

OFFICIAL PROCEEDINGS OF BOARD OF COMMISSIONERS OF NOBLES COUNTY, MINNESOTA

The Board of Commissioners of Nobles County met in regular session on Tuesday, September 19, 2023, at the Government Center, in the Commissioner’s Board Room, Worthington, Minnesota. The following Commissioners attended: Robert S. Demuth, Justin Ahlers, Gene Metz, Bob Paplow and Chris Dybevic.

Chairman Demuth 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	
<u>VOTING</u>	
It was duly passed to approve the agenda as presented. Motion by: Paplow, Bob Seconded by: Dybevic, Chris	
4.0 Recognition	
4.1 Visitors and Guests Welcome	
4.2 Excellence In Performance	
Curt Hendel, Highway Maintenance Worker, was recognized at the August Excellence in Performance recipient.	
4.3 Years of Service	
Michael Harberts, Public Works Sign Worker, was recognized for 15 years of service.	
5.0 Consent Agenda	
5.1 (A)	September 05, 2023 Regular Board Meeting Minutes Draft <u>Attachments:</u> September 05, 2023 Draft Minutes
5.2 (A)	Meetings and Conferences – Travel Expenses <u>Attachments:</u> Expenses paid September 08, 2023
5.3 (A)	Auditor’s & Commissioner’s Warrants <u>Attachments:</u> Accounts Payable Summary Auditor’s Warrants
5.3 (B)	Auditor’s & Commissioner’s Warrants – Vendors paid over \$2,000 <u>Attachments:</u> Auditor’s Warrants
5.4	MN Department of Health – Grant Project Agreement – Perinatal Hepatitis B <u>Attachments:</u> Agreement
<u>VOTING</u>	
It was duly passed to approve the consent agenda as presented. Moved by: Ahlers, Justin Seconded by: Metz, Gene	
6.0 Public Meeting	
6.1	Public Hearing – Proposed Property Tax Abatement Vickie Loosbrock Parcel 21-0628-010 and 21-0628-005 A. Open Meeting (<i>Action</i>) B. Classify Parcels as Non-Conservation or Conservation (<i>Action</i>) C. Approve for Sale at Public/Non-public Sale (<i>Action</i>) D. Set Basic Sale Price for All Parcels (<i>Action</i>) E. Review/Set Terms for the Sale – Resolution 202333 (<i>Information / Action</i>) F. Review Resolution 201522 (<i>Information / Action</i>) G. Set Date of Public Sale/Auction – Resolution 202334 (<i>Action</i>) H. Set Date of Non-Public Sale/Auction – Resolution 202335 (<i>Action</i>) I. Close Public Meeting (<i>Action</i>)

	<p>Attachments: Public Meeting Agenda Tax Forfeited properties spreadsheet Power point Resolution 202333 Resolution 201522 Resolution 202334 Resolution 202335</p>
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VOTING

- A. A motion by Justin Ahlers and seconded by Bob Paplow, it was duly passed to open the public meeting.
- B,C,D. Joyce Jacobs and Cathy Roos, Auditor-Treasurer’s office reviewed the tax forfeited properties.
- 1. On a motion by Justin Ahlers and seconded by Bob Paplow, it was duly passed to classify parcel 20-0146-000 as Non-Conservation and sell by public auction with a basic sale price of \$5,000 plus any specials after forfeiture.
- 2. On a motion by Justin Ahlers and seconded by Bob Paplow, it was duly passed to classify parcel 20-0150-000 as Non-Conservation and sell by public auction with a basic sale price of \$3,000 plus any specials after forfeiture.
- 3. On a motion by Justin Ahlers and seconded by Gene Metz, it was duly passed to classify parcel 25-0004-000 as Non-Conservation and sell by public auction with a basic sale price of \$1.00 plus any specials after forfeiture.
- 4. On a motion by Justin Ahlers and seconded by Bob Paplow, it was duly passed to have the County split parcel 30-0091-000 into 3 parcels according to the survey and classify as Non-Conservation and sell by sealed bid to adjacent land owners with a basic sale price of \$100.00.
- 5. On a motion by Gene Metz and seconded by Bob Paplow, it was duly passed to classify parcel 30-0174-000 as Non-Conservation and sell by public auction with a basic sale price of \$1,000 plus any specials after forfeiture.
- 6. On a motion by Justin Ahlers and seconded by Gene Metz, it was duly passed to classify parcel 31-0308-000 as Non-Conservation and sell by public auction with a basic sale price of \$5,000 plus any specials after forfeiture. It was also passed to convey a bicycle in the garage to the City of Worthington Police Department.
- 7. On a motion by Gene Metz and seconded by Robert S. Demuth, it was duly passed to classify parcel 31-1712-000 as Non-Conservation and sell by public auction with a basic sale price of \$5,000 plus any specials after forfeiture.
- 8. On a motion by Chris Dybevic and seconded by Bob Paplow, it was duly passed to classify parcel 31-3514-000 as Non-Conservation and sell by public auction with a basic sale price of \$1,000 plus any specials after forfeiture.
- E. On a motion by Gene Metz and seconded by Robert S. Demuth it was duly passed to approve Resolution 202333 as presented.
- F. It was decided to table item 6.1 F until a later date.
- G. On a motion by Bob Paplow and seconded by Chris Dybevic it was duly passed to approve Resolution 202334 and set the date for public sale of the tax forfeited properties to November 30, 2023 at 10:00 a.m. in the Nobles County Farmers Room.
- H. On a motion by Justin Ahlers and seconded by Bob Paplow it was duly passed to approve Resolution 202335 and set the deadline to receive bids on non-public sale parcels for tax forfeited properties to November 30, 2023 at 9:00 a.m. to the Nobles County Administration office.
- I. On a motion by Justin Ahlers and seconded by Robert S. Demuth it was duly passed to close the public meeting.

