

## SYNOPSIS OF COUNTY BOARD MEETING

December 26, 2017

Members present: Borchert, Berg, Windschitl, Simonsen, and Potter, along with County Administrator Enter, County Attorney Hanson (at 9:50 AM), and Human Services Director Henderson. Lay Board Members Mohr and Kuster were excused.

M/Berg, S/Potter, to accept the Minutes of 12-19-2017 and authorize publication of the Synopsis of same; carried.

M/Berg, S/Borchert, to accept and file the Child Protection/Children's Mental Health Services Presentation; carried.

M/Potter, S/Berg, to approve the State of MN Dept. of Human Services County Grant Contract for the Children's Mental Health Screening Grant for CY2018 in the amount from the state not-to-exceed \$16,754; carried.

M/Windschitl, S/Berg, to accept and file the Brown County Human Services Accounting Unit Presentation; carried.

M/Windschitl, S/Borchert, to approve six (6) Human Services write-offs in the total amount of \$1,521.87; carried.

M/Borchert, S/Berg, to approve the Guardian and Conservator Purchase of Service Agreement with Lutheran Social Service of Minnesota for CY 2018 at the rate of \$56.56/hr per client for up to 28 clients at a given time with a not-to-exceed \$57,012.48 limit for the year; to approve the Guardian and Conservator Purchase of Service Agreement with Prairie Support Services, LLC, Walnut Grove, MN for the period of 1-1-2018 through 12-31-2018 at the rate of \$25/hr, with \$15/hr for travel time, and bill actual costs for mileage and long distance calls, with the total contract not-to-exceed a \$4,500 limit for the contract period; and to approve the Guardian and Conservator Purchase of Service Agreement with Wings Guardianship Services, LLC for the period of 1-1-2018 through 12-31-2018 at the rate of \$40/hr with a discounted rate of \$25 per drive time for distance over 30 miles one way from the business location in North Mankato, with a not-to-exceed \$21,600 limit for the year; carried.

M/Windschitl, S/Simonsen, to approve the Purchase of Service Agreement with Lutheran Social Service, Mankato, MN for Consumer Credit Counseling Service for Brown County for CY 2018 at a cost of \$2,000; carried.

M/Borchert, S/Simonsen, to approve the 2018 Purchase of Service Agreement with Sioux Trails Mental Health Center in the amount not to exceed \$191,084.82; carried.

M/Berg, S/Potter, to approve payment of Human Services administrative claims in the amount of \$65,019.29; carried.

M/Berg, S/Windschitl, to accept and file the following Consent Agenda Items: Statistics from the Healthy Pathways South Country Health Alliance Board Discussion on 11-29-17 noting also Brown County's receipt of the Association of Minnesota Counties Healthy Pathways Program County Achievement Award 2017; New Transit Services; Yellow Line Developments; Social Service Case Listings for November 2017; Income Maintenance Monthly Report; Out of Home Placement Reports; and Heartland Express Monthly Report; carried.

At 10:33 AM, Chairman Simonsen convened a Closed Session to consider Social Services Payments, whereupon a M/Windschitl, S/Potter, to authorize the payment of Social Services payments in the amount of \$41,221.24; carried and the Closed Session ended at 10:37 AM.

M/Berg, S/Borchert, to table review of the revised 30-minute county produced video that explains the services that are provided at Brown County Human Services, with said video to be shown on local community cable television networks; motion to table carried.

M/Berg, S/Potter, to authorize payment of General Government claims in the revised amount of \$296,954.36 as follows: Revenue \$131,102.19; Public Health \$9,354.45; Road and Bridge \$41,229.78; Human Services \$1,401.19; Park \$1,259.00; Ditch \$90,705.65; Capital Improvement Fund \$21,893.00; Landfill \$9.10. In accordance with MS 375.12, the following claims exceeding \$2,000 are included in the Fund totals above: Behrends/Mark \$3,713.93; Bolton & Menk Inc \$3,559; Brown Co Historical Society \$3,265; Bryan Nelson Construction Inc \$2,454.58; Christianson/Chris \$2,689.39; Environmental Control Systems Inc \$2,287; H & L Mesabi Inc \$12,690.96; Heiderscheidt Digging Inc \$14,257.50; JMD Manufacturing Inc \$2,015; Kemske Paper Co \$2,150.54; Kibble Equipment \$21,893; Klassen Mechanical \$69,002.06; Mathiowetz Construction Co \$4,621.96; MCCC MI 33 \$4,267.29; Premier Biotech Inc \$2,413.81; Rickert Excavating Inc \$57,164.16; Squads Plus \$5,277.43; Summit Food Service LLC \$3,893.61; The Master'S Touch LLC \$2,583.47; Towmaster \$11,986.42; University of MN \$18,794.82; Watonwan Public Health Nursing \$2,790.16. 141 Payments less than \$2,000.00 \$43,183.27; Final Total: \$296,954.36; carried.

