

## SYNOPSIS OF COUNTY BOARD MEETING

December 13, 2016

Members present were Seeboth, Berg, Windschitl, Simonsen (at 4:36 PM), and Potter, along with County Administrator Enter and County Attorney Hanson. District 1 Commissioner-Elect Borchert and District 2 Commissioner-Elect Berg also were in attendance.

M/Seeboth, S/Berg, to accept the Minutes of 11-29-16 and authorize publication of the Synopsis of same; carried.

M/Berg, S/Potter, to schedule a closed session for labor negotiation strategy planning to be held in the Commissioners Room 204 of the Brown County Courthouse, New Ulm, MN at approximately 6:50 PM this date 12-13-16 for the LELS Locals #94 and #98 Collective Bargaining Units pursuant to M.S. 13D.03; passed.

M/Seeboth, S/Berg, to authorize payment of General Government claims in the amount of \$151,835.08 as follows: Revenue \$104,450.29; Public Health \$5,508.46; Road and Bridge \$21,282.48; Family Services \$4,522.23; Park \$687.20; Ditch \$15,187.79; Landfill \$196.63; carried.

M/Potter, S/Berg, to approve final payment to Mathiowetz Construction in the amount of \$15,486 for the CD#49 tile outlet repair; carried.

M/Berg, S/Potter, to approve final payment to Walters Excavating, Inc. in the amount of \$19,925 for the clean out & tile outlet repair of approximately 19,925 feet of JD#9 B&BE; carried.

M/Potter, S/Simonsen, to approve twenty-three (23) Drainage Repair requests and the payment of said repairs; carried.

M/Potter, S/Seeboth, to approve Resolution 2016-20 authorizing final payment for SAP 008-624-033 Surface Rehabilitation Projects on CSAH 24; carried 5-0.

M/Simonsen, S/Seeboth, to approve Resolution 2016-21 authorizing final payment for SAP 008-603-022, 008-617-009, & 008-618-004 Surface Rehabilitation Projects on CSAH 3, 17 & 18; carried 5-0.

M/Simonsen, S/Berg to approve Resolution 2016-22 authorizing final payment for SAP 008-090-002 Sleepy Eye Lake Trail Project along TH4; carried 5-0.

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

M/Berg, S/ Simonsen, to authorize the Board Chair to sign on behalf of Brown County as the adjacent landowner the MN DNR Water Appropriation Permit #2010-0429 Lease Agreement by Mr. Kurt Goblirsch for the purpose of crop irrigation through 4-24-2020; carried.

M/Simonsen, S/Seeboth, to approve a 2% increase to the 2016 recycling contract rates for River View Sanitation, Inc. in the total amount of \$234,608 for 2017 as recommended by the Brown County Solid Waste Advisory Committee; carried.

M/Berg, S/Seeboth, to approve a 2% increase to the 2016 recycling contract rates for Braun & Borth Sanitation in the total amount of \$138,066.33 for 2017 as recommended by the Brown County Solid Waste Advisory Committee; carried.

M/Potter, S/Simonsen, to authorize distribution of the interest accumulated in 2016 from the Landfill Operating Fund 60 and the Landfill Trust Fund 81 into the Landfill Fund 60; carried.

M/Seeboth, S/ Simonsen, to approve the reduction of the portion of the landfill tipping fee designated for the Landfill Trust Fund 81 from the current \$2.50/cubic yd to \$.50/cubic yard for 2017 and place the \$2.00/cubic yd into the Landfill Operating Fund 60; understanding that the over-all landfill tipping fee of \$17.25/cubic yd will remain unchanged; carried.

M/Seeboth, S/Windschitl, to approve the GEI Consultants Proposal for Professional Services dated 11-14-16 at a cost not to exceed \$12,000 for the development of the 2016 Brown County Sanitary Landfill Annual Report and 2017 Environmental Monitoring Reporting, understanding that change orders may be considered for additional engineering work related to the sprayfield and permit revisions as required by MN Pollution Control Agency (MPCA) landfill rules and regulations (RE: GEI email dated 12-7-16 on file); carried.

