

## SYNOPSIS OF COUNTY BOARD MEETING

November 20, 2018

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

M/Windschitl, S/Potter, to accept the Minutes of 11-6-2018 and authorize publication of the Synopsis of same; carried.

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

M/Windschitl, S/Simonsen, to authorize payment of General Government claims in the amount of \$188,112.14 as follows: Revenue \$134,645.36; Public Health \$3,771.12; Road and Bridge \$17,811.91; Human Services \$375.00; Park \$568.29; Ditch \$27,305.98; Landfill \$2,182.33; SCORE \$612.15; Forfeited Tax Fund \$840.00. In accordance with MS 375.12, the following claims exceeding \$2,000 are included in the Fund totals above: Assn of MN Counties \$3,750.00; Behrends/Mark \$4,140.00; Cash Wise Pharmacy \$5,212.31; Distad/Dennis \$2,950.00; E-911 Independent Emergency Services \$8,984.83; Heiderscheidt Digging Inc \$13,798.00; Langseth/Kendall \$3,966.56; Midstates Equipment & Supply \$5,356.37; MN Pollution Control Agency \$33,681.91; MN State Auditor \$33,144.00; New Ulm Tire \$5,631.45; Thomson Reuters-West \$3,222.00; Uhl Company \$26,959.00. Payments less than \$2,000.00 \$37,315.71; Final Total \$188,112.14; carried.

M/Potter, S/Borchert, to establish a public hearing date of Monday 12-17-2018 at 9:00 AM for the petition by Eloise C. Finstad dated 11-12-2018 for repair of JD#10 B&BE and consider compensation to petitioner for removal of Bridge #22 of JD#10 B&BE with respect to Minnesota Statutes 103E.701 Subdivision 5a, with said public hearing to be held in the Commissioners Room 204 of the Brown County Courthouse or the Joint Law Enforcement Center Training Room if available, in New Ulm, MN, with Berg, Windschitl, and Potter representing the Brown County Ditch Authority; carried.

M/Potter, S/Berg, to approve a drainage assessment of \$56,000 for JD#10 B&BE, with landowners having 60 days to pay without interest and if amortized, the interest rate will be 4%; carried.

M/Potter, S/Simonsen, to approve four (4) Drainage Repair requests and the payment of said repair; carried.

M/Potter, S/Berg and passed 5-0 to adopt Resolution No. 2018-31 approving the final payment for SAP 008-599-056 Bridge Replacement and Approach work on 250<sup>th</sup> Street over JD 30 R&B.

M/Berg, S/Borchert and passed 5-0 to adopt Resolution No. 2018-32 approving the final payment for SAP 008-620-032 Bridge Replacement and Approach work on CSAH 20 over JD 10 B&BE.

M/Borchert, S/Berg, to accept the state contract bid received in the amount of \$19,999 with trade for the purchase of a 2019 Ford Escape from Chuck Spaeth Ford, which includes the trade-in of a 2008 Ford Fusion; carried 5-0. Additional bids including trade-in were received for 2018 Jeep Renegade from Maday Motors and a 2019 GMC Terrain from Jensen Motors.

M/Windschitl, S/Potter, to accept and file the Oct. 2018 Budget Report (Cash Basis and Unaudited) which reflects activity at 83.3% of the budget year as follows: expenditures of \$27,247,640.52 or 82.0%, and revenues of \$25,206,837.62 or 72.4%; and the Oct. 2018 Supplemental Budgets Report noting expenditures of \$2,280,793.76 or 75.3%, and revenues of \$1,319,241.54 or 55.8% of annual budgeted activity; carried.

M/Berg, S/Simonsen, to approve the Allina Health Charitable Contributions Grant Application in the total amount of \$2,000 for the Brown County Mental Health and Wellness Task Force work on Mental Health and Wellness Initiatives, with said grant application to be submitted by the Brown County Public Health Dept.; passed.

M/Potter, S/Berg, to approve a Certificate of Recognition for Abbey Frauenholtz in recognition of serving as the Youth Representative; Phil Schenk in recognition of serving as the New Ulm Community and Faith Community Representative; and Bryan Sellner in recognition of serving as the School Board Representative on the Brown County Public Health Advisory Committee; carried.

M/Berg, S/Potter, to approve Final Plat Application APP-P-0039 by Doug Helget on property owned by LaMonte & Elaine Helget Trust known as LaMonte Helget Subdivision (7.29 Acres) described as the balance of the E ½ of the NE ¼, Section 26, Township 109N, Range 33W, Leavenworth Township, Brown County, MN; Parcel being platted is an existing building site being split off from the tilled ground; carried.