M/Potter, S/Berg, to authorize temporary loans from the Revenue Fund 01 in the total amount of \$59,000 to drainage systems with deficit balances at 2017 year end, noting that an interest rate of 4% would be charged to the systems and understanding that the individual ditch system loans will be satisfied when ditch system assessment payments are received, as follows: CD#11 \$15,000; CD#44 \$15,000; CD#68 \$6,000; CD#73 OUTLET \$10,000; CD#58 \$6,000; Lat04 CD#58 \$3,000; CD#71 \$4,000; carried.

M/Berg, S/Borchert, to accept and file the notification from the MN Board of Water and Soil Resources that the Auditor/Treasurer's Office has been awarded the 2018 Drainage Records Modernization Grant in the amount of \$42,500; carried.

M/Berg, S/Potter, to accept and file the 2017 Auditor/Treasurer Report of Annual Activity; carried.

M/Potter, S/Berg, to approve twenty-one (21) Drainage Repair requests and the payment of said repairs; carried.

M/Borchert, S/Berg, to approve the 2018 FY Agreement between Families First of Brown County and Brown County Public Health-Universal Contact/Follow Along Program, and authorize the Brown County Public Health Director to sign said agreement; carried.

M/Windschitl, S/Berg, to approve the following Public Health Dept. revised policies/procedures, with Immunization Policy Section VI. J noting the battery back-up system: Vision and Mission; Healthy Food; Breach of Confidentiality; Client Care Records; Cognitive Screening; Immunizations; and Management of Clients During a Disaster; passed.

M/Berg, S/Potter, to appoint Ethan Mixdorf to the Public Health Advisory Committee effective 1-1-2018 through 12-31-2019 as a Youth Representative; carried.

M/Windschitl, S/Simonsen, to authorize distribution of the interest accumulated in 2017 from the Landfill Operating Fund 60 and the Landfill Trust Fund 81 into the Landfill Fund 60; carried.

M/Borchert, S/Berg, to approve a \$2.00 service fee to all credit/debit card transactions processed in the County Recorder's office pursuant to Minnesota Statute 471.381, Subd. 2; carried.

M/Potter, S/Berg, to approve the Loffler IT Solutions Group proposal CTEQ15708 dated 10-26-2017 for purchase of equipment, software, and installation costs in the estimated amount of \$68,952.14 for an NEC SV9100 System for migration from the Centrex phone system to a VoIP phone system; carried.

M/Borchert, S/Berg, to accept the resignation of Brenna Thompson, Home Health Aide/Homemaker in the Public Health Dept. effective 12-29-2017; and authorize to post the vacancy for a Home Health Aide/Homemaker according to policy; carried.

M/Potter, S/Simonsen, to approve the salary of \$24,860 for County Commissioners for 2018; to approve \$1,000 additional salary in 2018 for the Brown County Board Chair; and to approve the per diem for County Commissioners at \$75 in 2018; carried 4-1, with Berg dissenting.

M/Potter, S/Simonsen, to approve a salary in the amount of \$110,750 effective 1-1-2018 for the Brown County Human Services Director, with respect to the responsibilities and duties of the Human Services Director and Human 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/Potter, S/Simonsen, to approve the 2018 Brown County Sheriff salary of \$104,000 which includes market adjustment; 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/Potter, S/Simonsen, to approve the 2018 Brown County Auditor/Treasurer salary of \$90,000 which includes market adjustment; carried 5-0.

M/Potter, S/Simonsen, to approve a salary in the amount of \$115,030 effective 1-1-2018 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.

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/Potter, S/Simonsen, to approve the 2018 Brown County Attorney salary of \$110,000 with market adjustment; 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/Potter, S/Simonsen, to approve the 2018 Brown County Recorder salary of \$74,606 with market adjustment; carried 5-0.

M/Potter, S/Simonsen, to approve a salary in the amount of \$120,217 effective 1-1-2018 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.

Correspondence C-1 thru C-12 were accepted and filed. Borchert reported on the Community Health Services Board meeting on 12-21-2017; Berg reported with Simonsen on the Information Technology meeting on 12-20-2017; Windschitl report on the Underage Substance Abuse Coalition meeting on 12-21-2017; Simonsen report on the Brown SWCD meeting on 12-20-2017.

At 12:35 PM, Calendars were coordinated for the next two week period.

There being no further business, Chairman Simonsen declared the Meeting adjourned at 12:38 PM.

The Official Minutes of the Regular Meeting of 12-26-17 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)