M/Potter, S/Berg, to accept and order filed the Nov. 2016 Monthly Report of Activity for the Brown County Sheriff's Dept.; carried.

M/Berg, S/Potter, to approve a Certificate of Recognition for Dr. Ellen Vancura in recognition of serving as the Medical Consultant on the Brown County Public Health Advisory Committee; carried.

S/Seeboth, S/Simonsen, to authorize Public Health to purchase the services of Francis Phelan, P.A., CPA, to prepare the 2016 Short Form Cost Report with a site visit for Home Health Care services for Medicare at an estimated rate of within 10% of \$1,250; carried.

M/Seeboth, S/Potter, to accept the resignation of Lisa Moldan from her FT Public Health Community Care Connector position effective 12-30-16 and authorize to post a vacancy for a FT Public Health Community Care Connector according to policy; carried.

M/Simonsen, S/Windschitl, to approve releasing the vendor payments for employee benefits prior to the designated payroll pay date when year-end and/or a holiday date requires earlier processing; carried.

M/Seebth, S/Simonsen, to approve the PAC (Personnel Advisory Committee) assigned points for the following positions presented through the Rotational Review process: Collections/Property Maintenance Specialist - 218 points, Grade VIII; Financial Specialist (A/T) - 251 points, Grade XI; Property Tax Specialist - 255 points, Grade XI; Property Maintenance Specialist/Drainage Assistant - 240 points, Grade X; A/T Financial Manager - 305 points, Grade XIV; Assistant Auditor/Treasurer - 324 points, Grade XV; carried.

M/Berg, S/Simonsen, to accept the Personnel Advisory Committee's recommendations for changes to Brown County's Cross Reference Chart/Pointing Guide for PAC Members, effective 1-1-17 with respect to: 1. Point Factor 6. Decision Making - *Add: 3.5 DEGREE* (Score 21 points) related to Department Supervisors; and 2. Point Factor 7. Judgment/Problem Solving - *Add: 3.5 DEGREE* (Score 35 points) related to Department Supervisors; carried.

M/Seebth, S/Windschitl, and passed 5-0 to approve Resolution 2016-19 adopting the 2017 Revised Version of the Employee Personnel Policy for Brown County.

M/Seebth, S/Simonsen, to approve the appointment of Shirlene Hvinden as 0.6 FTE Legal Assistant in the County Attorney's Office at the hourly rate of \$19.4602, Grade XI, Step 2, with a start date of 1-3-17, and accept Shirlene's resignation from her FT Child Support Officer position and authorize to post the vacancy for one FT Child Support Officer according to policy; carried.

M/Potter, S/Berg, to approve the appointment of Alesia Slater as FT Human Services Child Care Specialist at the hourly rate of \$17.8119, Grade XI, Entry Level, with a start date of 12-28-16, and accept Alesia's resignation from her FT Office Support Specialist position and authorize to post the vacancy for one FT Office Support Specialist according to policy; carried.

M/Potter, S/Simonsen, to schedule a public hearing for 9:30 AM on 1-3-17 to consider miscellaneous fees revisions pursuant to MS 373.41; carried.

M/Seebth, S/Berg, to approve the 2017 Departmental Conference Schedules and Association/Membership Dues; carried.

M/Seebth, S/Potter, to approve the per diem for citizen members in county appointed committees and commissions at \$40 effective 1-1-17; carried 4-1, with Berg dissenting.

M/Simonsen, S/Potter, to approve the 2017 renewal of consulting services contract with Madden Galanter Hansen, LLP, Plymouth, MN for assistance as needed to address union labor contract matters; carried.

M/Berg, S/Simonsen, to accept and order filed the update on 2017 Brown County Committee memberships, carried.

At 5:48 PM, Chairman Windschitl recessed the Regular Meeting until the 6:00 PM 2017 Proposed Budget and Levy Public Meeting.