7.0 Department Presentations

7.1 (A)	<p>Public Surplus Sales Service Attachments: AMC Information Scope of Work</p>
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The Board of Commissioners viewed a Public Surplus presentation during the June 28, 2023 Work Session. Public Surplus is a service organization who assists counties by selling surplus assets. There is no cost to the counties and a buyer’s premium is placed on items to serve as Public Surplus’ revenue. The selling points are Public Surplus uses an online format and they have a larger customer base. There is less of a chance of a surplus good (land or tangible asset) not selling.

VOTING

It was duly passed to not engage in an agreement with Public Surplus.
Moved by: Ahlers, Justin
Seconded by: Metz, Gene

7.2 (A)	Renewal of Crime Victim Services Grant Agreement by the Minnesota Office of Justice Programs (OJP) <u>Attachment:</u> Grant Agreement
<p>The Nobles County Attorney’s Office (NCAO) has statutory duties to victims and survivors in Nobles County. The Victim / Witness Coordinator position within the office helps fill these duties. Yearly, the Crime Victim Services grant agreement largely funds the position. During the grant period the NCAO will report quarterly to the Minnesota Office of Justice Programs (OJP) on services provided. The Minnesota Office of Justice Programs will promptly pay the County after we claim reimbursement for the services performed that fall under their grant program guidelines.</p> <ol style="list-style-type: none"> 1. The awarded amount is \$63,992.00. 2. In early 2024 the NCAO will start drafting the Crime Victim Services budget for the next grant renewal cycle. 	
<p>VOTING</p> <p>It was duly passed to approve the Crime Victim grant agreement as presented. Moved by: Dybevick, Chris Seconded by: Metz, Gene</p>	
7.3 (A)	Capital Equipment Purchase Request – Mastic Melter <u>Attachment:</u> Midstates Quote Brock White Company Quote
<p>The Highway Department is requesting the purchase of a Mastic Melter for maintenance and continued improvement to the County roads. Quotes were reviewed from two companies.</p>	
<p>VOTING</p> <p>It was duly passed to approve the purchase of a Marathon Mastic Melter (\$97,500.00) plus tools (\$1095.00). Moved by: Metz, Gene Seconded by: Dybevick, Chris</p>	
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7.4 (A)	Acceptance of Pavillio Master Service Agreement <u>Attachment:</u> Agreement
<p>Community Services is interested in pursuing a new option that has become available for the billings to the Managed Care Organizations. Currently, the Community Service Agency uses a mostly manual process to complete billings for services such as targeted case management and care coordination services provided to persons covered by a managed care organization. Pavillio has developed a software that has real-time communication with the MN Department of Human Services software systems and will automate many of the step’s staff need to take to check eligibility and verify service delivery within the documentation systems used by the agency. The current process utilized involves manual tracking of claims and takes the accounting staff approximately one week each month to process. With the new system, manual entry of claims and tracking will no longer be required. Time spent on correcting errors will also be significantly reduced for both accounting and social services staff. The cost of the new system is a \$4,000 set up and implementation fee, followed by a charge of \$700.00 per month for billings for up to 250 claims. The agency currently averages between 200 and 210 claims per month. The cost of missing only one or two claims per month would make up for the cost of using this service. An additional return on investment would be the time savings experienced by staff in both the fiscal and social service units.</p>	
<p>VOTING</p> <p>It was duly passed to approve the Pavillio master service agreement. Moved by: Ahlers, Justin</p>	

