

SYNOPSIS OF COUNTY BOARD MEETING

December 27, 2018

Members present: Borchert, Berg, Windschitl, Simonsen, and Potter, along with County Administrator Enter, County Attorney Hanson (at 10:45 AM), and Human Services Director Henderson.

M/Borchert, S/Berg, to accept the Minutes of 12-18-2018 and authorize publication of the Synopsis of same; carried.

M/Potter, S/Windschitl, to approve the Confirmation of Request for Engineering Services contract with Widseth Smith Nolting, Alexandria, MN in the amount of \$7,500 to develop plans and specifications for building and construction of an addition to the Brown County Highway garage in Sleepy Eye, with said addition to be utilized by Brown County Heartland Express; carried.

M/Berg, S/Simonsen, to approve the Lease Agreement for Brown County Heartland Express to use garage space from Miller Sellner, Inc., Sleepy Eye during the period of 1-1-2019 through 12-31-2019 at a cost of \$135/month; carried.

M/Potter, S/Berg, to approve the Guardian and Conservator Purchase of Service Agreement with Lutheran Social Service of MN for the period of 1-1-2019 through 12-31-2019 at the rate of \$56.56/hour per client for up to 28 clients at a given time with a not-to-exceed \$76,016.94 limit for the year; carried 4-1, with Windschitl dissenting.

M/Windschitl, S/Borchert, to approve the Guardian and Conservator Purchase of Service Agreement with Prairie Support Services, LLC, Walnut Grove, MN for the period of 1-1-2019 through 12-31-2019 at the rate of \$25/hour per client with \$15.30/hour 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; carried.

M/Borchert, S/Potter, to approve the Guardian and Conservator Purchase of Service Agreement with Wings Guardianship Services, LLC, North Mankato, MN for the period of 1-1-2019 through 12-31-2019 at the rate of \$40.80/hour 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 \$29,376 limit for the year; carried.

M/Borchert, S/Simonsen, to approve the establishment of a Benevolence Fund as a separate account to be funded through donations from area churches and administered by Brown County Human Services to provide financial assistance for crisis/emergency situations. After considerable discussion, M/Windschitl to table the establishment of a Benevolence Fund with the request to revise the Benevolence Fund Guidelines noting the process to terminate the Benevolence Fund if so desired in the future. Motion to table was S/Potter. The motion to table carried without dissent.

M/Potter, S/Berg, to accept the Child Welfare/Juvenile Justice Screening Grant 2019 Grant Award from the State of MN Dept. of Human Services in the amount of \$15,340; carried.

M/Potter, S/Windschitl, to approve the Purchase of Service Agreement with Greater MN Family Services (GMFS) for Family Based Mental Health, Family Based Counseling, Family Based Crisis Services, and Group Skills effective 1-1-2019 through 12-31-2019 as follows: Mental Health Practitioner \$64.88/hour; Licensed Mental Health Professional \$91.60/hour; and Diagnostic Assessments \$91.60/unit; carried.

M/Borchert, S/Berg, to approve Community Based Coordinator Schneider's attendance at the Crisis Intervention Team Training Mental Health Response for Law Enforcement training from 2/4-2/8/2019 in Minneapolis, MN, noting County expenses will be incurred for lodging, mileage, and meals and that SCCBI funding will be available for registration costs; carried.

M/Windschitl, S/Simonsen, to approve Supported Work Agreements dated 12-14-2018 with Enterprise North, Inc. for cleaning Hillside Apartments at \$12/hr; cleaning agency vans/cars at \$12/hr; and clerical shredding for Brown County Human Services at \$10/hr; carried.

M/Potter, S/Berg, to approve the renewal Agreement between Brown County Human Services and Brown County Public Health to provide medication management for Serious and Persistent Mental Illness (SPMI) clients at \$140/visit for the period of 1-1-2019 through 12-31-2019; carried.

M/Berg, S/Simonsen, to approve the Placement Agreement with the House of Lights Inc. for board-and-lodge services for adults with SPMI who are in need of supervised housing at the rate of \$904/month for board and lodge, and \$482.84/month for Supplementary Service from 1-1-2019 through 12-31-2019 utilizing non-county funding; carried.

M/Berg, S/Windschitl, to approve the agreement between Families First Children's Collaborative of Brown County and Brown County Parent Support Outreach Program in the FY2019 Grant Agreement amount of \$20,000; carried.

M/Borchert, 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 2019 at a cost not to exceed \$2,500; carried.

