

SYNOPSIS OF COUNTY BOARD MEETING
November 3, 2020

Members present: Borchert, Berg, Windschitl, Simonsen (via WebEx) and Veerkamp, along with County Administrator Hansen and County Attorney Hanson (via WebEx).

M/Berg, S/Windschitl, to accept the Minutes of 10-27-2020 and authorize publication of the Synopsis of same; carried 5-0.

M/Windschitl, S/Berg, to approve the signing of the 2020 Audit Engagement Letter with CliftonLarsonAllen LLP; carried 5-0.

M/Veerkamp, S/Borchert, to authorize payment of General Govt. claims in the amount of \$185,147.13 as follows: Revenue \$73,095.25; Public Health Fund \$5,507.84; Road and Bridge \$28,782.23; Human Services \$848.29; Building Fund \$48,744.95; Park Fund \$547.97; Ditch Fund \$12,444.15; Capital Improvement Fund \$228.45; Landfill Fund \$13,849.50; SCORE Fund \$1,098.50. 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; Blomeke Construction Inc \$2,510.15; Building Restoration Corp. \$48,744.95; Carson/Barbara A \$2,000.00; Crysteel Truck Equip. \$2,029.42; ESRI \$11,413.00; Governmentjobs.Com Inc \$8,631.00; Grochow/Matthew Elroy \$2,091.38; H & L Mesabi Inc \$17,671.84; Heiderscheidt Digging Inc \$9,934.00; Master's Touch LLC/The \$4,735.00; Netmotion Wireless \$3,190.70; New Ulm/City Of \$8,400.00; Ron's Recycling \$3,957.50; Sanofi Pasteur Inc \$3,922.94; Seachange \$7,686.64; Summit Food Service LLC \$3,875.62; Townmaster \$2,651.08; Vitals Aware Service Inc \$2,149.20. 68 Payments Less Than \$2,000 \$37,125.06; Final Total: \$185,147.13; carried 5-0.

M/Windschitl, S/Berg, to accept the material quotes received from Red Rock Quarry for sites #1-\$29.70/ton and #6-\$29.70/ton, for an estimated 800 tons of seal coat aggregate; and New Ulm Quartzite Quarries for site #2-\$31.55/ton, #3-\$29.95/ton, #4-\$29.95/ton, #5-\$31.55/ton for an estimated 4800 tons of seal coat aggregate for 2021, all of which will be used to seal coat approximately thirty-eight (38) miles of county highway as part of normal maintenance; and with the acceptance of the quotes based on the material costs as quoted and including the estimated hauling cost per ton by Brown County Highway Dept.; carried 5-0. One other quote was received from Gordy Serbus & Sons Gravel for all sites.

M/Berg, S/Windschitl, to accept and file the Highway Dept. Monthly Update for Construction Projects and Maintenance Projects; carried 5-0.

M/Windschitl, S/Berg, to approve the early closure of the License Bureau on 11-10-2020 at 3:00 PM to allow time for settlement of all MNLARS and FastDS financial reports by the required 7:00 PM deadline; carried 5-0.

Correspondence C-3 was accepted and filed. Berg reported on the Parks meeting.

M/Berg, S/Veerkamp, to approve the 2020 Wellner-Hageman Dam Inspection Report dated 5-15-2020 for submittal to the MN Dept. of Natural Resources Dam Safety Unit, with said report prepared by Area II MN River Basin Projects, Inc. staff; carried 5-0.

M/Berg, S/Veerkamp, and carried 5-0, to approve Brown County Resolution 2020-32 in regards to authorizing Brown County Emergency Management to enter into a sub-grant agreement with the Division of Homeland Security and Emergency Management in the MN Department of Public Safety for the program entitled Hazard Mitigation Assistance; and authorize Laine Sletta, County Emergency Management Director & Robert Santaella, County Emergency Management Assistant Director to execute and sign such sub-grant agreements and any amendments hereto as are necessary to implement the project on behalf of Brown County.

M/Simonsen, S/Borchert, and carried 5-0, to approve Brown County Resolution 2020-33 in regards to allowing Brown County Emergency Management to pursue MN DNR Flood Hazard Mitigation Grant for Local Cost Share.