M/Potter, S/Berg, to approve Final Plat Application APP-P-0040 by Joleen Dittbenner on property owned by Marian Johnson known as Johnson Family Subdivision (5.00 Acres) described as part of the E ½ of the SW ¼, Section 12, Township 110N, Range 33W, Prairieville Township, Brown County, MN; Parcel being platted is an existing building site being split off from the tilled ground; carried.

M/Berg, S/Potter, to approve Preliminary Plat Application APP-P-0041 filed by Janet Mielke on property owned Janet Mielke, Jeffrey J Lund, and Thomas & Sharon Mages known as Mielke Subdivision (Lot 1 being 2.50 Acres, Lot 2 being 2.20 Acres, Lot 3 being 1.10 Acres) described as part of the SE ¼, NE ¼, Section 9, Township 109N, Range 30W, Cottonwood Township, Brown County, MN; All located in the I-1 Limited Industry Zoning District; Parcels being platted to consolidate and reorganize lots; carried.

M/Potter, S/Berg, to approve Preliminary Plat Application APP-P-0042 filed by David Schumacher known as R & M Woods Subdivision (Block 1, Lot 1 being 16.04 Acres, Lot 2 being 25.83 Acres, Lot 3 being 6.78 Acres, and Lot 4 being 22.11 Acres) (Block 2, Lot 1 being 31.74 Acres and Lot 2 being 63.30 Acres) described as part of SW ¼ Section 19, Township 109N, Range 33W and part of NE ¼ and the NE ¼, NW ¼, Section 30, Township 109N, Range 33W, Leavenworth Township, Brown County, MN; All located in the A-1 Ag Protection Zoning District and parcels being platted are wooded lots being split off from tillable; carried.

M/Potter, S/Windschitl, to refer recommended changes to the Planning & Zoning Office Fee Schedule for consideration at a public hearing to be scheduled in the Commissioners Room 204 of the Brown County Courthouse, New Ulm, MN; carried.

M/Potter, S/Berg, to establish a public hearing date of Wednesday 12-19-2018 at 9:00 AM in regards to proposed revisions to the Brown County Zoning Ordinance, with said public hearing to be conducted by the Planning & Zoning Commission in the Commissioners Room 204 of the Brown County Courthouse, New Ulm, MN; carried.

M/Potter, S/Borchert, to approve the low bid for the purchase of the following for the Emergency Management Office-Emergency Operation Center: one (1) Ethernet Switch from New Egg in the amount of \$255; one (1) Internet Access Port from Amazon in the amount of \$290; one (1) Tack Holder from Amazon in the amount of \$107.05; one (1) Projection Screen from B&H in the amount of \$259.95; one (1) Wireless Presentation System from Amazon in the amount of \$1,299; one (1) Storage Cabinet from Digital Buyer in the amount of \$553; one (1) Cell Phone Booster from Amazon in the amount of \$549.99; and four (4) Phones with related batteries, charging docks, power supplies, cases and user licenses from Loffler in the total amount of \$4,088.80; carried 5-0. Other bids were received for one (1) Ethernet switch from Amazon; one (1) Internet Access Port from IT Bargain Center; one (1) Tack Holder from School Outfitters; one (1) Projection Screen from Amazon; one (1) Wireless Presentation System under state contract pricing; one (1) Storage Cabinet from Quill; and one (1) Cell Phone Booster from B&H.

M/Borchert, S/Berg, to approve payment of Human Services administrative claims in the amount of \$243,724.30. In accordance with MS 375.12 the following claims exceed \$2,000: AmeriCare Mobility Van Inc \$3,343.20; Brown Co Probation Dept \$2,562.50; Brown Co Public Health Nursing \$6,000.00; Confidential Client \$2,471.04; Greater MN Family Services \$5,535.87; Mikes Collision \$2,223.82; MN Dept of Transportation \$23,128.16; MN Human Services \$36,596.44; MN State Auditor \$2,003.75; MN Valley Funeral Home \$7,940.00; PRO Kinship For Kids \$2,275.00; Southern MN Crisis Nursery \$10,000.00; Superior Mobility \$4,705.52; Telin Transportation Group LLC \$77,465.75; Verizon Wireless \$2,810.07; Two hundred thirty four payments less than \$2,000 total \$54,663.18; Final total \$243,724.30; carried.

