

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, February 01, 2022, at the Government Center, in the Commissioner’s Board Room, Worthington, Minnesota. The following Commissioners attended: Donald Linssen, Robert S. Demuth, Gene Metz, Justin Ahlers and Bob Paplow.

Chairperson Linssen called the meeting to order at 9:00 A.M. followed by the Pledge of Allegiance.

<b>1.0 Call To Order</b>	
<b>2.0 Pledge of Allegiance</b>	
<b>3.0 Approval of Agenda</b>	
<b><u>VOTING</u></b> It was duly passed to approve the agenda with the additions. Motion by: Paplow, Bob Seconded by: Ahlers, Justin	
<b>4.0 Recognition</b>	
<b>4.1 Visitors and Guests Welcome</b>	
<b>4.2 Excellence in Performance</b> Duane Hattendorf, Cameron Lanier and Rocky Kolar – Public Works Engineering Staff – were recognized as the January Excellence in Performance recipients.	
<b>5.0 Consent Agenda</b>	
5.1	<b>January 18, 2022 Regular Board Meeting Minutes Draft</b> <b><u>Attachments:</u></b> January 18, 2022 Draft Minutes
5.2	<b>Meetings and Conferences – Travel Expenses</b> <b><u>Attachments:</u></b> Expenses paid January 28, 2022
5.3	<b>Auditor’s &amp; Commissioner’s Warrants</b> <b><u>Attachments:</u></b> Accounts Payable Summary Auditor’s Warrants
5.4	<b>CHIPS Attorney Agreement – Aaron Kinser</b> <b><u>Attachments:</u></b> CHIPS Agreement
5.5	<b>CHIPS Agreement – Kayla Johnson</b> <b><u>Attachments:</u></b> CHIPS Agreement
5.6	<b>Voting Equipment Grant Application (HAVA)</b> <b><u>Attachments:</u></b> Resolution 202204
<b><u>VOTING</u></b> It was duly passed to approve the consent agenda as presented. Moved by: Demuth, Robert S. Seconded by: Metz, Gene	
<b>6.0 Public Hearing</b>	
6.1	<b>Nobles County Tobacco Ordinance - POSTPONED</b> The public hearing for the Nobles County Tobacco Ordinance amendments was postponed until a future date.
<b>7.0 Special Presentations</b>	
7.1 (A)	<b>Lewis and Clark Water System ARPA Request</b> <b><u>Attachments:</u></b> Lewis and Clark Letter Lewis and Clark Resolution
The Lewis & Clark Regional Water System (hereafter “System”) is requesting \$165,000.00 of ARPA funds to add pumps to the Adrian pump station. The System is expanding water infrastructure and ARPA requests have been sent to other	

relevant governmental entities. The City of Worthington, Lincoln Pipestone Rural Water, and other indirect Nobles County customers would benefit from this expansion. Lincoln Pipestone Rural Water offered a resolution of support for Lewis & Clark. Worthington Public Utilities has also offered several calls to express their support for this funding request. Discussion was had on other entities providing funding which Lewis and Clark confirmed several others have agreed to funding at different amounts.

**VOTING**

It was duly passed to place the Lewis and Clark ARPA request in the list of requested projects to be reviewed on April 5, 2022.

Moved by: Ahlers, Justin

Seconded by: Metz, Gene

7.2 (A) | **Lismore Telephone Cooperative – “Fiber to home” Rural Broadband Project**

**Attachments:**  
Resolution 202203

Commissioner Gene Metz recused himself from the conversation. Lismore Telephone Cooperative Members have previously introduced a proposed “Fiber to Home” broadband project and their interrelated attempt to acquire U.S.D.A.’s Reconnect Fiber to Home Program funding. The Board of Commission have already committed \$2,000,000.00 towards this proposed project. However at that time, the actual source of funds was not specified. It was since determined that ARPA funding could not be utilized with the Reconnect federally-awarded funds. A resolution (#202203) is proposed to formally acknowledge: the project, the project’s importance to Nobles County, and Nobles County’s intent to use reserve funds as a funding partner.

**VOTING**

It was duly passed to adopt Resolution 202203.

Moved by: Demuth, Robert S.

Seconded by: Ahlers, Justin

**8.0 | Department Presentations**

8.1 (A) | **County Board of Appeal and Equalization Meeting for the 2022 Assessment**

The board may meet on any 10 consecutive meeting days in June, after the second Friday in June. No action taken by the County Board of Appeal and Equalization after June 30th is valid, except for corrections that are clerical in nature or changes that extend homestead treatment until the tax extension date for that assessment year.

**VOTING**

It was duly passed to set the date for the County Board of Appeal and Equalization meeting for June 14, 2022 at 6:00 p.m. in the Board of Commissioners room.

