

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

The Board of Commissioners of Nobles County met in regular session on Tuesday, November 22, 2022, at the Government Center, in the Commissioner’s Board Room, Worthington, Minnesota. The following Commissioners attended: Robert S.

Demuth, Donald Linssen, 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 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>5.0 Consent Agenda</b>	
5.1 (A)	<b>November 08, 2022 Regular Board Meeting Minutes Draft</b> <b><u>Attachments:</u></b> November 08, 2022 Draft Minutes
5.2	<b>Meetings and Conferences – Travel Expenses</b> <b><u>Attachments:</u></b> Expenses paid November 18, 2022
5.3 (A)	<b>Auditor’s &amp; Commissioner’s Warrants</b> <b><u>Attachments:</u></b> Accounts Payable Summary Auditor’s Warrants
5.3 (B)	<b>Auditor’s &amp; Commissioner’s Warrants – Vendors paid over \$2,000</b> <b><u>Attachments:</u></b> Auditor’s Warrants
5.4	<b>Cost-Sharing Agreement for the Transportation of Students in Foster Care Placement – Round Lake-Brewster Public Schools ISD #2907</b> <b><u>Attachments:</u></b> Cost-Sharing Agreement
5.5	<b>Client Community Services – Semi Independent Living Services 2023-2024 Purchase of Service Agreement Renewal</b> <b><u>Attachments:</u></b> Purchase of Services Agreement
5.6	<b>Child and Teen Checkup Program Grant Agreement Amendment No. 3</b> <b><u>Attachments:</u></b> Grant Amendment
5.7	<b>Prairie Support Services Guardianship Agreement</b> <b><u>Attachments:</u></b> Guardianship Agreement
5.8	<b>Hope Haven / The Achievement Center Supported Employment Agreement</b> <b><u>Attachments:</u></b> Purchase of Services Agreement
5.9	<b>2023-2025 Southwest MN Regional Minnesota Family Investment Program, Diversionary Work Program, and Supplemental Nutrition Assistance Program Employment and Training Purchase of Service Contract Renewal</b> <b><u>Attachments:</u></b> Purchase of Service Contract
5.10	<b>Specialized Vocational Services Agreement</b> <b><u>Attachments:</u></b> Purchase of Service Agreement

**VOTING**

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

Moved by: Metz, Gene

Seconded by: Demuth, Robert S.

**6.0 Department Presentations****6.1 (A) University of Minnesota Extension Office Update and Staff Introduction**

Regional Director, Bonnie Christiansen, introduced new staff members along with a department update.

**6.2 (A) Minnesota Department of Human Services Grant Contract****Attachments:****Grant Contract**

Recently, the Minnesota Department of Human Services made grant funds available for providing mental health case management services to adults who have been impacted by COVID-19 and who lack access to health insurance. Community Services applied for and was awarded up to \$25,000 to provide adult mental health case management services to adults without access to health insurance for the time period of July 1, 2022 to March 14, 2023. Mental Health services provided by staff to adults who lack health insurance during this time period will be reimbursed to the agency through this grant contract.

**VOTING**

It was duly passed to accept the grant contract and reimbursement for services provided.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

**6.2 (B) Request to Refill Position Prior to Current Staff's Retirement Date**

Family and Children's Social Service Supervisor, Beth Mahoney has given us her date of retirement notice effective March 31, 2023. This position is critical to our service delivery and has a profound impact on countless families and children in Nobles County. It was requested of the Board to approve advertising, interviewing, and hiring for this position prior to Beth's departure date. This will provide time for Beth to work with the new staff and pass on to them her lengthy knowledge of the workings of the unit and the child protection system, provide introductions as necessary with the many community partners the unit works with, and give the new staff a chance to get to know the staff they will be supervising while Beth is still here.

**VOTING**

It was duly passed to approve advertising, interviewing and hiring a Family and Children's Social Service Supervisor prior to the retirement date of Beth Mahoney.

Moved by: Paplow, Bob

Seconded by: Demuth, Robert S.

**6.3 (A) CliftonLarsonAllen LLP Letter of Engagement****Attachments:****Statement of Work – Audit Services****Master Serviced Agreement**

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, 2022. The Audit Engagement Letter summarized the terms of the agreement. The estimated fees for the 2022 audit will be \$83,075. Discussion on the cost of services was had. Amy Dykstra, Finance Director, pointed out that new and added regulations are part of the price increase.

