metz, Gene

Seconded by: Ahlers, Justin

6.0 Special Presentations

6.1 **SRDC Proposed Regional Trails Planning Efforts**

Attachments:
Resolution 202170

Southwest Regional Development Commission Staff are requesting support from the Nobles County Board of Commissioners in the way of support and funding. Jason Walker, SRDC Development Planner, presented to the board as well as introduced Resolution 202170, in an effort to illustrate the efforts of the Southwest Regional Trails Plan. \$3,000 is being asked from all 9 counties along the planned trail system. Commissioner Ahlers expressed his desire to have the money spent on Nobles County highways rather than a trail even though he supported the project.

VOTING

It was passed to adopt resolution 202170.

Moved by: Paplow, Bob

Seconded by: Demuth, Robert S.

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

Opposed: Ahlers, Justin

7.0 Department Presentations

7.1 (A) **Authorize Auditor-Treasurer to transfer funds for negative year-end ditch balances for year-end 2021 and periods thereafter**

Attachments:
Resolution 202169

At the end of each year, the County Board serving as the Drainage Authority, is asked to approve the transfer of funds from the General Fund to individual ditch systems with deficit cash balances. Minnesota Statute 103E.655, subd. 2 allows

for loans to be made from the General Fund or from another ditch fund. Nobles County has several ditch funds with a negative balance so funds must be transferred from an account to cover these negative balances.

VOTING

It was duly passed to adopt resolution 202169.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

7.2 (A)	Medical Examiner Contract <u>Attachments:</u> Medical Examiner Agreement
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Commissioners reviewed the medical examiner contract between Nobles County and River Valley Forensic Services for the services of Dr. Kelly Mills MD as the Medical Examiner of Nobles County.

VOTING

It was duly passed to approve the medical examiner contract with Dr. Kelly Mills.

Moved by: Paplow, Bob

Seconded by: Demuth, Robert S.

7.3 (A)	Final Contract Payment for 2021 Paving Contract 20003 <u>Attachments:</u> Contractor Affidavit Resolution 202167
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All work has been completed on Contract number 20003 for bituminous paving work done in 2021. The next step requires the County Board to accept the completed work and authorize final payment. Duininck, Inc. has completed the construction project and the work has been inspected by the District State Aid Engineer and approved. The final payment of \$179,506.44 which includes 5% retainage requires board approval.

VOTING

It was duly passed to adopt resolution 202167 and approve final payment of \$179,506.44 for contract 20003.

Moved by: Linssen, Donald

Seconded by: Demuth, Robert S.

7.3 (B)	Designation of Surplus Property
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Nobles County purchased a new tandem axle truck. The old truck, T246 is a 2007 Sterling LT9500 and is no longer needed. Sale of property requires county board approval.

VOTING

It was duly passed to approve the T246 truck as surplus property.

Moved by: Demuth, Robert S.

Seconded by: Ahlers, Justin

7.3 (C)	2022 Bridge Replacements – 8 precast Concrete Box Culverts <u>Attachments:</u> Bridge Map Advertisement for Bids
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Eight bridges on both County State Aid Highways and Local County Roads have been approved for funding. The acquisition of permanent and temporary construction easements are in the process and are anticipated to be in place prior to construction. The Board needs to authorize the advertisement for bids for the project(s) to move forward. The intent is to tie all eight bridge projects under one contract. This would simplify the oversight required having one prime contractor to work with and would create economy of scale which may reduce overall construction costs. The work will be scheduled for fall of 2022. The bid opening will take place on January 31, 2022.

VOTING

It was duly passed to approve the advertisement of bids for the bridge replacements.

Moved by: Linssen, Donald

Seconded by: Ahlers, Justin

7.4 (A)(1)	2022 Sheriff's Budget <u>Attachments:</u> Resolution 202171
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Each elected official has a departmental budget that needs to be set for 2022. The Sheriff's proposed budget of \$5,302,924 was presented. There was discussion of the Buffalo Ridge Drug Task Force and if discussions had started to leave. Sheriff Kruger admitted that while he thought we could leave the BRDTF, he did not feel the department was ready to at this point.

VOTING

It was passed to adopt resolution 202171 and approve the 2022 Sheriff's department budget.

Moved by: Demuth, Robert S.