Moved by: Ahlers, Justin

Seconded by: Linssen, Donald

8.2 (A) | **Request for Position Change**

Community Services currently has a vacancy for a 4/5th’s time Registered Nurse. This 4/5ths time nursing position was vacated through a retirement at the end of 2021. The position was focused almost exclusively in our WIC program area. Community Services has a recent history of difficulty in recruiting nursing staff and are interested in advertising for a Nutritionist or Dietician to serve in the WIC program. They are also interested in changing this position from a 4/5th’s time position to a fulltime position which will assist in managing the current size and complexity of the cases being served through the WIC program. The salary difference from 4/5ths time to fulltime is \$13,020.00. The agency will be fully reimbursed by the WIC program for the increased cost of this position.

**VOTING**

It was duly passed to approve changing the 4/5<sup>th</sup>’s time Registered Nurse to a Full time Nutritionist or Dietician.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

8.2 (B) | **Minnesota Department of Employment and Economic Development Grant Contract Agreement – Child Care**

Addendum  
**Attachments:**  
Grant Agreement

The Minnesota Department of Employment and Economic Security issued requests for proposals late last year for the purpose of expanding the availability of quality child care to support regional economic development. Through the

application an approval process, Community Services was awarded up to \$75,000 in grant funds. The Agreement presented represents the parameters under which the funding can be utilized. There is a plan in motion to work with Community and Economic Development Associates to manage the project here in Nobles County utilizing this funding. This is the only resource known of that specializes in this type of work towards expanding available child care in communities.

**VOTING**

It was duly passed to approve the grant agreement as presented.

Moved by: Paplow, Bob

Seconded by: Metz, Gene

8.3 (A) **Licensed/Registered Dietician Position**

**Attachments:**

Licensed/Registered Dietician Position Description

The board has just approved Community Service request to change a 4/5ths time RN to a Licensed/Registered Dietician they will need to approve the new position description and points. George Gmach our compensation plan consultant review the job description and assigned the position 277 points which is a level 12 on our current pay scale.

**VOTING**

It was duly passed to approve the Licensed/Registered Dietician job description as presented.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

It was duly passed to approve the Licensed/Registered Dietician associated points.

Moved by: Metz, Bob

Seconded by: Paplow, Bob

8.3 (B) **Dental Innovations Coordinator**

**Attachments:**

Dental Innovations Coordinator Position Description

Community Services received a grant to hire a Dental Innovation Coordinator to build relationships with community partners and dental providers across 9 counties. This position was approved as part of the 2022 budget. Stacie Golombiecki, Community Service Director put together a job description that was sent off to George Gmach our compensation plan administrator for rating as identified below. Dental Innovation Coordinator associated point values of 329 pay level 14.

**VOTING**

It was duly passed to approve the Dental Innovations Coordinator position description and points as presented.

Moved by: Paplow, Bob

Seconded by: Demuth, Robert S.

8.3 (C) **SW MN Private Industry Council Contract**

**Attachments:**

SW MN PIC Contract

During union negotiations some union contracts added language that would give employees an extra \$1.00/hour if they speak another language that the department head deems appropriate to aid in the duties of the department. The County is working with SWMN Private Industry Council (SW MN PIC) on a contract for a grant in the Incumbent Worker Training Program that will allow us to use the services of ARCH Language Network to test an employee's proficiency to obtain the extra \$1.00/hour.

**VOTING**

It was duly passed to approve the contract with SW MN PIC for the Incumbent Worker Training Program.

Moved by: Metz, Gene

Seconded by: Ahlers, Justin

8.4 (A) **EMPAC Committee Appointment**

**Attachments:**

Citizen Application

In Mid January 2022, Mr. Edmund McHale contacted Tawn Hall requesting to be part of the Emergency Management Program in any manor we could use him. Mr. McHale has extensive knowledge and practice in many fields that would aid

the EMPAC committee. Currently the EMPAC committee is full and the by-laws would need to be amended to include another member. It was discussed that the by-laws should be amended first and then another citizen could be appointed.

8.4 (B)	<b>Committee Per Diem Review</b> <u>Attachments:</u> 2022 Committee Appointment Spreadsheet
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The County Board has noticed lack of participation for citizen volunteers to multiple county committees. This has resulted in many vacancies for volunteers among our committees. The board addressed the current per diem rate, and paying properly for the time our volunteers must take away from other commitments. Currently, there are 10 committees that have a recorded Per Diem rate (beyond mileage). These committees are EMPAC, Extension Committee, Library Board, Park Board, Planning Advisory Committee, Rock-Nobles Community Corrections Executive Board, S.R.D.C., Southwest Mental Health, SW MN Joint Powers Board. These Committees range from \$35-\$50. Discussion was had and it was determined that if a committee has it in their bylaws a maximum per diem that their bylaws would need to be changed. However, the minimum would still be set at \$75 and the separate committees could decide if they would raise the per diem or not.

