

## SYNOPSIS OF COUNTY BOARD MEETING February 20, 2018

Members present: Borchert, Berg, Windschitl, Simonsen, and Potter, along with County Administrator Enter and County Attorney Hanson.

M/Potter, S/Berg, to accept the Minutes of 2-6-2018 and authorize publication of the Synopsis of same; carried.

M/Borchert, S/Windschitl, to accept and order filed the Jan. 2018 Monthly Report of Activity for the Brown County Sheriff's Dept.; carried.

M/Berg, S/Windschitl, to authorize payment of General Government claims in the amount of \$659,233.59 as follows: Revenue \$194,800.21; Public Health \$6,986.89; Road and Bridge \$444,419.62; Human Services \$906.66; Park \$399.40; Ditch \$5,365.67; Landfill \$643.75; SCORE Fund \$5,451.39; Forfeited Tax Fund \$260.00. In accordance with MS 375.12, the following claims exceeding \$2,000 are included in the Fund totals above: Albin/Town of \$25,972.14; Alpha Wireless \$4,300.15; Bashaw/Town of \$24,309.67; Behrends/Mark \$4,210.83; Blue Earth Co Environmental Services \$2,031.00; Burnstown/Town of \$23,757.03; Cashwise Pharmacy \$2,017.70; Computer Informations Systems \$33,588.33; Cottonwood/Town of \$41,810.39; Eden/Town of \$27,100.15; Geocomm Inc \$7,550.00; Home/Town of \$36,369.56; Lake Hanska/Town of \$25,522.61; Leavenworth/Town of \$24,509.8; Liberty Tire Recycling LLC \$32,15.39; Linden/Town of \$25,276.48; Marco Technologies LLC \$91,78.59; MCCC MI 33 \$76,314.75; Milford/Town of \$38,785.82; Mulligan/Town of \$24,080.10; North Star/Town of \$25,669.84; Prairieville/Town of \$22,743.20; Reliance Telephone Inc \$2,000.00; RTVision Inc \$19,824.84; Searles Well Drilling Inc \$10,958.50; Sigel/Town of \$25,057.95; South Central College \$22,16.36; Stark/Town of \$23,782.25; Stately/Town of \$20,894.20; Summit Food Service LLC \$3,881.76; TSG Server And Storage \$3,162.20; Watonwan Public Health Nursing \$3,254.89. 122 Payments less than \$2,000.00 \$35,887.11; Final Total \$659,233.59; carried.

M/Berg, S/Potter, to resolve to approve the Off-Site Gambling Application (LG230) of the Leavenworth Baseball Association for the event scheduled to be held on 2-24/25-2018 at the Leavenworth Recreation Hall; carried 5-0.

M/Windschitl, S/Simonsen, to approve the State of MN Voting Equipment Grant Agreement in the amount of \$45,000 for the purchase of O.S. Counter's/Assistive Voting Devices, including the minimum matching local funds of \$45,000; and in the amount of \$14,456.45 for the purchase of Electronic Rosters, including the minimum matching local funds of \$4,818.82; for the period 2-01-2018 through 8-31-2019; and authorize the County Board Chair to sign same on behalf of Brown County; carried.

M/Potter, S/Berg, and passed 5-0, to approve the County Ditch No. 28 Petition Findings of Fact and Order whereby IT IS ORDERED as follows: 1. Petitioners shall be granted an outlet into CD 28 from the above described property, said outlet to be consistent with the design as described by Petitioner during the public hearing. 2. The benefits of \$18,655 for the 26 acres and \$11,515 for the 10 acres shall be added to the above described property's benefits. 3. Petitioners shall pay an outlet fee of \$2,600.00 for the 26 acres and \$1,000.00 for the 10 acres before construction begins. 4. The Petitioners will be responsible for the costs incurred with these proceedings. A billing will be sent from the Brown County Auditor-Treasurer to request payment. 5. The appeal period will be thirty (30) days after this Order is signed and filed in the County Auditor-Treasurer's Office.

M/Berg, S/Potter, and passed 5-0, to approve the County Ditch No. 48 Petition Findings of Fact and Order whereby IT IS ORDERED as follows: 1. Petitioners shall be granted an outlet into CD 48 from the above described property, said outlet to be consistent with the design as described by Petitioner during the public hearing. 2. The benefits shall be added to the above described property's benefits at a future date upon completion of a private tile throughout the petitioned property. 3. Petitioners shall pay an outlet fee of \$6,480.00 before construction begins. 4. Petitioners shall continue to be responsible for any repairs or maintenance to CD 30 until the private tiling mentioned herein is complete. 5. The Petitioners will be responsible for the costs incurred with these proceedings. A billing will be sent from the Brown County Auditor-Treasurer to request payment. 6. The appeal period will be thirty (30) days after this Order is signed and filed in the County Auditor-Treasurer's Office.

M/Potter, S/Berg, to approve one (1) Drainage Repair request and the payment of said repair; carried.

M/Potter, S/Windschitl, to award the contract for seal coat oil to Flint Hills Resources in the amount of \$414/ton for an estimated total amount of \$202,860; carried. Other bids were received from Jebro Inc. and MEIGS Paving Asphalts & Emulsions.

M/Borchert, S/Berg, to approve the proposal entitled Brown County Public Rights of Way ADA Transition Plan dated 2-8-2018 from Stonebrooke Engineering in the estimated amount of \$28,520 for the preparation of a usable, manageable, and implementable America's with Disabilities Act (ADA) Transition Plan for Brown County; carried.