M/Potter, S/Berg, to approve six (6) Human Services write-offs in the total amount of \$2,619.40 for calendar year 2018; carried.

M/Potter, S/Simonsen, to approve payment of Human Services administrative claims in the amount of \$5,503.77. In accordance with MS 375.12 the following claims exceed \$2,000: None, Ten payments less than \$2,000; total \$5,503.77; carried.

M/Berg, S/Potter, to accept and file the following Consent Agenda Items: Dec. 18th Bills Board Questions; Holiday Adopt-A-Family Program; Social Services Monthly Report; Out of Home Placement Monthly Report; Income Maintenance Monthly Report; and Heartland Express Monthly Report; carried.

M/Potter, S/Berg, to appoint Brian Veenstra as a member of the Personnel Advisory Committee through 12-31-2022 and to appoint Jill Hady as a member of the Insurance & Wellness Committee; carried.

M/Windschitl, S/Berg, to appoint the membership on the Brown County Planning Commission effective 1-1-2019; carried.

M/Berg, S/Potter, to appoint the membership on the Brown County Planning & Zoning Board of Adjustment effective 1-1-2019; carried.

Correspondence C-1 thru C-8 were accepted and filed. Borchert reported on the Sioux Trails Mental Health Center; Windschitl reported on the South Country Health Alliance; Simonsen reported on Sioux Trails Mental Health Alliance and on the Highway Dept. meeting with CSAH 7 landowners.

At 10:40 AM, Calendars were coordinated for the next two week period.

M/Berg, S/Borchert, to approve a market adjustment of \$7,706 (plus general increase) to Human Resources Director Schaefer effective 12-27-2018; passed.

M/Potter, S/Berg, to approve Final Plat Application APP-P-041 by Janet Mielke on property owned by 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 Zone; Parcels being platted to reorganize lots; carried.

M/Berg, S/Simonsen, to approve Final Plat Application APP-P-042 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; Parcels being platted are primarily wooded lots; carried.

M/Berg, S/Potter, to approve Preliminary Plat Application APP-P-0043 filed by Curt Helget on property owned Curt & Donna Helget Known as Wenisch Third Subdivision (Lot 1 3.73 Acres, Lot 2 2.50 Acres) on property described as Lot 2 and Lot 3 of Wenisch Second Subdivision, Township 109N, Range 30W, Cottonwood Township, Brown County, MN. All located in the A-1 Ag Protection Zoning District; Parcels being platted are to reorganize lots; carried.

M/Potter, S/Berg, to approve updates to the Brown County Zoning Ordinance effective 12-27-2018 as recommended by the Planning Commission as follows: Section 402, Number 199 – Correct Section reference in definition; Section 505.3, Number 6 – Remove language about 2/3 vote for approval for zoning amendments; Section 506.4, Number 6 – Remove explanation of 60 day letter rule and remove the language about 2/3 vote for approval for Conditional Use Permits; Section 507.1, Number 3 – Replace language for how to apply for a zoning permit, noting that the word “process” should be added after permitting; Section 603.8 – Update right to farm notice, remove signature requirement; Section 607.6, Number 9 – Remove 30 feet setback language and consolidate language; Section 724.5 – Update language to say 300 AU or greater, rather than over 300 AU; Section 732.4, Number 1 – Correction section reference in item A and B; Section 733.4 – Correct section reference; carried.

M/Windschitl, S/Borchert, to approve the updates to the Brown County Emergency Operations Plan and authorize the Board Chair to sign the Brown County Emergency Operations Plan Certification of Plan Approval; carried.

M/Windschitl, S/Borchert, to authorize payment of General Government claims in the revised amount of \$70,320.06 as follows: Revenue \$30,121.36; Public Health \$2,102.65; Road and Bridge \$24,566.90; Ditch \$13,529.15; In accordance with MS 375.12, the following claims exceeding \$2,000 are included in the Fund totals above: Behrends/Mark \$7,878.73; Cargill Inc \$10,759.29; Erickson Engineering Co, LLC \$2,046.90; Evergreen Companies \$3,230.00; Langseth/Kendall \$3,948.68; MN Hooved Animal Rescue Foundation \$6,895.00; MNCCTLA \$2,033.00; University of MN \$12,437.00. 79 Payments Less Than \$2,000 \$21,091.46; Final Total: \$70,320.06; carried.