**VOTING**

It was duly passed to approve the letter of engagement for CliftonLarsonAllen for Annual Audit Service Agreement.

Moved by: Demuth, Robert S.

Seconded by: Metz, Gene

**6.4 (A) 2023 Temporary/Seasonal Worker Wages****Attachments:****Pay Schedules**

Sue Luing, Human Resource Director, presented to the board to set the 2023 temporary and seasonal employee pay rates. 2022 rates were \$16.00 per hour plus .50 per hour increase for each year the same person returns. The board discussed setting the rate to be in line with the internship program previously approved.

**VOTING**

It was duly passed to set the 2023 wages for temporary and seasonal employees at \$17.00 per hour plus a .50 per hour increase for each year the same person returns.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

6.4 (B) **2023 Non-Union Compensation Plan**

**Attachments:**

2023 2.75% COLA

Each year the County Board needs to approve the compensation plan for non-union employees. All 7 union contracts are settled through 2024, with all union employees receiving a 2.75% COLA.

**VOTING**

It was duly passed to approve the 2023 non-union employee's compensation plan to include a 2.75% cost of living adjustment increase for each level and step.

Moved by: Metz, Gene

Seconded by: Paplow, Bob

**7.0 Administration Presentation**

7.1 (A) **2023 Attorney Salary Request**

**Attachments:**

Information

Resolution 202256

Each year the County Board needs to set the salary for each elected position within Nobles County. Attorney Sanow presented the board with a 2023 salary request of \$120,000, which is a 20% increase. Information was provided to support his request. Commissioner Ahlers asked what has changed in the Attorney's office in the past year. Attorney Sanow stated his office has been very short staffed.

**VOTING**

It was duly passed to set the 2023 salary for the County Attorney at \$120,000.

Moved by: Metz, Gene

Seconded by: Paplow, Bob

7.1 (B) **2023 Auditor-Treasurer Salary Request**

**Attachments:**

Information

Resolution 202257

Each year the County Board needs to set the salary for each elected position within Nobles County. Auditor-Treasurer Joyce Jacobs presented the board with a 2023 salary request of \$101,192, which is a 10.97% increase. Information was provided to support her request. Commissioner Ahlers asked what has changed in her office in the past year. Jacobs stated she has had new staff to train in, along with several elections.

**VOTING**

A motion was made and failed to set the 2023 salary for the County Auditor-Treasurer at \$97,962.

Moved by: Demuth, Robert S.

Seconded by: Paplow, Bob

In favor: Demuth, Robert S.; Paplow, Bob

Opposed: Linssen, Donald; Metz, Gene; Ahlers, Justin

It was passed to approve the 2023 salary for the Auditor-Treasurer at \$95,341.

Moved by: Metz, Gene

Seconded by: Paplow, Bob

In favor: Metz, Gene; Paplow, Bob; Ahlers, Justin

Opposed: Linssen, Donald; Demuth Robert S.

7.1 (C) **2023 Recorder Salary Request**

**Attachments:**

Information

Resolution 202258

Each year the County Board needs to set the salary for each elected position within Nobles County. Nobles County Recorder, Thelma Yager, presented the board with a 2023 salary request of \$87,173, which is a 12.12% increase. Information was provided to support her request.

**VOTING**

It was passed to approve the 2023 salary for the Recorder at \$87,173.

Moved by: Demuth, Robert S.

Seconded by: Metz, Gene

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

Opposed: Ahlers, Justin

7.1 (D) **2023 Sheriff Salary Request**

**Attachments:**

Resolution 202259

Each year the County Board needs to set the salary for each elected position within Nobles County. Nobles County Sheriff, Ryan Kruger, presented the board with a 2023 request of \$107,000, which is a 7% increase. While Sheriff Kruger did not have information to present the board to support his request he did verbally state why he felt a 7% increase was appropriate.

**VOTING**

It was passed to approve the 2023 salary for the Sheriff at \$107,000.

Moved by: Paplow, Bob

Seconded by: Demuth, Robert S.

