

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

The Board of Commissioners of Nobles County met in special session on Wednesday September 27, 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 8:31 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>VOTING</b> It was duly passed to approve the agenda with addendums. Motion by: Paplow, Bob Seconded by: Metz, Gene
<b>4.0 Recognition</b>
<b>4.1 Visitors and Guests Welcome</b>

<b>5.0 Department Presentations</b>	
5.1 (A)	<b>County Surveyor Appointment &amp; Proposal for Assessment of PLSS Records</b> <b>Attachments:</b> Proposal for County Surveyor Resolution 202331 Resolution 202332
Staff met with the Board on August 8 <sup>th</sup> and August 30 <sup>th</sup> to discuss funding opportunities and the needs associated with the PLSS corner records in Nobles County. Nobles County has not had a County Surveyor for many decades. This has amplified the need for remonumentation for much of our Public Land Survey System (PLSS). Fortunately, the Legislature has appropriated funding to provide for a remonumentation effort throughout the state. To benefit from this funding opportunity, Nobles County would need to formally assess our current PLSS corner records and submit a grant application. This, along with maintenance of our survey records, and as-needed professional land surveying duties would best be accomplished by appointing a County Surveyor. Proposals from Ben Madsen with Madsen Land Surveying, Inc. have been provided for both the position as Nobles County Surveyor and the Initial Assessment of PLSS Corner Records. If Ben Madsen is to be appointed as County Surveyor, the Board would need to pass resolutions 202331 (Resolution to Make Nobles County Surveyor Appointed) and 202332 (Resolution Appointing Ben Madsen as County Surveyor). Additionally, conversation was held regarding the County's portion of funding for the remonumentation. Madsen Land Surveying provided a letter offering to start the process for an amount of \$3,500.	
<b>VOTING</b> It was duly passed to adopt resolution 202331 making the Nobles County Surveyor an appointed position. Moved by: Metz, Gene Seconded by: Paplow, Bob  It was duly passed to adopt resolution 202332 appointing Ben Madsen as the Nobles County Surveyor position for a 4 year term. Moved by: Ahlers, Justin Seconded by: Dybevic, Chris  It was duly passed to approve \$3,500 from the Records Compliance Fund to pay Madsen Land Surveying for analysis services. Moved by: Ahlers, Justin Seconded by: Demuth, Robert S.	
5.2 (A)	<b>Capital Equipment Purchase Request – CAT Motor Grader</b> <b>Attachment:</b> Quote #1 Quote #2

The Nobles County Highway Department currently has one rear wheel drive motor grader as part of its' current fleet. Due to the number of miles of County gravel roads, along with auxiliary needs, having two motor graders is recommended moving forward. The 2024 budget currently has a motor grader accounted for. However, Caterpillar (CAT) will be closing orders for current state contract pricing this cycle at the end of September. If an order is placed after September, costs will go up and delivery delayed. Two quotes were provided for a CAT 140 and CAT 150. Discussion was had on pros and cons while ultimately approving the 150.

**VOTING**

It was duly passed to approve the purchase of a Caterpillar Model 150JOY-BR with a 4 year warranty for the Highway Department in the amount of \$532,090.

Moved by: Ahlers, Justin

Seconded by: Dybeveck, Chris

5.3 (A) **Nobles County Child Care Project**  
**Attachment:**  
Stevens County Daycare Presentation

Angie Kopplow, CEDA, and Angela Freking, Community Services, presented the board with a power point of a daycare pod system from Stevens County. This was an informational item only.

5.4 (A) **Resource Navigator / Interpreter Classification**  
**Attachment:**  
Proposed Position Description

The County Board previously approved PrimeWest Health County Reinvestment Grant for Community Services. Included in this grant is a staffing position. Stacie Golombiecki, Community Services Director compiled a job description for the grant-funded position of Resource Navigator/Interpreter. This is the position will assist social workers, nurses, and other staff with helping the people their working with in getting connected and applying for additional supports they need. It could be other programs within or outside the agency. Like housing, wic, food pantry's, early childhood, etc in addition to providing interpretation. The job description was sent to George Gmach for pointing. He determined the job points are 200, which is a pay level 7.

**VOTING**

It was duly passed to approve the Resource Navigator/Interpreter job description and point values as presented while approving to hire for this position.

Moved by: Metz, Gene

Seconded by: Paplow, Bob

5.4 (B) **2024 County Insurance Contribution**

In preparation for the 2024 benefit enrollment period, the annual county insurance contribution needs to be set by the board. Board direction was provided at the September 19<sup>th</sup> board meeting. The budget committee then met following that meeting and discussed contribution amounts. Sue Luing, HR Director, presented the board with a table showing the amounts discussed by the budget committee. The board was in agreement of the amounts presented.

**VOTING**

It was duly passed to set the 2024 county employee contribution as presented.

