

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, September 20, 2022, at the Government Center, in the Commissioner’s Board Room, Worthington, Minnesota. The following Commissioners attended: Gene Metz, Robert S. Demuth, Donald Linssen, 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 as presented. Motion by: Demuth, Robert S. Seconded by: Paplow, Bob	
<b>4.0 Recognition</b>	
<b>4.1 Visitors and Guests Welcome</b>	
<b>4.2 Years of Service Recognition</b> Shannon Their, Rock Nobles Community Corrections, was recognized for 15 years of service.	
<b>5.0 Consent Agenda</b>	
5.1 (A)	<b>September 01, 2022 Special Board Meeting Minutes Draft</b> <b><u>Attachments:</u></b> September 01, 2022 Draft Minutes
5.1 (B)	<b>September 06, 2022 Regular Board Meeting Minutes Draft</b> <b><u>Attachments:</u></b> September 06, 2022 Draft Minutes
5.2	<b>Meetings and Conferences – Travel Expenses</b> <b><u>Attachments:</u></b> Expenses paid September 09, 2022
5.3	<b>Auditor’s &amp; Commissioner’s Warrants</b> <b><u>Attachments:</u></b> Accounts Payable Summary Auditor’s Warrants
5.3 (A)	<b>Auditor’s &amp; Commissioner’s Warrants – Vendors paid over \$2,000</b> <b><u>Attachments:</u></b> Auditor’s Warrants
<b><u>VOTING</u></b> It was duly passed to approve the consent agenda as presented. Moved by: Metz, Gene Seconded by: Demuth, Robert S.	
<b>6.0 Department Presentations</b>	
6.1 (A)	<b>Professional Service Agreement – Dental Innovations Project</b> <b><u>Attachments:</u></b> Professional Service Agreement
The Agency received \$100,000 in grant dollars from Blue Plus to support a regional dental innovations coordinator project which is renewable for up to two additional years. There has been difficulty in recruiting for a dental innovations coordinator for the last few months. It was learned that other dental projects across the State are completing this work through contracting. In meeting with Lehmann Business Services it was discovered that some of their team members have done this type of work in the past through working with various public health agencies and communities in trying to increase access to dental services. They are interested in pursuing this work in our region on our behalf. At this time a Professional Service Agreement with them is being presented.	
<b><u>VOTING</u></b> It was duly passed to approve the professional service agreement with Lehmann Business Services for work on a regional dental innovations coordinator project.	

Moved by: Ahlers, Justin  
Seconded by: Paplow, Bob

6.2 | **Reimbursement of Property Tax Relief Request**  
(A) | **Attachments:**  
Resolution 202251

On May 30, 2022, Nobles County received sustained losses from straight line winds and a severe thunderstorm event. The Nobles County Commissioners declared a State of Emergency by Resolution 202238. FEMA has now declared Nobles County as part of the Disaster Declarations 4659 and 4666. Assistance from FEMA, allows Nobles County property owners a local option abatement/credit and/or a homestead credit on property taxes if the county meets the requirements set forth by the MN Department of Revenue. After assessing all impacted properties, the following is a summary of the damages:

27 homestead structures damaged with an average value of damage or destroyed at \$27,707.

28 non-homestead structures damaged with an average value of damage or destroyed at \$8,457 per taxable structure.

The requirements to qualify are as follows:

- For a homestead credit, the requirement is simply that the property owners have a homestead classification and only damage to the house and garage are considered. There is no minimum on the amount of damage required to qualify.
- For the local option abatement/credit on a homestead and a non-homestead property, the county is required to have at least 25 taxable structures impacted with at least 50% of the value of the building damaged, and an average of at least \$5,000 of all structures.

The options are:

- Approve the homestead credit and local option credit. (This option would allow more property owners to qualify even if they did not meet the \$100 minimum which is part of our abatement policy).
- Approve the homestead credit and local option abatement. (This would require property owners to have more than a \$100 refund/credit and would also require us to use 2021 values and abate based on 2022 tax rates. This would require a great deal of work for the Auditor's Office even with less applicants likely qualifying.)
- Take no action.

