

## SYNOPSIS OF COUNTY BOARD MEETING

December 29, 2015

Members present: Seeboth, Berg, Windschitl, Simonsen, and Potter, along with County Administrator Enter, County Attorney Hanson, and Family Services Director Henderson. Lay Board Members Mohr and Kuster were excused.

M/Seeboth, S/Simonsen, to accept the Minutes of 12-15-2015 and authorize publication of the Synopsis of same; carried.

M/Berg, S/Potter, to declare pursuant to MS 373.01 a Brown County Heartland Express 2006 Ford ElDorado Bus as excess property allowing for disposition, and authorize to accept sealed bids and set a bid-opening date for 9:00 AM on 1-21-2016 at the Office of the County Administrator, Room 211, Brown County Courthouse, 14 S. State St., New Ulm, MN; carried.

M/Seeboth, S/Simonsen, to accept and file the Brown County Family Services 2015 Annual Summer Camping Report noting that fifty-four (54) youth attended camp related programs this past summer; carried.

M/Berg, S/Potter, to approve the United Way of the Brown County Area Grant/Funding request for the Children's Special Needs Camping Project in the amount of \$10,000 plus the Letter of Assurances covering the period 4-1-2016/3-31-2018; carried.

M/Simonsen, S/Seeboth, to approve the Lease Agreement for Heartland Express use of garage space from Miller Sellner, Inc., Sleepy Eye during the period of 12-31-2015 through 3-31-2016 at a cost of \$120 per month; carried.

M/Potter, S/Berg, to approve the posting for an 11<sup>th</sup> eligibility worker for the financial assistance unit; carried.

M/Simonsen, S/Potter, to approve the Contract Addendum to the Host County Contract between MRCI-New Ulm and Brown County Human Services to provide Community Based Extended Employment and Facility Based Extended Employment effective 1-1-2016 through 12-31-2016 as follows: Facility Based Employment at \$114.79/month; Community Based Employment at \$187.19/month; and Combined Facility-Community Employment at \$150.99/month; carried.

M/Seeboth, S/Simonsen, to accept and file the Nov. 2015 Social Service case actions; carried.

M/Seeboth, S/Berg, to approve ten (10) Family Services write-offs in the total amount of \$2,795.13; carried.

M/Potter, S/Berg, to approve the Purchase of Service Agreement with Lutheran Social Service, Mankato, MN for Consumer Credit Counseling Service for Brown County for CY 2016 at a cost of \$2,500; carried.

M/Seeboth, S/Simonsen, to accept the Family Group Decision Making Grant Award for 2016 in the amount of \$54,271 from the MN Department of Human Services with Brown County serving as the host county for Blue Earth, Brown, Nicollet, Sibley, and Watonwan Counties; carried.

M/Seeboth, S/Simonsen, to approve the South Central Community Based Initiative Joint Powers Agreement dated 12-29-2015 thru 12-31-2020 with ten (10) participating counties; carried.

M/Berg, S/Potter, to approve the payment of Family Services administrative claims in the amount of \$9,903.82; carried.

M/Berg, S/Potter, to accept and file the following Family Services Consent Items: Update on Anoka Patient; Residential Placement Private Insurance Pursuit; Conference Report; Income Maintenance Monthly Report; Out of Home Placement Cost Report; and Heartland Express Monthly Statistics; carried.

At 9:57 AM, Chairman Windschitl convened a Closed Session to consider Social Services Payments, whereupon M/Simonsen, S/Potter, to authorize the payment of Social Services payments in the amount of \$65,810.94; carried and the Closed Session ended at 10:01 AM.

M/Berg, S/Simonsen, to authorize payment of General Government claims in the amount of \$429,819.67 as follows: Revenue \$233,707.99; Public Health \$7,274.07; Road and Bridge \$22,763.66; Family Services \$325.48; Park \$4,986.10; Ditch \$158,746.88; Landfill Fund \$2,015.49; carried.