Moved by: Metz, Gene

Seconded by: Dybeveck, Chris

5.5 (A) **Preliminary Levy for Taxes Payable 2024**  
& (B) **Attachments:**  
Resolution 202336

The Nobles County Budget Committee continues to work through the varied components of the 2024 Budget. A Preliminary Levy amount needs to be proclaimed prior to September 30, 2023. A Budget Information Public Meeting date to present the 2024 Budget also needs to be proclaimed and provided to the Nobles County Auditor-Treasurer, prior to September 30, 2023. Administrator (Clerk to the Board) Bruce Heitkamp is required to offer a levy figure to the Nobles County Auditor-Treasurer Department on, or before, September 30, 2023. This Preliminary Levy figure represents a not-to-exceed figure and does not represent a final levy figure for taxes payable 2024. The Board does not have to present a final levy figure until the Budget Information Public Meeting to introduce the 2024 Budget. The meeting must be after November 24 and no later than December 28 and held at 6:00 p.m. or later. As stated, the Budget Information Public Meeting date should be decided prior to September 30, 2023. Discussion was had amongst the Commissioners, Administration and Finance regarding where everyone was comfortable setting the Not To Exceed. Commissioner Ahlers

suggested 6.5%. The motion died for a lack of a second. Finance director, Amy Dykstra, stated 8.5% would be more comfortable.

### **VOTING**

It was passed to approve the preliminary levy amount for taxes payable 2024 at 8.5%.

Moved by: Paplow, Bob

Seconded by: Metz, Gene

In Favor: Metz, Gene; Paplow, Bob; Demuth, Robert S.; Dybevic, Chris

Opposed: Ahlers, Justin

It was duly passed to set the Budget Information Public Meeting date for Thursday December 7<sup>th</sup> at 6:00 p.m. in the Board of Commissioner board room.

Moved by: Metz, Gene

Seconded by: Demuth, Robert S.

### **7.0 Administration Presentation**

7.1 Addendum	<b>Sanitary Sewer Cleaning and Lining</b> <b>Attachments:</b> Coreline Quote
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Unexpected sanitary sewer failures occurred at the Nobles County Government Center in recent weeks. Nobles County Maintenance has attempted various local options to keep the sewer lines open, with limited success. A new option is available in which Administration and Maintenance believes will be a long term remedy to the issues. CoreLine is an agency which clears calcium and mineral deposits from cast iron sewer pipes and then inserts a poly lining to rebuild the inoperable pipes. There is at least 240' of sewer pipes within the Government Center. The attached estimate was offered for discussion and approval.

### **VOTING**

It was duly passed to approve Coreline to clean and line the Government Center cast iron sewer pipes up to \$110,000 allocated from ARPA funds.

Moved by: Paplow, Bob

Seconded by: Demuth, Robert S.

7.2 Addendum	<b>Commissioner Committee Appointments – Adjustment Discussion &amp; Action to Acknowledge Changes</b>
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There was a request to review and amend the Commissioner Committee Appointment Listing. The "Southwest Regional Radio Advisory Board" is one of the committees on the Commissioner Committee Appointment listing. This Radio Advisory Board will be working on some pilot projects concerning Next Generation 911 Services. The Southwest Minnesota area/district has specifically been selected by the State for this project. Commissioner Dybevic was asked to sit upon this Radio Advisory Board since he has career expertise revolved around this topic. Commissioner Dybevic is requesting to be acknowledged as a delegate for this Committee and Commissioner Demuth would be the alternate. Lastly, Commissioner Demuth was requested to be the delegate for A.C.E. of SW MN board with Commissioner Dybevic being the alternate.

### **VOTING**

It was duly passed to approve Commissioner Dybevic as the delegate and Commissioner Demuth as the alternate to the Southwest Regional Radio Advisory board.

Moved by: Ahlers, Justin

Seconded by: Metz, Gene

It was duly passed to approve Commissioner Demuth as the delegate and Commissioner Dybevic as the alternate to the A.C.E. of SW Minnesota Board.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

### **6.0 Closed Session**

6.1	County Administrator Annual Review
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An Annual Review of Bruce Heitkamp is planned to review his performance as the County Administrator. Administrator Bruce Heitkamp was appointed the Nobles County Administrator on May 1, 2021. Annual Reviews would then be

scheduled annually and prior to Heitkamp's hiring anniversary date, which is September 30th. This performance review will take place in closed session.

**VOTING**

It was duly passed to close the meeting at 9:54 a.m. pursuant to Minnesota Statute 13D.05 Sub. 3(a) to evaluate the performance of County Administrator, Bruce Heitkamp, in accordance with his employment agreement.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

It was duly passed to open the meeting at 10:48 a.m.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob

**7.0 Other / Future Business**

**Board Meeting – Tuesday October 03, 2023**

9:00 a.m. Government Center Board Room, Worthington, MN 56187

**Nobles County Town Hall – Wednesday October 11, 2023**

6:00 a.m. Worthington Event Center, 1447 Prairie Drive Worthington, MN 56187

**8.0 Adjournment**

It was duly passed to adjourn the meeting at 10:49a.m.

Moved by: Ahlers, Justin

Seconded by: Paplow, Bob



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Nobles County Board Chair



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Nobles County Administrator