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

Opposed: Ahlers, Justin

7.1 (E) **2023 County Board Salary and Per Diem Request**

**Attachments:**

Information

Resolution 202260

Each year the County Board needs to set the salary for each elected position within Nobles County. Nobles County Commissioners need to set their 2023 salary along with their per diem rate. It was suggested to increase their salary by 2.75% which is the same COLA given to employees. It was discussed to leave the per diem rate the same at \$150/day.

**VOTING**

It was duly passed to approve the 2023 salary for the Board of Commissioners at \$21,389 and the per diem rate at \$150/day.

Moved by: Linssen, Donald

Seconded by: Ahlers, Justin

7.2 (A) **2023 Appropriation and Economic Development**

**Attachments:**

Appropriation Spreadsheet

Commissioner input was requested regarding appropriations for 2023. A listing of current appropriation requests was reviewed and discussed. Economic Development / WREDC / Forward Worthington was discussed because the City of Worthington will be promoting their own economic development. It was decided to change the quarterly payments to WREDC to monthly. It was also requested to have WREDC director come to the next work session and review what is being done.

**VOTING**

It was duly passed to approve the 2023 appropriation listing as presented but changing the payments to WREDC from quarterly to monthly and holding all payments until a presentation and letter is received requesting funds.

Moved by: Metz, Gene

Seconded by: Paplow, Bob

7.3 (A) **Law Enforcement Committee Impound and Evidence Storage Facilities**

**Attachments:**

Arial Photo

Impounded cars are being stored in the open and on the south side of the Prairie Justice Center. There is currently limited space for other evidence storage. There is also limited space for maintenance storage throughout the County buildings. The topic of impound and evidence storage has been discussed among Law Enforcement Center for more than a year.

The Commissioners also offered input. On Wednesday, November 9, 2022 the Law Enforcement Center Advisory Committee (LEC) Members recommended the City and County collaborate to further investigate storage on the south side of the Prairie Justice Center. A combination of fenced-in and building storage could be a beneficial. Buildings of 5,000 square feet or less would offer the most economical way to store items that need to be inside. A fenced in area would serve the purposes of containing the unsightly items and keeping the public away from this property. This was an informational piece only.

## 8.0 Inter-Agency Reports / Announcements

### 8.1 Committee and Board Reports

Attorney – Joe Sanow – Reported that the office is seeing higher case loads. They are also in the process of finding a new Law Library Custodian.

District I – Commissioner Ahlers – Reported he is busy with ditches and attending their meetings.

District III – Commissioner Paplow – No Report.

District II – Commissioner Metz – No Report.

District V – Commissioner Linssen – No Report.

District IV – Commissioner Demuth – Reported that the Holiday Social is coming up on the 8<sup>th</sup>. All food will be at the Government Center Farmers Room but all County employees are invited to attend.

Administration – Reported he is done with his Emergency Management training. Work continues on the Short Term Crisis Center planning. Daycare meetings are being held regularly. Annual AMC meeting is coming up, which most Commissioners are attending. Annual TNT meeting will be held the 8<sup>th</sup> at 6pm.

### 8.2 Correspondence

#### Attachments:

Recruitment Memo  
 Nobles SRDC Meeting Minutes 11/19/22  
 HLWD Meeting Agenda 11/16/22  
 HLWD Meeting Minutes 10/19/22  
 HLWD Special Meeting Minutes 11/2/22  
 Nobles SWCD Bills Payable Summary  
 Nobles SWCD Meeting Agenda 11/16/22

### 8.3 Calendar

#### Attachments:

November 2022  
 December 2022

### 9.0 Other / Future Business

**Work Session** – Wednesday November 30, 2022

8:30 a.m. Government Center Board Room, Worthington, MN

**Association of Minnesota Counties Annual Conference** – Monday December 05-07, 2022

DoubleTree Hotel, Bloomington, MN

**County Holiday Social** – Thursday December 08, 2022

9a.m. – 4:00 p.m., Government Center Farmers Room, Worthington, MN

**Board Meeting** – Thursday December 08, 2022

3:00 p.m. Government Center Board Room, Worthington, MN

**Proposed County Budget and Levy Meeting** – Thursday December 08, 2022

6:00 p.m. Government Center, Worthington, MN

**Administration/Commissioner Holiday Party** – Tuesday December 13, 2022

6:00 p.m. Hickory Lodge, Worthington, MN

## 10.0 Adjournment

It was duly passed to adjourn the meeting at 11:06 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