At 6:00 PM, Chairman Windschitl reconvened the Regular Meeting to conduct the 2017 Proposed Budget and Levy Public Meeting in the 3<sup>rd</sup> floor District Courtroom of the Brown County Courthouse located in New Ulm, MN. Commissioners Seebth, Berg, Windschitl, Simonsen, and Potter were in attendance, along with County Administrator Enter, County Attorney Hanson, and Admn/HR Assistant Bode. District 1 Commissioner-Elect Borchert and District 2 Commissioner-Elect Berg also were in attendance along with Brown County department heads and staff; three (3) members of the general public; and media representatives Fritz Busch of the Journal and Terri Melheim of KNUJ Radio. Informational handouts were distributed to those in attendance.

At 6:01 PM, Administrator Enter presented Brown County's proposed budget and levy for 2017, reviewing the handouts as provided. The proposed 2017 Brown County levy noted was \$12,805,732 which reflected a 4.5% increase from the 2016 levy in the amount of \$12,254,289. The Brown County Summary Budget Statement noted adopted 2016 and proposed 2017 revenues by fund and department, with the 2017 Brown County Budget Revenues projected at \$36,924,101. The adopted 2016 and proposed 2017 expenditures by fund and department were also presented in chart and graph form, with the proposed 2017 expenditures budgeted at \$36,924,101 which represented a 23% increase from 2016. The 2017 Budget included the one-time \$5 million State Aid Bonding for County State Aid Highway re-surfacing project costs for both revenues and expenditures. The proposed 2017 Expenditures by category as a percentage of total budget were noted as follows: 14.0% General Government; 4.9% Public Health Nursing; 26.5% Human Services; 37.7% Road and Bridge; 0.6% Conservation/Natural Resources; 1.2% Culture/Recreation; and 15.2% Public Safety.

Administrator Enter addressed additional budget information as follows: Projected Brown County Employer Costs for employee compensation/benefits for 2017 totaling \$17,178,854 or 46.5% of the total proposed budget; and the Comparison of estimated market values for total agriculture properties and total non-agriculture properties. Administrator Enter also noted that preparation of the budget is a lengthy process and departments continually look for ways to limit the need for property taxes by seeking grants and reviewing departmental activity.

At 6:17 PM, Chairman Windschitl called for testimony from the public regarding the proposed 2017 Brown County Budget and levy. A question was raised about farmland property values; the question on property value and classification was referred to the County Assessor's Office. There was no other testimony from the general public regarding the proposed 2017 county budget and levy. Chairman Windschitl expressed thanks to those in attendance, and also thanked the department heads and staff for their efforts in preparing the draft 2017

budget and for pursuing non-levy funding in order to keep the property tax levy as low as possible. It was noted that the County Board will consider adoption of the final payable 2017 property tax levy and budget at the regular County Board Meeting at 10:30 AM on Tuesday 12-20-16 in Room 204 of the Brown County Courthouse.

At 6:22 PM, Chairman Windschitl concluded the 2017 County Budget/Levy Public Meeting.

At 6:28 PM, Chairman Windschitl reconvened the Regular Meeting in the Commissioners Room 204.

M/Simonsen, S/Berg, to approve a market adjustment of \$6,468 (plus general increase) to Information Technology Director Rich Meyer effective 1-2-17; carried.

Correspondence C-1 thru C-8 were accepted and filed. Seeboth reported on the Safety Committee meeting on 12-8-16; Help Me Grow; and on recent Brown County Historical Society meetings; Windschitl reported on South Country Health Alliance matters; Berg reported on the County Ditch Redetermination of Benefits meetings on 12-8-16; Potter reported the Executive Committee meeting for Area II and on the Redwood-Cottonwood Rivers Control Area on 12-9-16.

At 6:47 PM, Calendars were coordinated for the next two week period.

At 6:53 PM, Chairman Windschitl convened a Closed Session pursuant to M.S. 13D.03 for labor negotiation strategy planning in the Commissioners Room 204 of the Brown County Courthouse, New Ulm, MN for the LELS Locals #94 and #98 Collective Bargaining Units. This session was attended by Commissioners Seeboth, Berg, Windschitl, Simonsen, and Potter, along with County Administrator Enter, County Attorney Hanson, Sheriff Hoffmann, and HR Director Schaefer. The Closed Session ended at 7:04 PM.

There being no further business, Chairman Windschitl declared the Meeting adjourned at 7:04 PM.

The Official Minutes of the Regular Meeting of 12-13-2016 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: [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)