M/Borchert, S/Potter, and passed 5-0 to approve Resolution 2018-10, a resolution in support of the 2018 legislative platform of the MN Library Association, which includes increased funding and a formula change for regional libraries and other improvements to libraries.

M/Potter, S/Berg, to approve hardware/software purchases for the first half of 2018 under state contract pricing, noting that three (3) computers will be purchased out of the Land Records Fund (LRF), in the total amount of \$37,805 as follows: Assessor/Auditor-Treasurer/Extension/Human Services/Planning & Zoning/Probation/Public Health/Sheriff - replace twenty-three (23) CPU's: \$17,725; Assessor/Public Health - two (2) Laptop: \$2,604; Human Services - eight (8) Surface Pro 4 w/dock: \$12,132; Highway/Human Services/Planning & Zoning - sixteen (16) 19" Monitors: \$2,600; Human Services - six (6) 24" Monitors: \$1,530; Extension - one (1) Headset: \$24; Human Services - two (2) 3 Port MST Hub: \$205; Public Health - one (1) Laserjet 2 drawer Printer: \$472; Human Services - one (1) projector: \$464; Human Services - four (4) 8" Mini Display Port: \$49; carried 5-0.

M/Windschitl, S/Berg, to approve the purchase of fax service software to work with our VoIP phone system from FaxCore, Parker, Co in the amount of \$4,880; carried 5-0. One other quote was received from OpenText-RightFax, Denver, CO.

M/Potter, S/Windschitl, to approve the repair proposal #182832-Rev 1 from MEI Total Elevator Solutions in the amount of \$2,266 to install a traveling cable for the camera installation for video monitoring in the Courthouse elevator (Contingency line item 01-149.6889 funding); carried.

M/Potter, S/Berg, to approve and sign the Watonwan Watershed Planning Project Memorandum of Agreement; and designate the Brown County Water Planner as the "Authorized Representative" for said agreement; carried.

M/Potter, S/Berg, to approve Final Plat Application #P-0028, a Single Lot Split Application by Timothy Peterson on property owned by the Mae L Tande Testamentary Trust known as Tande Subdivision (3.38 Acres) on the property described as part of the SE¼ of the SE¼ of Section 32, Township 108 N, Range 32 West, Albin Township, Brown County, MN. Parcel being platted is an existing building site being split off from the tilled ground; carried.

M/Windschitl, S/Borchert, to accept and file the 2017 statistics of Brown County Probation as noted in the Probation Department's Annual Comprehensive Report; passed.

M/Borchert, S/Berg, to approve payment of Human Services administrative claims in the amount of \$90,158.36; carried.

At 10:37 AM, Chairman Simonsen convened a Closed Session to consider Social Services Payments, whereupon M/Windschitl, S/Potter, to authorize the payment of Social Services payments in the amount of \$205,301.76; carried and the Closed Session ended at 10:44 AM.

M/Windschitl, S/Berg, to appoint Cindy Rueckert as FT Property Maintenance Specialist/Drainage Assistant in the A-T Dept. at the hourly rate of \$17.9131 (Grade X, Step 1) effective 2-21-2018; carried.

M/Potter, S/Simonsen, to appoint Cassandra Jarvis as FT Correctional Officer at the hourly rate of \$19.3779 Grade XI, Step 1, with the effective hire date to be determined pending results of pre-employment background checks; passed.

M/Borchert, S/Potter, to appoint Brodie Zuhlsdorf as FT Correctional Officer at the hourly rate of \$18.7120 Grade XI, Entry Level, with the effective hire date to be determined pending results of pre-employment background checks; passed.

M/Potter, S/Simonsen, to accept and file the 2017 Year-End Budget Report (Cash Basis and Unaudited) which reflects activity at 100% of the budget year as follows: Expenditures of \$34,041,354.92 or 96.2%, and revenues of \$37,016,553.07 or 100.7%; and the 2017 Year-End Supplemental Budgets Report noting expenditures of \$2,711,566.69 or 96.9%, and revenues of \$2,574,609.64 or 99.1% of budgeted activity; passed.

M/Windschitl, S/Berg, to accept and file the Jan. 2018 Budget Report (Cash Basis and Unaudited) which reflects activity at 8.3% of the budget year as follows: expenditures of \$2,277,361.36 or 6.5%, and revenues of \$2,291,366.32 or 6.6%; and the January 2018 Supplemental Budgets Report noting expenditures of \$507,717.82 or 16.8%, and revenues of \$171,622.98 or 7.3% of annual budgeted activity; passed.

Correspondence C-1 thru C-11 were accepted and filed. Borchert reported with Windschitl on the Highway 14/15 Project meeting on 2-8-2018, and on the Sioux Trails ad hoc committee meeting on 2-9-2018, the Housing Partnership Institute sessions on 2-13/14-2018 in Willmar, and the SHIP meeting in St. Peter on 2-15-2018; Berg reported with Simonsen on the Salary Survey Committee meeting on 2-7-2018; Windschitl reported with Simonsen on the Drainage Seminar on 2-15-2018 and the BCHS committee meeting on 2-16-2018; Simonsen reported on Sioux Trails.

At 11:38 AM, Calendars were coordinated for the next two week period.

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

The Official Minutes of the Regular Meeting of 02-20-2018 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)