**VOTING**

It was duly passed to adopt resolution 202251.

Moved by: Demuth, Robert S.

Seconded by: Metz, Gene

It was duly passed to approve the homestead credit and local option credit.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

6.3 (A) | **Voting Equipment Grant Application (HAVA)**

The Office of the Minnesota Secretary of State (OSS) has notified counties that there are still funds available through the Help America Vote Act (HAVA) so they are offering a "Phase 2" of funding for counties. While the exact Phase 2 amount per county cannot be determined until all applications are received, the estimated/anticipated amount per county is likely not less than approximately \$4,000. Phase 2 does not require a county match to be eligible to receive a grant award amount.

Secondly, information was received describing a special discount program on a replacement for the County's MiFi devices, secure mobile hot spots accessed only by the poll pads, which provides a seamless electronic voter check-in and verification process. The new equipment are called Cradle Points. Initially, the MiFis provided strong and stable connectivity but as technology has changed and security enhancements improved, we are re-evaluating the strength and stability of the current MiFis on Election Day. If purchased, the Cradle Points would provide stronger and more stable connectivity than our current MiFis and allow for remote trouble shooting, but most importantly, the Cradle Points will allow us to simultaneously broadcast security related information to all poll pads at all polling places if the need were to arise. The Cradle Points will cost \$10,425. It was requested to purchase the Cradle Points understanding that the grant dollars are not guaranteed. It was also requested for approval to apply for the HAVA Phase 2 grant, which if received would go towards the Cradle Points.

**VOTING**

It was duly passed to approve the purchase of the Cradle Points at a cost of \$10,425.

Moved by: Demuth, Robert S.

Seconded by: Metz, Gene

It was duly passed to approve applying for the HAVA Phase 2 Grant.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

6.4 (A) **Certify 2023 Budget / Public Meeting Date**

**Attachments:**

Payable 2023 Truth in Taxation

Resolution 202252

The Nobles County Budget Committee continues to work through the 2023 budget. A preliminary levy amount needs to be proclaimed prior to September 30, 2022. A Public Meeting date to present the 2023 budget also needs to be proclaimed and shared with the Nobles County Auditor-Treasurer prior to September 30, 2022. This Preliminary Levy figure represents a not-to-exceed figure and does not represent a final levy figure for taxes payable 2023. The Board does not have to present a final levy figure until the Public Meeting to introduce the 2023 Budget. The date range for the Public Meeting is November 25, 2022 through December 28, 2022.

**VOTING**

It was duly passed to adopt resolution 202252 which certifies preliminary levy figure which represents a not-to-exceed at 14.0%.

Moved by: Demuth, Robert S.

Seconded by: Paplow, Bob

It was duly passed to approve a date of Thursday December 8, 2022 at 6:00 p.m. for the payable 2023 truth in taxation public budget meeting date certification.

Moved by: Ahlers, Justin

Seconded by: Metz, Gene

**7.0 Administration Presentation**

7.1 **Government Center Standby Generator Project**

**Attachments:**

Architect E-mails

This item was tabled from the 9/6/22 meeting. The Commissioners needed further clarification on “reimbursable” expenses from the Edi-dolejs/Vetter Johnson quote. Administrator Heitkamp reached out to the firms and received responses. Edi-dolejs responded with \$400 and Vetter Johnson responded with a not to exceed of \$2,500.

**VOTING**

It was duly passed to approve the Edi-doljes/Vetter Johnson quote not to exceed \$31,900 for the replacement generator project.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

7.2 **Johnson Controls – Fire Monitoring (Simplex) Contracts**

**Attachments:**

Government Center Contract

Prairie Justice Center Contract

Public Works Contract

Johnson Controls offers the fire monitoring system services (Simplex) for the following county buildings: Government Center (\$2,424.39/yr), Prairie Justice Center (\$6,106.36/yr), and Public Works (\$1,109.55/yr). They offered five-year (5) contracts to test these systems.

