

## SYNOPSIS OF COUNTY BOARD MEETING

September 6, 2016

Members present were Seeboth, Berg, Windschitl, Simonsen, and Potter, along with County Administrator Enter and County Attorney Hanson

M/Seeboth, S/Simonsen, to accept the Minutes of 8-23-2016 and authorize publication of the Synopsis of same; carried.

M/Berg, S/Potter, to authorize payment of General Government claims in the amount of \$152,531.34, with one (1) item to be checked, as follows: Revenue \$93,773.46; Public Health \$5,373.64; Road and Bridge \$34,644.38; Family Services \$686.50; Park \$504.03; Ditch, \$12,383.75; Landfill \$4,921.26; SCORE \$4.32; Forfeited Tax Fund \$240.00; carried.

M/Potter, S/Simonsen, to order the re-establishment of the buffer on two landowners' properties on CD 28-I and Imp CD 3 with the cost to be billed to each landowner, and authorize the County Attorney to send a letter explaining the order and directing the two landowners to cease all agricultural activity within the vegetated buffer strip area; carried.

M/Berg, S/Potter, to award the Road Inslope Repair Project on CSAH 27 just east of 180<sup>th</sup> Street to Ground Zero Services in the amount of \$25,098.00; carried. Two other bids were received from Mathiowetz Construction and MR Paving & Excavating.

M/Simonsen, S/Berg, to accept the state bid received in the amount of \$113,204.00 for the purchase of Tandem snowplow truck cab & chassis from International, less trade in of unit 118 (2007 Sterling Tandem axle truck) in the amount of \$37,000.00, plus sales tax in the amount of \$4,953.26, for a total truck purchase amount of \$81,157.26; and to accept the state bid received for the purchase of a box, hoist, pump, underbody, plow, wing, and pre-wet system from Towmaster in the amount of \$111,268.00; for a combined total truck and equipment cost in the amount of \$192,425.26; carried 5-0. An additional state bid was received for cab & chassis from Western Star.

M/Berg, S/Potter, to accept the state bid received in the amount of \$283,964.00 for the purchase of a John Deere 772G Motor Grader from RDO Equipment Co, less trade in of unit 99 (2000 John Deere Motor Grader) in the amount of \$55,000.00, for a total Motor Grader purchase amount of \$228,964.00; carried 5-0. Additional state bids were received for a John Deere 772GP Motor Grader from RDO Equipment Co. with trade; and a Caterpillar 140M3 Motor Grader from Ziegler Inc. with trade.

M/Seeboth, S/Windschitl, to approve the request that Unit 90 (1993 International single axle truck) not be declared as excess equipment and delay the sale of Unit 90 until Unit 81 (2001 Sterling single axle truck) can be replaced in approximately two years; carried.

M/Berg, S/Simonsen, to accept and file the Highway Dept. Monthly Update for Construction Projects and Maintenance Projects; carried.

M/Potter, S/Seeboth, to approve the agreement with Springfield Area Community Center, 33 S Cass Ave., Springfield to rent space for the WIC clinic on the 2<sup>nd</sup> Tuesday of each month, 9am-4pm, at a charge of \$100/month effective 11-1-16 through 10-31-17; carried.

M/Seeboth, S/Simonsen, to approve the purchase of a Steelcase Storage Cabinet with Work Surface for the front office of the Probation Dept. from General Office Products in the state contract amount of \$3,048.62; and to approve the purchase of a Steelcase Work Station for the first floor of the Probation Building from General Office Products in the state contract amount of \$3,068, plus \$1,145 installation fee for both the storage cabinet w/work surface and work station; with at least half funded by Probation Supervision Fees and the remaining from the Revenue Fund contingency line item; carried 5-0. One other quote for a storage cabinet was received from New Ulm Furniture. No other bids were obtained for the work station due to the savings of connecting this work station to current furniture.

M/Potter, S/Windschitl, to approve the MnCCC (MN Counties Computer Cooperative) Amended and Restated Joint Powers Agreement dated 6-8-16; carried.

M/Simonsen, S/Berg, to approve the purchase of Real Asset Management software through the Software and Licensing and Support Agreement between MnCCC and Real Asset Management Inc. in the amount of \$16,500, noting that the A/T Dept. has budgeted \$6,000 for this purchase with the remainder of the cost paid by the I.T. Dept. budget; carried 5-0.

M/Simonsen, S/Potter, to approve rescinding the IT Systems Technician position vacancy posting and authorize the vacancy posting for a FT IT Network and Systems Administrator according to policy; carried.