M/Seeboth, S/Windschitl, to accept the quote under state contract from Business Interiors by Staples in the amount of \$17,507.54 for the purchase of office furniture for the main work area (not including height adjustable desks) and accept the quote of \$1,118.50 for a conference table and chairs for the flex space in the Auditor/Treasurer Dept. offices; carried 3-2, with Berg and Potter dissenting. Additional quotes were received from Kemskes, Riverbend, and New Ulm Furniture.

M/Berg, S/Potter, to accept and file the 2015 Auditor/Treasurer Report of Annual Activity; carried.

M/Simonsen, S/Potter, to authorize the temporary cash transfers from CD72, CD73, CD74, and CD75 in the amount of \$210,000 to various ditches in the Ditch Fund, and to approve reversal of said cash transactions in January 2016; carried.

M/Seeboth, S/Berg, to approve the signing of the 2015 Audit Engagement Letter with the Office of the State Auditor; carried.

M/Berg, S/Potter, to approve the revisions to the Brown County Financial Policies Document 2015-01 Purchase/Procurement Cards (P-Card) effective 1-1-2016; carried.

M/Berg, S/Potter, to approve two (2) drainage ditch repair requests and the payment of said repairs; passed.

M/Potter, S/Simonsen, to approve the Spray Field Investigation and Drilling proposal dated 12-14-2015 with GEI Consultants Incorporated to conduct 4-5 soil borings on the neighboring property north of the Brown County Landfill in the amount of \$10,500 for four borings or \$13,000 for five borings if needed; passed.

M/Potter, S/Berg, to accept the quote from River Region in the amount of \$2,679.44 for a 560 gallon double walled fuel tank with pump for the Lake Hanska County Park; carried 5-0. A second quote was received from Farmer's Coop of Hanska.

M/Potter, S/Simonsen, to approve the 2016 Agreement for Services between Brown County and Brown Soil & Water Conservation District for Wetland Conservation Act Technical Evaluation Panel Assistance effective 1/1/2016 through 12/31/2016; carried.

M/Seeboth, S/Simonsen, to approve the purchase of a Vizio 70" LED television from WalMart in the amount of \$1,198.00 for the LEC Training Room; passed 5-0. Additional quotes was received from Target; Minnesota State Contract Pricing; and Quality Appliance.

M/Berg, S/Potter, to approve the State of MN State Colleges and Universities Memorandum of Agreement between MN State University Moorhead and Brown County Public Health to provide clinical experience for nursing students in Public Health effective 12-1-2015 through 11-30-2020; passed.

M/Simonsen, S/Potter, to approve the Inpriva Master Services Agreement between Inpriva and Brown County Public Health in the amount of \$170 for Health Information Network Services; passed.

M/Seeboth, S/Berg, to approve the Letter of Assurances for United Way of the Brown County Area Grant Application for funding for the Follow Along and Universal Contact Home Visiting programs effective 4-1-2016 through 3-31-2018 in the amount of \$3,750; passed.

M/Berg, S/Simonsen, to set the date for County Board of Appeal and Equalization for Monday 6-13-2016 at 7:00 PM, and to reserve June 21 at 1:00 PM if continuance is needed; carried.

M/Berg, S/Potter, to appoint Evan Pulford and Kathryn Nietfeld as FT Correctional Officers at the hourly rate of \$17.9854 (annual \$37,410; 2016 wage), Grade XI, Entry Level; with effective hire date to be determined pending results of pre-employment background check; carried.

M/Seeboth, S/Simonsen, to appoint Margaret Thordson as FT Public Health Nurse (RN) at the hourly rate of \$29.4125 (annual salary of \$61,178; 2016 wage), Grade XVI, Step 12 with an estimated start date of 1-6-2016; carried.

M/Berg, S/Simonsen, to approve the PAC assigned points for the following positions presented through the Rotational Review process: License Bureau Supervisor Job Description 290 points, Grade XIII; and License Bureau Assistant Supervisor Job Description 250 points, Grade X, with an effective date of 1-2-2016; passed.

