

## SYNOPSIS OF COUNTY BOARD MEETING

December 11, 2018

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

M/Berg, S/Windschitl, to accept the Minutes of 11-27-2018 and authorize publication of the Synopsis of same; carried.

M/Windschitl, S/Potter, to authorize payment of General Government claims in the amount of \$682,765.05 as follows: Revenue \$87,415.09; Public Health \$2,914.92; Road and Bridge \$124,096.66; Human Services \$437.40; Building \$20,283.40; Park \$686.41; Ditch \$8,162.13; Landfill \$435,430.17; SCORE \$3,338.87. In accordance with MS 375.12, the following claims exceeding \$2,000 are included in the Fund totals above: Alpha Wireless Communications \$2,427.65; Brown Co Editorial Assn \$2,721.16; Brown Co Historical Society \$3,265; Cargill Inc \$9,788.19; Design Home Center \$17,170.66; Election Systems & Software Inc \$8,874.46; Full Service Electric \$21,044.85; G & S Manufacturing \$2,076.75; H&L Mesabi Inc \$58,859.58; Heiderscheidt Digging Inc \$6,765; Hoffman Construction Co Inc \$2,378.50; Kemske Paper Co \$2,046.72; Kris Engineering Inc \$4,564.10; Liberty Tire Recycling Llc \$3,338.87; Mathiowetz Enterprises Inc \$425,023.47; Mccc Mi 33 \$4,181.06; Midstates Equipment & Supply \$26,877.31; Mn Dept of Transportation \$8,506.54; Mn Valley Testing Laboratories \$6,245.70; Powerplan Oib \$4,968.55; River Bend Business Products \$2,003.10; Ron'S Recycling \$4,161; Steffl Drilling & Pump Inc \$11,300.90; Summit Food Service Llc \$5,999.89; The Master'S Touch LLC \$2,595.27; 115 Payments Less Than \$2000 \$35,580.77; Final Total: \$682,765.05; carried.

M/Potter, S/Simonsen, to approve eight (8) Drainage Repair requests and the payment of said repairs; carried.

M/Potter, S/Berg, and passed 5-0 to approve Resolution 2018-33 in regards to approving final payment for SAP 008-604-008 & SAP 008-605-017 Surface Rehabilitation Projects on CSAH 4 & 5.

M/Potter, S/Berg, and passed 5-0 to approve Resolution 2018-34 in regards to approving final payment for SAP 008-606-006, 008-611-025, 008-613-029 & 008-620-031 Surface Rehabilitation Projects on CSAH 6, 11, 13 & 20.

M/Potter, S/Berg, to award the SAP 008-629-023 Concrete Overlay Project on CSAH 29 to Croell, Inc. in the amount of \$5,864,083.50 plus incentives; carried. Other bids were also received from Shafer Contracting Co., Inc.; Cedar Valley Corp., LLC; and PCi Roads LLC, Inc.

M/Windschitl, S/Borchert, to approve the Emergency Management Performance Grant (EMPG) 2018 Agreement for Federal funding assistance through the MN Division of Homeland Security and Emergency Management for calendar year 2018 for the Brown County Emergency Management Program in the amount of \$22,425 and to authorize the Board Chair to sign said grant agreement; carried.

M/Borchert, S/Simonsen, to approve PAC assigned points of 267 (Grade XII) to the Planning and Zoning Emergency Manager position description; carried.

M/Potter, S/Windschitl, to approve the Personnel Advisory Committee (PAC) assigned points to be effective 1-2-2019 for the following position descriptions presented through the Rotational Review process: Human Services Office Support Specialist - 234 Points, Grade IX; Human Resources - HR Assistant - 240 Points, Grade X; Human Resources - HR Payroll Accountant - 251 Points, Grade XI; Human Resources - Administrative/HR Assistant - 289 Points, Grade XIII; and Human Resources - HR Director - 342 Points, Grade XVII; passed.

M/Berg, S/Simonsen, to accept the resignation of Matthew Gleisner, FT Dispatcher, effective 12-16-2018, and ratify the internal posting of the vacancy for one FT Dispatcher; and if there is no internal interest, approve an external posting of this position according to policy and contract; passed.

M/Borchert, S/Windschitl, to accept the resignation of Nancy Beck, Human Services Eligibility Worker, effective 12-31-2018, and authorize to post a vacancy for a FT Human Services Eligibility Worker according to policy; passed.

M/Berg, S/Borchert and passed 5-0 to approve Resolution 2018-35 adopting the 2019 Revised Version of the Employee Personnel Policy for Brown County.