M/Windschitl, S/Berg, to accept the quote from Trane Corporation, St Paul MN in the amount of \$119,400.00 to replace the 1993 Chiller Unit in the LEC-Courthouse; noting that the vendor and unit was selected for operational compatibility with the existing HVAC and Chiller. In addition accept the bid from Full Service Electric, New Ulm, MN in the amount of \$4,296.00 to complete the electrical portion; carried 4-0-1, with Borchert abstaining.

M/Simonsen, S/Berg, to approve the recommendation for the following six (6) specific position descriptions to be reviewed by the respective Dept. Heads and sent back to PAC for re-pointing: 1) Housekeeper, 2) Facilities Assistant, 3) Sheriff's Office Administrative Assistant, 4) Human Services Office Services Supervisor, 5) Highway Dept. Accountant Assistant, and 6) Planning and Zoning Dept. Office Support Specialist; carried 5-0.

M/Berg, S/Simonsen, to approve PAC assigned points, to be effective 1-2-2021, for the following Probation Dept. Position Descriptions presented through the Rotational Review process: 1) Office Support Specialist – 226 points, 2) Work Crew Leader – 294 points, and 3) Crime Victim Specialist – 317 points, and to keep the Office Supervisor Position at the current Grade XII and send the job description back to the dept. head to be reviewed; carried 5-0.

M/Berg, S/Simonsen, to approve PAC assigned points, to be effective 1-2-2021, for the following Human Services Position Descriptions presented through the Rotational Review process: 1) Social Service Supervisor – 372 points, 2) Family Based Worker – 266 points, 3) Bachelor’s Degree Social Worker – 311 points, 4) Master’s Degree Social Worker – 331 points. 5) Social Worker – Chemical Dependency – 316 points, 6) Case Aide – Social Services – 255 points, 7) Bridge on Center Coordinator – 257 points, and 8) Mental Health Clinical Supervisor – 348 points; carried 5-0.

M/Simonsen, S/Veerkamp, to approve PAC assigned points, to be effective 1-2-2020, for the following Heartland Express Position Descriptions presented through the Rotational Review process: 1) Transit Manager – 337 points, 2) Transit Assistant Manager – 308 points, 3) Transit Dispatcher – 224 points, and 4) Bus Driver – 223 points; carried 4-0-1, with Berg abstaining.

M/Berg, S/Veerkamp, to approve the appointment of Ted Boraas as a FT Dispatcher at \$21.21/hour (Grade XI, Step 1) with an effective hire date to be determined upon completion and receipt of satisfactory results of the pre-employment background checks/screenings; carried 5-0.

M/Windschitl, S/Berg, to approve starting the pre-employment background checks/screenings for Cammie Morgan and Tamara Miller to be appointed as FT Dispatchers with an effective hire date to be determined upon official notice of 2 anticipated retirements in January/February 2021 and contingent upon completion and receipt of satisfactory results of the pre-employment background checks/screenings. Cammie Morgan’s starting wage will be at Grade XI, Step 3 due to related experience and Tamara Miller’s starting wage will be at Grade XI, Entry; carried 5-0.

M/Berg, S/Veerkamp, to approve the conditional appointment of Jesse Gunderson and Lucas Emineth as FT Correctional Officers contingent upon satisfactory results of a pre-employment background checks/screenings, at the hourly rate of \$20.76; Grade XI, Entry; effective hire date to be determined upon completion and receipt of satisfactory results of the pre-employment background checks/screenings; carried 5-0.

M/Berg, S/Windschitl, to authorize to additionally hire up to two (2) Temporary IPT Public Health Nurses or Account Technicians for a maximum of 40 hours per week for each position up to 2-28-2021 to assist with COVID-19 related case investigation and contact tracing duties and other COVID 19 response activities as they arise; carried 5-0.

Correspondence C-1 through C-2 and C-4 through C-5 were accepted and filed. Windschitl reported on the Enterprise North meetings; and Veerkamp reported on the Parks meeting.

Calendars were coordinated for the next two week period.

There being no further business, M/Berg, S/Veerkamp, to adjourn the meeting; carried 5-0 and Chairman Borchert declared the Meeting adjourned at 10:21 AM.

The Official Minutes of the Regular Meeting of 11-03-2020 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 Home Page Address: www.co.brown.mn.us