

OFFICIAL PROCEEDINGS OF BOARD OF COMMISSIONERS OF NOBLES COUNTY, MINNESOTA

The Board of Commissioners of Nobles County met in regular session on Tuesday, March 08, 2022, at the Government Center, in the Commissioner’s Board Room, Worthington, Minnesota. The following Commissioners attended: Donald Linssen, Gene Metz, Justin Ahlers and Bob Paplow.

The following Commissioners were absent: Robert S. Demuth.

Chairperson Linssen 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 additions. Motion by: Ahlers, Justin Seconded by: Metz, Gene	
4.0 Recognition	
4.1 Visitors and Guests Welcome	
4.2 Excellence in Performance Dan Bosman, Jail Administrator and Aaron Ahlers, Assistant Jail Administrator were recognized as the February Excellence in Performance recipients.	
5.0 Consent Agenda	
5.1	February 15, 2022 Regular Board Meeting Minutes Draft Attachments: February 15, 2022 Draft Minutes
5.2	Meetings and Conferences – Travel Expenses Attachments: Expenses paid February 25, 2022
5.3	Auditor’s & Commissioner’s Warrants Attachments: Accounts Payable Summary Auditor’s Warrants
VOTING It was duly passed to approve the consent agenda as presented. Moved by: Metz, Gene Seconded by: Paplow, Bob	
6.0	Department Presentations
6.1 (A)	Voting Equipment Purchase Request Attachments: Voting Equipment Order Form
Nobles County has applied for two grants for the purchase of voting equipment but has been given notice that the order for equipment is due by March 8th and as of March 1st the status of both grants is not known. Nobles County now has 17 of 20 townships and 4 of our 11 cities (with 5 locations in Worthington) using mail ballots which greatly reduces the need for updated equipment, but there is still a need of 17 Omni Ballot Systems to replace our AutoMarks which will complete the transition to new equipment, which provides the needed security enhancements to participate in a State and Federal Election. With the opportunity presented by these grants, it is hopeful that 17 Omni Ballots systems can be purchased at a cost of approximately \$15,567 if both grants are received. With the requirement to get an order placed by March 8th, a decision must be made on the purchase without knowing the status of either grant. Both grants are independent and not contingent on getting the other. The purchase price of the 17 Omni Ballot systems with no grant funding is \$80,350.00.	
VOTING It was duly passed to approve the purchase of the 17 Omni Ballot Systems not contingent on grant funding. Moved by: Ahlers, Justin Seconded by: Metz, Gene	

6.1 (B)	Year End Reports for 2021 <u>Attachments:</u> Year End Reports (5)
Joyce Jacobs, Auditor-Treasurer and Cathy Roos, Deputy Auditor-Treasurer presented 5 2021 year end reports that the board must review and approve by state statute.	
<u>VOTING</u> It was duly passed to approve the year end reports for 2021 as presented. Moved by: Ahlers, Justin Seconded by: Metz, Gene	
6.1 (C) Addendum	Set Public Hearing Date for Redistricting
With the release of the census numbers and the State Redistricting Plan, Nobles County will need to approve a redistricting plan for the county by April 26, 2022. Prior to approving the plan, a public hearing must take place on the plan options and we are required to publish the notice for the hearing three weeks prior to the hearing. The hearing can take place as part of a regular board meeting or may be set at a different time. Following the schedule from the last redistricting calendar, our hearing should take place on April 5th of 2022 to allow enough time for a continuation if needed. At this point, we are waiting for final confirmation from all voting districts that they will be reestablishing their current boundaries and if no changes are made, it will allow the county to do the same. The public hearing will give citizens the option of submitting a plan for the board to consider if they want changes made to the current county commissioner district boundaries.	
<u>VOTING</u> It was duly passed to set a redistricting public hearing for Nobles County on Tuesday April 5, 2022 at 11:00 a.m. in the Nobles County Board room. Moved by: Paplow, Bob Seconded by: Linssen, Donald	
6.2 (A)	2022 County-Wide Crack Sealing Project <u>Attachments:</u> Crack Seal Project Map Crack Seal Project Advertisement for Bids
The County has 76.3 miles of County State Aid Highways (CSAH) that are in need of crack sealing treatment. The Engineering Department has prepared bid documents to address this need. The work will be funded from our CSAH Construction account. Current estimates for this work range between \$600-700k. Construction prices have been steadily climbing over the past year and more notably in recent weeks. It is our opinion that this will likely continue into the foreseeable future. The work being contemplated would have a substantial completion date of July 1, 2022.	
<u>VOTING</u> It was duly passed to approve the advertisement for bids for the county-wide crack sealing project. Moved by: Paplow, Bob Seconded by: Metz, Gene	
6.2 (B)	2022 County-Wide Seal Coat Project <u>Attachments:</u> Seal Coat Project Map Seal Coat Project Advertisement for Bids
The County has 107 miles of County State Aid Highways (CSAH) that are in need of seal coat surface treatment. The Engineering Department has prepared bid documents to address this need. Please see attached map for your reference. The work will be funded from our CSAH Construction account. Our current estimates for this work range between \$3.5-3.6M. The work being contemplated would have a substantial completion date of September 1, 2022.	
<u>VOTING</u> It was duly passed to approve the advertisement for bids for the county-wide seal coat project. Moved by: Metz, Gene Seconded by: Linssen, Donald	
6.3 (A)	Emergency Management Performance Grant – Authorized Signature for 2021 Funding <u>Attachments:</u> EM Grant

The Emergency Management Performance Grants (EMPG) program offers counties funding to provide Emergency Management services. Nobles County's EMPG funding for services in 2021 is \$21,815.00. The 2021 Grant Contract Agreement arrived and authorizations are required for it to be signed.