Seconded by: Paplow, Bob	
7.5 (A)	Dental Insurance Request For Proposal Results
<p>The County engaged Integrity Employee Benefits to conduct a request for proposals (RFP) for our employee dental insurance to be effective 1/1/2024. Integrity is our benefits broker for employee life, short and long term disability, and CIGNA plans. They conducted an RFP on our behalf for dental insurance. Employees have asked if we could raise the out of pocket maximum (MOP), and/or add implant coverage. Included in the RFP was quotes for self-insured as we currently are the option of full coverage, implants and increased MOP. There were 7 vendors that responded to the RFP. It was determined to stay with Delta Dental as they had the largest network and we have been with them for 44 years. The monthly premiums would be; single coverage - \$37.21 and family coverage - \$100.08. The added new features if selected would increase the premiums by 2% if the implants were added and 4.5% to increase the maximum out of pocket to \$1,250. Integrity provided a presentation to Administration and the EET committee. EET sent out a countywide employee survey requesting votes on the different options. Based on the opinion of Administration and the EET employee survey results it is recommended that the board approve our current Delta Dental self-insured plan as is with no added features.</p>	
<u>VOTING</u>	
<p>It was duly passed to approve staying with Delta Dental on our current self-insured plan with no added features. Moved by: Dybeveck, Chris Seconded by: Metz, Gene</p>	
7.5 (B)	2024 Health Insurance
<p>The board discussed options for the 2024 health insurance contributions. This was a discussion item only.</p>	
7.6 (A)	2024 County Budget and Preliminary Levy (Due 9/30/23)
<p>The board discussed options for the 2024 County budget and preliminary levy. This was a discussion item only.</p>	
8.0 Administration Presentation	
8.1	Citizen Advisory Committee / Board Appointments <u>Attachments:</u> Citizen Application 2023 Nobles County Boards and Committees
<p>It is customary to appoint citizens to the various County boards, committees, or commissions. There are two vacancies on the Developmental Achievement Center board. Cyndi Morrison has applied to fulfill one of the terms.</p>	
<u>VOTING</u>	
<p>It was duly passed to appoint Cyndi Morrison to the Developmental Achievement Board until December 31, 2025. Moved by: Ahlers, Justin Seconded by: Paplow, Bob</p>	
8.2	Prairie Justice Center Mechanical Building Control Replacement Bid <u>Attachments:</u> Change Order #4
<p>The PJC's mechanical infrastructure is monitored by online controllers. Nobles County Maintenance suggested these controllers be replaced to ensure mechanical equipment is adequately monitored. The Commissioners allocated funding to have the controllers replaced using ARPA dollars. Nobles County Administration requested bids through a formal bidding process. One bidder, NAC, responded with a bid. The NAC combined bid to replace all of the mechanical controls within the PJC building is \$287,710.00 (FX-1: \$177,915.00, FX-2: \$109,795.00).</p>	
<u>VOTING</u>	
<p>It was duly passed to approve the NAC bid for the PJC mechanical controllers for the amount of \$287,710.00. Moved by: Dybeveck, Chris Seconded by: Demuth, Robert S.</p>	
9.0 Closed Session	
9.1	County Administrator Annual Review
<p>This item was tabled until the September 27, 2023 board meeting.</p>	
<u>VOTING</u>	
<p>It was duly passed to table the Administrator evaluation until September 27, 2023. Moved by: Ahlers, Justin Seconded by: Metz, Gene</p>	
10.0 Inter-Agency Reports / Announcements	

10.1	Committee and Board Reports
No committee and board reports.	
10.2	Correspondence Attachments: Recruitment Memo
10.3	Calendar Attachments: September 2023 October 2023
11.0	Other / Future Business
<p>Jackson and Nobles Joint Judicial Ditch 9 & Judicial Ditch 13 – Tuesday September 19, 2023 11:30 a.m. Government Center Board Room, Worthington, MN 56187</p> <p>Nobles County Town Hall – Wednesday October 11, 2023 6:00 a.m. Worthington Event Center, 1447 Prairie Drive Worthington, MN 56187</p> <p>Board Meeting – Tuesday September 19, 2023 9:00 a.m. Government Center Board Room, Worthington, MN 56187</p> <p>Work Session – Wednesday September 27, 2023 8:30 a.m. Government Center Board Room, Worthington, MN 56187</p>	
<p>12.0 Adjournment It was duly passed to adjourn the meeting at 11:17 a.m. Moved by: Paplow, Bob Seconded by: Dybevick, Chris</p>	



Nobles County Board Chair



Nobles County Administrator