Seconded by: Linssen, Donald

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

Opposed: Ahlers, Justin; Paplow, Bob

7.4 **2022 Recorder Budget**

(A)(2)

Attachments:

Resolution 202172

Each elected official has a departmental budget that needs to be set for 2022. The Recorder's proposed budget of \$359,055 was presented.

VOTING

It was duly passed to adopt resolution 202172 and approve the 2022 Recorder's department budget.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

7.4 **2022 Attorney Budget**

(A)(3)

Attachments:

Resolution 202173

Each elected official has a departmental budget that needs to be set for 2022. The Attorney's proposed budget of \$954,586 was presented.

VOTING

It was duly passed to adopt resolution 202173 and approve the 2022 Attorney's department budget.

Moved by: Linssen, Donald

Seconded by: Demuth, Robert S.

7.4 **2022 Auditor-Treasurer Budget**

(A)(4)

Attachments:

Resolution 202174

Each elected official has a departmental budget that needs to be set for 2022. The Auditor-Treasurer's proposed budget of \$1,016,361 was presented.

VOTING

It was duly passed to adopt resolution 202174 and approve the 2022 Auditor-Treasurer's department budget.

Moved by: Linssen, Donald

Seconded by: Paplow, Bob

7.4 (B) **2022 Budget Adoption**

Attachments:

Resolution 202175

A summary of the 2022 budget by fund was presented for review and approval.

VOTING

It was duly passed to adopt resolution 202175 and approve the 2022 budget.

Moved by: Demuth, Robert S.

Seconded by: Ahlers, Justin

7.4 (C) **2022 Property Tax Levy Adoption**

Attachments:

Resolution 202176

A summary of the 2022 budget by fund and tax levy was presented for review and approval.

VOTING

It was duly passed to adopt resolution 202176 and approve the 2022 property tax levy.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

7.4 (D)
Addendum

Finance Policy Updates

Attachments:

1. Budget a Programs Revisions Policy
2. Charging of Costs Policy
3. Cost Sharing and Matching Policy
4. Equipment Standards Policy
5. Grant Award and Closeout Policy
6. Monitoring and Reporting Policy
7. Procurement Standards Policy
8. Subrecipient Policy

Several Finance policies are needing to be updated for the upcoming Single Audit. Finance Director, Amy Dysktra, presented the board with these policies. Each policy was approve by its own motion.

VOTING

It was duly passed to adopt the Budget a Programs Revisions Policy as presented.

Moved by: Demuth, Robert S.

Seconded by: Paplow, Bob

It was duly passed to adopt the Charging of Costs Policy as presented.

Moved by: Ahlers, Justin

Seconded by: Linssen, Donald

It was duly passed to adopt the Cost Sharing and Matching Policy as presented.

Moved by: Paplow, Bob

Seconded by: Demuth, Robert S.

It was duly passed to adopt the Equipment Standards Policy as presented.

Moved by: Demuth, Robert S.

Seconded by: Ahlers, Justin

It was duly passed to adopt the Grant Award and Closeout Policy as presented.

Moved by: Paplow, Bob

Seconded by: Linssen, Donald

It was duly passed to adopt the Monitoring and Reporting Policy as presented.

Moved by: Ahlers, Justin

Seconded by: Paplow

It was duly passed to adopt the Procurement Standards Policy as presented.

Moved by: Linssen, Donald

Seconded by: Ahlers, Justin

It was duly passed to adopt the Subrecipient Policy as presented.

Moved by: Demuth, Robert S.

Seconded by: Paplow, Bob

7.5 (A)

2022 Position Allocation

Attachments:

Resolution 202168

In accordance with the adopted 1976 Personnel Act, Chapter 182, Laws of 1976, the act provides for County Personnel Administration to set the maximum positions allocated to each office for 2022. In 2021 department heads were allowed to fill a vacancy in their department without board approval if the position was included in the position allocation list,

which is being proposed to be the same in 2022. The 2022 position allocation list is in conjunction with the proposed 2022 budget.

VOTING

It was duly passed to adopt resolution 202168 and approve the 2022 position allocation list.

Moved by: Paplow, Bob

Seconded by: Demuth, Robert S.

7.5 (B) **Personnel Policy P-243 Annual Leave Policy**

Attachments:

P-243 Draft

P-243 Final

Policy P-243 Annual Leave Policy has been amended to add language for a Personal Day and the beginning tiers of the annual leave accrual table have been increased. In an attempt to improve the County's recruitment and retention of our employee's two changes are being proposed in this policy.