VOTING

It was duly passed to approve signing the Emergency Management Performance Grant contract agreement.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

7.0 Administration Presentation

7.1 2022 Boards, Committees & Commissions – Citizen Appointments

Attachments:

Citizen Applications

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 Adam Blume to the Zoning Board of Appeals contingent on there being an opening on that board.

Moved by: Metz, Gene

Seconded by: Ahlers, Justin

7.2 Assistant to County Engineer Reclassification

Attachments:

Position Description

Aaron Holmbeck, Public Works Director/County Engineer requested the Engineering Support Supervisor job descriptions be reclassified. Mr. Holmbeck lowered the experience slightly and added more detail and clarity to the position. In order to possibly enhance recruitment he requested that the job title be changed. It was sent to George Gmach for pointing. The job points were lowered from 388 to 378 but these points are still in the same range for the pay level of this position at level 16.

VOTING

It was duly passed to approve the reclassification and associated points to the Assistant to County Engineer job description.

Moved by: Metz, Gene

Seconded by: Ahlers, Justin

7.3 Proclamation of a Public Hearing – Nobles County Tobacco Ordinance

Nobles County Community Services and the Nobles County Public Health Office have been working diligently to update the tobacco ordinance for Commissioner review and approval. The County Commissioners were educated toward the suggested ordinance changes. Changes are primarily focused upon not attracting underage persons to tobacco products. Proposed ordinance revisions were offered after receiving input. Public Health Staff are issuing letters of notice to vendors of tobacco products, per MN Statute. Proclaiming a hearing date is necessary to receive public comment regarding the suggested language to amend Nobles County's tobacco ordinance.

VOTING

It was duly passed to proclaim a public hearing on the Nobles County Tobacco Ordinance for Tuesday April 5, 2022 at 9:00 a.m. in the Nobles County Board Room.

Moved by: Paplow, Bob

Seconded by: Metz, Gene

7.4 Premises Permit for Lawful Gambling – Southwest Bowbenders, Inc.

Attachments:

Gambling Permit

Counties generally accept State permit applications for outlying townships (i.e. alcohol sale permits and/or gambling permits). Southwest Bowbenders, Inc. of Worthington Township has submitted a "Premises Permit For Lawful Gambling" application for Board consideration. If acceptable and approved, the Auditor-Treasurer will be authorized to sign on behalf of Nobles County to allow the lawful gambling. A party donated a Yeti Cooler to Southwest Bowbenders, Inc. to assist the organization. A decision was made to fill the cooler with meat and then sell raffle tickets to proclaim a winner.

<p>The raffle-sale proceeds would assist Southwest Bowbender’s operations. Resolution 202211 was prepared for Commissioner review and possible adoption to approve this lawful gambling event.</p>	
<p><u>VOTING</u> It was duly passed to adopt resolution 202211 approving Minnesota premises permit application for lawful gambling for Southwest Bowbenders Inc. Moved by: Ahlers, Justin Seconded by: Paplow, Bob</p>	
7.5	<p>National Association of County Veteran Service Officer’s Conference Board Approval – 2022 National Conference Registration and Out-State Travel</p>
<p>Veteran Service Officer (VSO) Jim Dunn is acquiring education and experience to enhance services for Nobles County and their Veterans. The National Association of County Veteran Service Officer (NACVSO) Annual Conference was suggested to Dunn as a way to further his training and to network with other VSO personnel. Heitkamp and Dunn are attending the March 8, 2022 Board Meeting to seek approval for Dunn to attend the NACVSO Annual Conference in San Antonio, TX on June 5-10, 2022.</p>	
<p><u>VOTING</u> It was duly passed to approve the out of state travel for Jim Dunn to attend the NACVSO Annual Conference. Moved by: Paplow, Bob Seconded by: Metz, Gene</p>	
<p>8.0 Inter-Agency Reports / Announcements</p>	
8.1	<p>Committee and Board Reports</p>
<p>Attorney – Joe Sanow – Reported that the Supreme Court lifted the mask mandate in the court rooms. Will present the Attorney’s office case load at the 3/30 work session. Also reported that the cars behind the PJC building have been cleared out.</p> <p>District I – Commissioner Ahlers – No Report.</p> <p>District III – Commissioner Paplow – No Report.</p> <p>District II – Commissioner Metz – Reported on the Legislative Conference.</p> <p>District V – Commissioner Linssen – No Report.</p> <p>District IV – Commissioner Demuth – No Report.</p> <p>Administration – Reported on the Legislative Conference and that Covid numbers have been lower county wide.</p>	
8.2	<p>Correspondence <u>Attachments:</u> Recruitment Update</p>
8.3	<p>Calendar <u>Attachments:</u> March 2022</p>
<p>9.0 Other / Future Business</p>	
<p>Board Meeting– Tuesday March 22, 2022 9:00 a.m. Nobles County Board Room Work Session – Wednesday March 30, 2022 8:30 a.m. Nobles County Board Room AMC Leadership Summit – Wednesday March 30 – April 1, 2022 Grand View Lodge, Nisswa MN</p>	
<p>10.0 Adjournment It was duly passed to adjourn the meeting at 10:11 a.m. Moved by: Ahlers, Justin Seconded by: Paplow, Bob</p>	

David F. Linsen

(Chairperson)

Ernie Hartman

(County Administrator)