**VOTING**

It was duly passed to approve the 5-year contact with Johnson Controls for the Government Center as presented.

Moved by: Metz, Gene

Seconded by: Ahlers, Justin

It was duly passed to approve the 5-year contact with Johnson Controls for the Prairie Justice Center as presented.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

It was duly passed to approve the 5-year contact with Johnson Controls for Public Works as presented.

Moved by: Paplow, Bob

Seconded by: Metz, Gene

7.3 **Marsden Cleaning Contract**

**Attachments:**

Service Agreement

Marsden Building Maintenance, LLC has been cleaning and offering janitorial-related services to Nobles County. Marsden's Agreement has expired and there is mutual interest in renewing it. Cleaning and janitorial services are requested at: the Nobles County Government Center (proposed at \$9,278.45/month), the War Memorial Building (proposed at \$2,622.02/month), and the Public Works Building in Worthington (proposed at \$1,106.16/month). The cleaning-agreement components have been vetted by Nobles County Maintenance. Some minor adjustments were proposed relating to annual carpet shampooing and exterior window maintenance. New areas within the Data Center and the War Memorial Building are acknowledged within this Agreement.

**VOTING**

It was duly passed to approve the Marsden cleaning contract as presented.

Moved by: Demuth, Robert S.

Seconded by: Ahlers, Justin

**8.0 Closed Session**

Administrator Bruce Heitkamp was hired as the Nobles County Administrator on May 1, 2021. At that time, it was determined that Heitkamp would receive a 6-month probationary performance review and then Annual Reviews performed prior to the hiring anniversary date. Heitkamp's hiring anniversary is September 30th. This performance review will take place in closed session during the September 20, 2022 Board Meeting. Any action that may stem from the performance review would occur in session during this, or another future, meeting. Pursuant to Minnesota Statute §13D.05 Subd. 3(a) to evaluate the performance of County Administrator the meeting was closed then re-opened.

**VOTING**

On a motion by Bob Paplow and seconded by Gene Metz it was duly passed to close the meeting at 9:44 a.m. pursuant to Minnesota Statute §13D.05 Subd. 3(a) to evaluate the performance of County Administrator, Bruce Heitkamp, in accordance with his employment agreement.

On a motion by Robert S. Demuth and seconded by Justin Ahlers it was duly passed to open the meeting at 10:13 a.m.

**9.0 Inter-Agency Reports / Announcements**

9.1 Committee and Board Reports

Attorney – Joe Sanow – No Report.

District I – Commissioner Ahlers – Has heard several positive comments on the work being performed on the County roads.

District III – Commissioner Paplow – Attended the AMC policy conference.

District II – Commissioner Metz – Attended the AMC policy conference.

District V – Commissioner Linsen – No Report.

District IV – Commissioner Demuth – Reported that work continues on the budget.

Administration – Reported that PIC will attend the September work session to discuss the Grow Your Own program.

9.2 **Correspondence**

**Attachments:**

Recruitment Memo

Nobles County Art Center Meeting Minutes 9/6/22

	HLWD 2023 Budget and Levy Meeting Minutes 8/17/22 Nobles SWCD Meeting Minutes 7/20/22 HLWD Agenda 9/21/22 Nobles SWCD Agenda 9/21/22
9.3	<b>Calendar</b> <u>Attachments:</u> September 2022 October 2022
10.0	<b>Other / Future Business</b> <b>Work Session</b> – Wednesday September 28, 2022 8:30 a.m. Government Center, Worthington, MN <b>Board Meeting</b> – Tuesday October 04, 2022 9:00 a.m. Government Center, Worthington, MN <b>AMC District 8 Fall Meeting</b> – Thursday October 27, 2022 8:00 a.m. – 12:00 p.m. Wabasso Community Center, 1429 Front Street Wabasso, MN
	<b>11.0 Adjournment</b> It was duly passed to adjourn the meeting at 10:32 a.m. Moved by: Demuth, Robert S. Seconded by: Metz, Gene




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Nobles County Board Chair




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Nobles County Administrator