M/Berg, S/Simonsen, to accept the resignation of Virgil Goltz, PT Heartland Express Bus Driver, effective 12-12-2018 and authorize an internal only posting for a vacant PT Heartland Express Bus Driver (32-35 hours per week); passed.

M/Windschitl, S/Borchert, to appoint Steve Appel as FT Jail Administrator in the Sheriff's Dept., at the hourly rate of \$33.7376, Grade XVIII, Step 9, plus on-call pay of \$60/holiday and \$55/day on weekends, effective 2-1-2019; and to accept Steve Appel's resignation from the Jail Programmer position effective 1-31-2019, contingent on Board appointment to the Jail Administrator position, and authorize to post a vacancy for a FT Jail Programmer according to policy and union contract; passed.

M/Berg, S/Simonsen, and passed unanimously to approve the 2019 Committee Memberships.

At 5:15 PM, Correspondence C-1 thru C-11 were accepted and filed. Borchert reported on the South Country Health Alliance (SCHA) and on the Association of Minnesota Counties (AMC) Annual Conference 12/2-4/2018; Berg reported on the AMC Conference, County Ditch#3 meeting on 12-11-2018, and with Commissioner Simonsen on the Personnel Advisory Committee meeting; Windschitl reported on the AMC

Conference, the SCHA meeting on 12-6-2018, the MN Counties Intergovernmental Trust annual meeting on 12-3-2018, the Brown County Historical Society meeting on 12-10-2018, and the Wellness Committee; Simonsen reported on the AMC Conference, County Ditch #3 meeting on 12-11-2018, and on the Underage Substance Abuse Coalition meeting on 12-11-2018; Potter reported on Area II and on the Redwood/Cottonwood Rivers Control Area.

At 5:56 PM, Calendars were coordinated for the next two week period.

At 6:00 PM, Chairman Simonsen recessed the Regular Meeting until the start of the 2019 Proposed Budget and Levy Public Meeting.

At 6:07 PM, Chairman Simonsen reconvened the Regular Meeting to conduct the 2019 Proposed Budget and Levy Public Meeting in the 3<sup>rd</sup> floor District Courtroom of the Brown County Courthouse located in New Ulm, Minnesota. Commissioners Borchert, Berg, Windschitl, Simonsen, and Potter were in attendance, along with County Administrator Enter, County Attorney Hanson, and Administrative/HR Assistant Bode. Also in attendance were eleven (11) Brown County dept. heads and staff; and five (5) members of the general public. NuCAT staff was present and media representatives Abby Berg of KNUJ Radio and Fritz Busch of the Journal were also present. Informational handouts were distributed to those in attendance.

At 6:08 PM, Administrator Enter presented Brown County's proposed budget and levy for 2019, reviewing the handouts as provided. The proposed 2019 Brown County levy noted was \$13,357,696 which reflected a 2.25% increase from the 2018 levy in the amount of \$13,063,761. The Brown County Summary Budget Statement noted adopted 2018 and proposed 2019 revenues by fund and department, with the 2019 Brown County Budget Revenues projected at \$37,447,936. The adopted 2018 and proposed 2019 expenditures by fund and department were also presented in chart and graph form, with the proposed 2019 expenditures budgeted at \$37,447,936 which represented a 7.5% increase from 2018. The proposed 2019 Expenditures by category as a percentage of total budget were noted as follows: 15.8% General Government; 4.8% Public Health Nursing; 26.7% Human Services; 35.0% Road and Bridge; 0.6% Conservation/Natural Resources; 1.2% Culture/Recreation; and 15.8% Public Safety.

Administrator Enter addressed additional budget information as follows: Projected Brown County Employer Costs for employee compensation/benefits for 2019 totaling \$18,518,309 or 49.5% 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 6:22 PM, Chairman Simonsen called for testimony from the public regarding the proposed 2019 Brown County Budget and levy. There was no testimony from the general public regarding the proposed 2019 county budget and levy. Chairman Simonsen expressed thanks to those in attendance, and also thanked the department heads and staff for their efforts in preparing the draft 2019 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 2019 property tax levy and budget at the regular County Board Meeting at 10:15 AM on Tuesday 12-18-2018 in Room 204 of the Brown County Courthouse.

At 6:23 PM, Chairman Simonsen concluded the 2019 County Budget/Levy Public Meeting.

There being no further business, Chairman Simonsen declared the Meeting adjourned at 6:23 PM.

The Official Minutes of the Regular Meeting of 12-11-2018 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: [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)