M/Berg, S/Potter, to approve the renewal submitted by Ochs, Inc for the 2017 Life Insurance through The Municipal Pool – MN Life Insurance Co. with unchanged Basic Life rates for 2017 at \$.10 per \$1,000 per month; \$.02 per \$1,000 per month for AD&D; and Supplemental Life Insurance Rate Table for the period 1-1-17 thru 12-31-17; carried.

M/Potter, S/Simonsen, to approve the renewal by Ochs, Inc for the 2017 Short Term Disability insurance through The Municipal Pool – Madison National Life Insurance Co., Inc. with an unchanged rate for 2017 at \$.29 per \$10 of weekly benefit effective 1-1-17 thru 12-31-17; carried.

M/Seeboth, S/Windschitl, to approve the renewal by Ochs, Inc for the 2017 Long Term Disability insurance through The Municipal Pool – Madison National Life Insurance Co., Inc. with unchanged rates guaranteed for the period 1-1-17 thru 12-31-18; carried.

M/Berg, S/Potter, to appoint Dave Munson to serve the remaining term of Maria Beranek on the Personnel Advisory Committee (PAC) as a Nonunion Courthouse/Highway/Sheriff Representative effective 9-6-16 through 12-31-16; carried.

M/Simonsen; S/Potter, to appoint Kayla Jore as FT Public Health Supervisor effective 9-7-16 at the hourly rate of \$28.6576 (annual salary \$59,608) Grade XVIII, Step 3; and authorize to post the vacant Part Time, 24-29 hour/week, Public Health Nurse/RN position according to policy; carried.

M/Berg, S/Potter, to authorize Julie Friesner, PH Office Support Specialist, to temporarily fill in as a Public Health Dept. WIC Assistant, 2 days/week at the position classification hourly rate of \$17.8578 (Grade VIII, Step 12) for up to twelve weeks while the current WIC Assistant is on a leave of absence during the months of Nov. 2016 through Feb. 2017; carried.

M/Potter, S/Simonsen, to appoint Michelle Steinbeisser as the FT Immunization/Disease Prevention and Control Nurse for the Public Health Dept. at the hourly rate of \$24.0452, Grade XV, Step 2 with an anticipated start date of 10-3-16; carried.

M/Berg, S/Potter, to approve the PERA Phased Retirement Agreement request of Daryl Helget for a 0.4125 FTE Heartland Express Driver position effective 10-1-16 for a one-year period according to the PERA guidelines; carried.

M/Simonsen, S/Berg, to accept the PAC recommendation of 252 points, Grade XI, assigned to the Feedlot Technician Job Description; and approve the posting for the open Feedlot Technician position according to policy; carried.

M/Potter, S/Simonsen, to appoint Jeremy Walters as FT Maintenance Worker II in the New Ulm Shop at the hourly rate of \$20.7998, Grade XIII, Step 1, effective 9-6-16; and approve posting for a FT Maintenance Worker III according to policy; carried.

At 10:08 AM this date 9-6-2016, Chairman Windschitl recessed the Regular Meeting and convened a Closed Session pursuant to MN Statutes 13D.05, Subd 3 to develop an offer for the purchase of property described as the South 40 Acres of the East Half of the SE Quarter, west of the centerline of CSAH#11, of Section 31-T110N-R31W and the North 32.5 Acres of the East Half of the SE Quarter, west of the centerline of CSAH#11, of Section 31-T110N-R31W in Milford Township which are lands located adjacent to the Brown County Sanitary Landfill. The closed session was attended by Commissioners Seeboth, Berg, Windschitl, Simonsen, and Potter, along with County Administrator Enter, County Attorney Hanson, Solid Waste Officer Sletta, and County Assessor Grunert. The Closed Session adjourned at 11:03 AM.

Correspondence C-1 thru C-11 were accepted and filed. Berg reported with Simonsen on the Buffer meeting on 8-24-16; Windschitl reported on the 2015 Audit Exit Meeting held on 8-31-16; the South Country Health Alliance meeting on 9-1-16; the 8-31-16 meeting on the Personnel Policy Committee recommendations; and with Berg on the Community Health Board Executive Committee meeting on 8-25-16; Potter reported on the Area II and RCRCA meetings on 9-1-16.

Calendars were coordinated for the next two week period.

There being no further business, Chairman Windschitl declared the Meeting adjourned at 11:38 AM.

The Official Minutes of the Regular Meeting of 9-06-2016 are on file in the County Administrator's Office and may be viewed during normal business hours, M-F, 8AM-4:30PM. Correspondence and requests for additional information may be directed to the County Administrator's E-Mail Address: [cntyadmn@co.brown.mn.us](mailto:cntyadmn@co.brown.mn.us) Home Page Address: [www.co.brown.mn.us](http://www.co.brown.mn.us)