M/Potter, S/Simonsen, to approve the General Fund 12-31-17 Assigned Fund Balances as follows: County Funded Septic Loan \$134,096; Parks \$130,009; Veterans Shuttle \$72,488; Jail Commissions \$40,847; Jail Canteen \$18,600; Boat and Water \$35,938; carried.

M/Windschitl, S/Berg, to approve the Brown County Financial Policies Document No. 2018-1 Procurement Standards Policy, Purchasing/Disbursement effective 12-27-2018 which addresses the Uniform Administrative Requirements (UAF) for federal programs; carried.

M/Berg, S/Borchert, to accept and file the 2018 Auditor/Treasurer Report of Annual Activity; carried.

M/Potter, S/Berg, to approve eighteen (18) Drainage Repair requests and the payment of said repairs; carried.

M/Potter, S/Berg, to receive and order filed the minutes of the 12-17-2018 public hearing held by the JD#10 B&BE Ditch Authority on the Eloise Finstad Trust Petition; carried.

M/Berg, S/Simonsen, to approve a drainage assessment of \$10,000 for CD#73 Outlet; carried.

M/Potter, S/Windschitl, to approve a drainage assessment of \$25,000 for CD#44; to approve a drainage assessment of \$5,000 for CD#38; and to authorize the transfer of funds from CD#74 as a loan in the amount of \$25,000 for CD#44 and in the amount of \$5,000 for CD#38 drainage systems due to deficit balances at year end, noting that an interest rate of 4% would be charged to the systems; carried.

M/Berg, S/Simonsen, to approve a drainage assessment of \$5,000 for landowners on CD#65 and authorize a temporary loan from CD#74 to cover the deficit; carried.

M/Potter, S/Berg, to approve a drainage assessment of \$10,000 for landowners on JD#36 R&B and authorize a temporary loan from CD#74 to cover the deficit; carried.

M/Potter, S/Berg, to authorize the transfer of funds from the Revenue Fund as a loan to the following drainage systems for buffer assessments in 2018: CD#3 \$75,000; CD#11 \$350,000; CD#45 \$17,000; CD#57 \$142,000; CD#58 \$175,000; CD#60 \$317,000; CD#63 \$341,000; CD#67 \$111,000; CD#68 \$404,000; CD#70 \$59,000; CD#71 \$110,000; carried.

At 12:08 PM, Chairman Simonsen recessed the Regular meeting and the County Board meeting reconvened at 1:18 PM.

M/Berg, S/Potter, to approve the 2019 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 renewal by Delta Dental Inc. for the 2019 Dental insurance with unchanged rates guaranteed for the period 1-1-2019 thru 12-31-2019; carried.

M/Potter, S/Simonsen, to appoint Jill Jensen as FT Assistant County Attorney at Grade XIX, Step 2, hourly rate of \$30.9407, with an anticipated start date of 1-14-2019 pending successful completion of pre-employment screening and background checks; carried.

M/Borchert, S/Simonsen, to approve the salary of \$25,668 for County Commissioners for 2019; to approve \$1,000 additional salary in 2019 for the Brown County Board Chair; and to approve the per diem for County Commissioners at \$75 in 2019; carried 5-0.

M/Borchert, S/Simonsen, to approve a salary in the amount of \$118,768 effective 1-1-2019 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.

M/Borchert, S/Simonsen, to approve a salary in the amount of \$114,350 effective 1-1-2019 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-Elect Seidl's experience and qualifications, M/Borchert, S/Simonsen, to approve the 2019 Brown County Sheriff salary of \$98,100; carried 5-0.

Pursuant to MS 386.015 and with respect to responsibilities and duties of the County Recorder's Office and Recorder Kamolz's experience, qualifications, and performance, M/Borchert, S/Simonsen, to approve the 2019 Brown County Recorder salary of \$79,082; carried 5-0.

Pursuant to MS 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/Borchert, S/Simonsen, to approve the 2019 Brown County Auditor/Treasurer salary of \$94,500; carried 5-0.

Pursuant to MS 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/Borchert, and S/Simonsen, to approve the 2019 Brown County Attorney salary of \$115,000; carried 5-0.

M/Borchert, S/Simonsen, to approve a salary in the amount of \$126,227 effective 1-1-2019 for the Brown County Administrator, pursuant to MS 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.

There being no further business, Chairman Simonsen declared the Meeting adjourned at 1:32 PM.

The Official Minutes of the Regular Meeting of 12-27-18 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 Home Page Address: www.co.brown.mn.us