At 11:00 AM, Chairman Simonsen convened a Closed Session to consider Social Services Payments, whereupon a M/Borchert, S/Berg, to authorize the payment of Social Services payments in the amount of \$250,602.00; carried and the Closed Session ended at 11:15 AM. In accordance with MS 375.12 the following claims exceed \$2,000: Anoka County Corrections \$6,665.00; Brown Co. Evaluation Center \$10,932.32; Brown County Probation Department \$2,512.00; CBHH-Alexandria \$4,356.00; Dept. of Human Services CCDTF \$11,506.55; DHS MNSOP \$4,047.05; DHS St. Peter RTC - 472 \$5,842.80; Forensic Nursing Home \$2,625.70; Gehring/Emily & Joseph \$2,229.82; Confidential Client \$5,061.45; Habilitative Services Inc SILS \$4,800.03; LDR Home Care LLC \$3,078.76; Lutheran Social Services \$14,960.11; MBW Company SILS Program \$4,950.87; Minnesota Girls Academy \$9,238.00; MN Valley Action Council \$27,766.34; MRCI \$8,220.34; Confidential Client \$4,383.55; Prairie Lakes Youth Programs \$27,980.18; Confidential Client \$2,101.49; Second Chances \$8,370.00; Sioux Trails Mental Health Ctr \$15,923.74; Southwestern Youth Services \$5,270.00; Spurgin/Gerane \$6,133.89; Confidential Client \$4,102.85; Volunteers of American MN \$8,140.96; Watonwan County Human Services \$5,305.92; Wings Guardianship Services \$2,013.50; Woodland Hills \$8,435.72. 35 payments less than \$2,000 total \$23,647.06; Final Total \$250,602.00.

M/Potter, S/Berg, to approve and select Nationwide Fixed Contract Option 3 (Default Option) to maintain the current Guaranteed Minimum Interest Rate (GMIR) for the existing balances only; and select Sub-Option A. Continue to offer a Nationwide Fixed Contract with a transition period in the first quarter of 2019; carried.

M/Potter, S/Berg, to approve the Personnel Advisory Committee (PAC) assigned points to be effective 1-2-2019 for the following Highway Dept. position descriptions presented through the Rotational Review process: Maintenance Worker II - 287 Points, Grade XIII (Currently 287 Points, Grade XIII), noting that this position will remain with no change to Grade placement; Maintenance Worker III - 266 Points, Grade XII (Currently 260 Points, Grade XI); and Traffic Sign Technician - 281 Points, Grade XIII (Currently 275 Points, Grade XII); to approve no change in grade to the Mechanic position (current grade XV) since the Mechanic position is already 10% above the 2017 Salary Survey; and to approve a grade adjustment to the General Foreman position of 10% variance (current Grade XVII + 3.368% to step) according to the 2017 Salary Survey; carried.

M/Potter, S/Berg, to approve and refer to PAC the following Human Resources Position Descriptions: 1) Human Resources Director, 2) HR Assistant, 3) HR Payroll Accountant and 4) Administrative/HR Assistant; carried.

M/Berg, S/Simonsen, to approve the appointment of Barbara Johnson as an IPT Dispatcher at \$18.5315/hour (Grade XI, Entry) and the appointment of Eric Fliszar as an IPT Dispatcher at \$19.1897/hour (Grade XI, Step 1) contingent on the passage of the pre-employment background screens/checks, evaluations and physicals with effective hire date to be determined pending affirmative results; passed.

M/Berg, S/Potter, to approve the appointment of Steven Depew as FT Chief Deputy Sheriff for the Sheriff's Dept. in accordance with MN Statute 387.145 at the hourly rate of \$35.7295 (annual salary of \$74,317), Grade XXI, Step 4, plus on-call pay of \$60/holiday and \$55/day on weekends, with vacation accrual starting at the 5-year accrual level, effective 1-7-2019; passed 4-0, with Borchert abstaining.

M/Berg, S/Borchert, to schedule the Annual Employee Recognition Day event to be held on Thursday 4-11-2019; carried.

M/Potter, S/Simonsen, to approve the appointment of Amanda Pederson as FT Correctional Officer at the hourly rate of \$18.7120; Grade XI, Entry; effective hire date to be determined pending results of pre-employment background checks; passed.

The County Board performed the initial review of the 2019 Committee Memberships and by consensus, the County Commissioners agreed to continue review of the 2019 Brown County Committee memberships at an up-coming Board meeting.

At 12:38 PM, Correspondence C-1 thru C-13 were accepted and filed. Borchert reported on the Evaluation Center meeting on 11-12-2018, the State Health Improvement Program (SHIP) meeting in St. Peter on 11-15-2018, Emergency Medical Services, and with Windschitl on the Canvass Committee meeting on 11-13-2018; Berg reported on the Greater Blue Earth River Basin Alliance and on the One Watershed One Plan; Windschitl reported on the MN Valley Action Council meeting on 11-19-2018, Brown County Historical Society, and with Simonsen on the Community Health Services Executive Committee; Commissioner Simonsen reported on Ditch Redetermination of Benefits meetings on 11-14-2018 and 11-16-2018, and on the Brown Soil & Water Conservation District; Commissioner Potter reported on the Brown County Library Board.

At 12:55 PM, Calendars were coordinated for the next two week period.

There being no further business, Chairman Simonsen declared the Meeting adjourned at 1:00 PM.

The Official Minutes of the Regular Meeting of 11-20-2018 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)