1. For recruitment purposes, the first two tiers have increased for annual leave accruals.

2. For retention we are proposing an 8 hour personal day annually after you have completed 10 years of service.

3. This policy only applies to non-union employees as benefits are required to be negotiated with union employees.

The draft was then reviewed with the management team and EET committee for input.

VOTING

It was duly passed to approve P-243 as presented effective January 1, 2022.

Moved by: Ahlers, Justin

Seconded by: Linssen, Donald

7.5 (C) **Personnel Policy P-222 Compensation, Payroll, eTime Reporting & Employee Self Serve (ESS) Policy**

Attachments:

P-222

Policy P-222 Compensation, Payroll, eTime Reporting & Employee Self Serve (ESS) has been amended to add language for non union facilities maintenance staff and highway maintenance supervisor. Additionally adding the language for previously approved tool allowance for the non union tool allowance.

VOTING

It was duly passed to approve P-222 as presented.

Moved by: Paplow, Bob

Seconded by: Linssen, Donald

7.5 (D) **Teamsters Local 320 – Correctional Officers Contract**

Attachments:

Correctional Officer Contract

Union contracts for all bargaining units will end December 31, 2021. Negotiation meetings began in early September. 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 3 year term and a final contract proposal was attached.

COLAS:

2022-2.75%

2023-2.75%

2024-3%

VOTING

It was duly passed to approve the Correctional Officer Contract as presented.

Moved by: Ahlers, Justin

Seconded by: Demuth, Robert S.

7.5 (E) **Teamsters Local 320 – Sergeants Contract**

Attachments:

Sergeants Contract

Union contracts for all bargaining units will end December 31, 2021. Negotiation meetings began in early September. 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 3 year term and a final contract proposal is attached.

COLAS:

2022-2.75%

2023-2.75%

2024-3%

VOTING

It was duly passed to approve the Sergeants contract as presented.

Moved by: Demuth, Robert S.

Seconded by: Linssen, Donald

8.0 Administration Presentation

8.2 National Opioid Settlement

Attachments:

Agreement Overview

Checklist

Opioid-abuse events devastate the lives of Nobles County residents. Nobles County has sustained financial losses in response to the Opioid Epidemic. The State of Minnesota, including counties and cities, have illustrated their intent to collaboratively settle for financial damages with opioid manufacturers and distributors. The Nobles County Commissioners adopted Resolution 202166 which describes their intent to partner with the State of Minnesota, including other counties and cities, to participate in the State of Minnesota Opioid Settlement Plan. Remaining procedures are required.

VOTING

It was passed to approve for Administrator Heitkamp to register Nobles County to receive funds and sign agreements as needed.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

8.3 2022 County Calendar

Attachments:

2022 Tentative Calendar

Each year the board approves a calendar of meetings and Holidays. The proposed calendar was presented. Noting the board has the ability to make changes during the year. Another note was that February, 2022 varies from Board Policy in that the first Tuesday of February, 2022 is the first of the month. This is proposed so there are not two meetings in consecutive weeks during this month.

VOTING

It was duly passed to approve the 2022 County Calendar as presented.

Moved by: Linssen, Donald

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 – No Report.

District II – Commissioner Metz – Reported on Union Negotiations and Budget discussions.

District V – Commissioner Linssen – No Report.

District IV – Commissioner Demuth – No Report.

Administration – Reported on the OSHA vaccine mandate and noted the County is monitoring for updates or changes.

Emergency Management / Deputy Administration – No Report.	
9.2	<p>Correspondence</p> <p><u>Attachments:</u> Recruitment Update Nobles SWCD Meeting Minutes 11/17/21 HLWD 12/15/21 Agenda Nobles SWCD 12/15/21 Agenda</p>
9.3	<p>Calendar</p> <p><u>Attachments:</u> December 2021 January 2022</p>
10.0 Other / Future Business	
<p>Work Session – Wednesday December 29, 2021 8:30 a.m. Nobles County Board Room</p> <p>Board Meeting– Tuesday January 04, 2022 9:00 a.m. Nobles County Board Room</p>	
<p>11.0 Adjournment</p> <p>It was duly passed to adjourn the meeting at 10:13 a.m. Moved by: Demuth, Robert S. Seconded by: Ahlers, Justin</p>	




(Chairperson)

(County Administrator)