**VOTING**  
It was duly passed to approve the minimum per diem for County committee's to \$75, or whatever per diem is determined by the committee's bylaws.  
Moved by: Paplow, Bob  
Seconded by: Metz, Gene

8.4 (C)	<b>EMPAC Bylaw Amendment</b>
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Nobles County EMPAC is requesting the board approve the EMPAC Bylaws for the Per Diem Rate  
The EMPAC Bylaws currently state:

**ARTICLE III**  
**MEMBERSHIP**

**SECTION 7. REIMBURSEMENT OF EXPENSES AND PER DIEM**

Travel expenses may be reimbursed consistent with county policy. Per Diem is \$35 per meeting.

They would like the per diem to read as follows:

**SECTION 7. REIMBURSEMENT OF EXPENSES AND PER DIEM**

Travel expenses may be reimbursed consistent with county policy. Per Diem as set by the Board.

**VOTING**  
It was duly passed to approve the amendment to the EMPAC bylaws as presented.  
Moved by: Ahlers, Justin  
Seconded by: Paplow, Bob

**9.0 Administration Presentation**

9.1	<b>2022 Boards, Committees &amp; Commissions – Citizen Appointments</b> <u>Attachments:</u> 2022 Citizen Boards and Committees List Citizen Applications
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Citizen appointments to the various boards, committees, or commissions are integral to the mission of Nobles County. Residents have offered to represent Nobles County on perspective boards, committees, and/or commissions. Other openings remain unfilled as of this date.

**VOTING**  
It was duly passed to approve Carmen Johnson to the Personnel Board of Appeals.  
Moved by: Demuth, Robert S.  
Seconded by: Ahlers, Justin

It was duly passed to approve Jensine Kinser to the Library Board.  
Moved by: Metz, Gene  
Seconded by: Linssen, Donald

It was duly passed to approve Katie Kouba to the Library Board.

Moved by: Demuth, Robert S.

Seconded by: Paplow, Bob

It was duly passed to approve Roger Henning to the Park Board.

Moved by: Ahlers, Justin

Seconded by: Linssen, Donald

It was duly passed to approve Scott Hain to the Personnel Board of Appeals.

Moved by: Ahlers, Justin

Seconded by: Demuth, Robert S.

It was duly passed to approve Bruce Hill to the Zoning Board of Appeals.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

9.2 **AMC 2022 Voting Delegates**

Amendment

**Attachments:**

2022 AMC Listing

Each year AMC requests a list of voting delegates who may vote at AMC meetings. AMC has 5 Policy Committees that Commissioners are assigned to. AMC expects the Commissioners of each County be identified as voting delegates. In addition, they allow for 3 additional names of staff who would be considered voting delegates. Last year the board chose to include the Administrator, the Deputy Administrator and the County Attorney. It was discussed and determined to remain the same for 2022 as in 2021.

**VOTING**

It was duly passed to approve the 2022 AMC Policy Committee and Voting Delegates as presented.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

**10.0 Inter-Agency Reports / Announcements**

10.1 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 – Attended the BRRRA meeting and discussion was had on future plans.

District V – Commissioner Linssen – Reported on the ACE and Transit meetings.

District IV – Commissioner Demuth – Reported on visiting New Life Treatment Center and the discussion of them helping with our short term crisis center.

Administration – Reported on the telecommuting committee meeting. Covid numbers going down slightly. Meeting with the Library Strategy group and lastly, the daycare discussions.

Emergency Management / Deputy Administration – No Report.

10.2 **Correspondence**

**Attachments:**

Recruitment Update

HLWD Meeting Agenda 1/19/22

KLR Meeting Minutes 11/18/21

Nobles SWCD Meeting Minutes 12/15/21

City, County, College, School Meeting Agenda 01/21/22

KLR Balance Sheet as of 12/31/21

	<p>KLR Bills Payable as of 10/31/21  Nobles SWCD Agenda 1/19/22  KLR Meeting Agenda 1/19/22  KLR Profit &amp; Loss Budget through 12/31/21  Nobles SWCD Profit &amp; Loss Budget through 12/31/21  Nobles County Law Library Meeting Minutes 1/14/22  Recorder Letter of Intent to File  Auditor-Treasurer Letter of Intent to File</p>
10.3	<p><b>Calendar</b>  <u>Attachments:</u>  February 2022</p>
<b>11.0 Other / Future Business</b>	
<p><b>Board Meeting</b>– Tuesday February 15, 2022  9:00 a.m. Nobles County Board Room  <b>Work Session</b> – Wednesday February 23, 2022  8:30 a.m. Nobles County Board Room</p>	
<p><b>12.0 Adjournment</b>  It was duly passed to adjourn the meeting at 10:13 a.m.  Moved by: Ahlers, Justin  Seconded by: Paplow, Bob</p>	




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(Chairperson)




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(County Administrator)