M/Simonsen, S/Berg, to accept the PAC recommendation of 210 points, Grade VIII, assigned to the Case Aide-Income Maintenance Job Description; and approve the posting for the open Case Aide-Income Maintenance position according to policy; passed.

M/Seeboth, S/Windschitl, to approve the salary of \$23,547 for County Commissioners for 2016; to approve \$1,000 additional salary in 2016 for the Brown County Board Chair; and to approve the per diem for County Commissioners at \$70 in 2016; carried 4-1, with Berg dissenting.

M/Seeboth, S/Windschitl, to approve a salary in the amount of \$108,954 effective 1-1-2016 for the Brown County Highway Engineer, with respect to the responsibilities and duties of the Highway Engineer and Engineer Steven's experience, qualifications, and performance; carried 5-0.

M/Seeboth, S/Windschitl, to approve a salary in the amount of \$104,898 effective 1-1-2016 for the Brown County Family Services Director, with respect to the responsibilities and duties of the Family Services Director and Family Services Director Henderson's experience, qualifications, and performance; carried 5-0.

Pursuant to Minnesota Statutes 387.20, and with respect to the responsibilities and duties of the Sheriff's Office and Sheriff Hoffmann's experience and qualifications, M/Seeboth, S/Windschitl, to approve the 2016 Brown County Sheriff salary of \$95,400; carried 5-0.

Pursuant to Minnesota Statutes 386.015 and with respect to responsibilities and duties of the County Recorder's Office and Recorder Kamolz's experience and qualifications, M/Seeboth, S/Windschitl, to approve the 2016 Brown County Recorder salary of \$70,154; carried 5-0.

Pursuant to Minnesota Statutes 384.151 and 385.373, and with respect to the responsibilities and duties of the Auditor/Treasurer's Office and A/T Prochniak's experience, qualifications, and performance, M/Seeboth, S/Windschitl, to approve the 2016 Brown County Auditor/Treasurer salary of \$81,375; carried 5-0.

Pursuant to Minnesota Statutes 388.18, and with respect to the responsibilities and duties of the County Attorney's Office and County Attorney Hanson's experience, qualifications, and performance, M/Seeboth, S/Windschitl, to approve the 2016 Brown County Attorney salary of \$99,500; carried 5-0.

M/Seeboth, S/Windschitl, to approve a salary in the amount of \$112,700 effective 1-1-2016 for the Brown County Administrator, pursuant to Minnesota Statutes 375A.06 and the Employment Agreement dated 9-16-97, with respect to the responsibilities and duties of the County Administrator and Administrator Enter's experience, qualifications, and performance; carried 5-0.

M/Berg, S/Potter, to appoint Jenny Backer to the Brown County Solid Waste Advisory Committee—Industry Representative effective 1-1-2016; to appoint Sara Lendt to the Brown County Library Board – District

4 representative, effective 1-1-2016/12-31-2018; and to appoint Diane Evers to the Health Insurance Committee–Public Health representative effective 1-1-2016; carried.

Correspondence C-1 thru C-5 were accepted and filed. Seeboth reported on the Brown County Historical Society; Simonsen reported on the Brown Soil & Water Conservation District meeting on 12-16-2015 and on the Underage Substance Abuse Coalition meeting on 12-16-2015.

Calendars were coordinated for the next two week period.

There being no further business, Chairman Windschitl declared the Meeting adjourned at 11:45 AM.

The Official Minutes of the Regular Meeting of 12-29-2015 are on file in the County Administrator's Office and may be viewed during normal business hours, M-F, 8AM-5PM. Correspondence and requests for additional information may be directed to the County Administrator's E-Mail Address: [cntyadm@co.brown.mn.us](mailto:cntyadm@co.brown.mn.us) Home Page Address: [www.co.brown.mn.us](http://www.co.brown.mn.us)