

## SYNOPSIS OF COUNTY BOARD MEETING

January 5, 2021

At 8:30 AM, the Board of Brown County Commissioners met for the purpose of organizing the County Board for 2021 through the election of Board Chair and Vice-Chair. Members present: Borchert, Berg, Windschitl, Simonsen (via Zoom), and Veerkamp, along with County Administrator Hansen and County Attorney Hanson.

Upon a call for nominations for the position of County Board Chair for 2021, Borchert nominated Berg, S/Windschitl, and after a third call for any further nominations; carried.

Upon a call for nominations for the position of County Board Vice-Chair for 2021, Borchert nominated Veerkamp, S/Berg the nomination and after a third call for any further nominations; carried.

M/Veerkamp, S/Windschitl, to adopt Robert's Rules of Order with three (3) additional stipulations; carried.

M/Borchert, S/Berg, to accept and file the review of the Brown County Board of Commissioners Operating Rule and Guidelines and to recess the meeting until 9:00 AM; carried.

At 9:00 AM, Members present: Borchert, Berg, Windschitl, Simonsen (via Zoom), Veerkamp along with County Administrator Hansen and County Attorney Hanson.

M/Windschitl, S/Veerkamp, to accept the Minutes of 12-22-2020 and authorize publication of the Synopsis of same; carried 5-0.

M/Borchert, S/Simonsen, to authorize payment of General Government claims in the amount of \$385,057.83 as follows: Revenue \$238,643.05; Public Health \$532.91; Road and Bridge \$95,910.40; Human Services \$4,536.27; Building Fund \$3,298.28; Ditch Fund \$1,080.00; Capital Improvement Fund \$1,422.18; Landfill \$27,082.50; SCORE Fund \$12,552.24. In accordance with MS 375.12, the following claims exceeding \$2,000 are included in the Fund totals above: Aladtec Inc \$3,600.00; Axon Enterprises Inc \$19,783.00; Bluestone Safety Products Inc \$4,050.50; Brown Lyon Redwood Drug Task Force \$92,979.95; Cargill Inc \$13,111.50; Cashwise Pharmacy \$2,111.00; Election Systems & Software Inc \$11,190.00; Erickson Engineering Co LLC \$9,513.00; GEI Consultants Inc \$2,332.50; Grochow/Matthew Elroy \$2,237.63; Hoffman Construction Co Inc \$4,235.00; Klassen Mechanical \$5,469.92; League of MN Cities \$2,700.00; Liberty Tire Recycling LLC \$12,552.24; M-R Sign Co Inc \$14,645.82; Master's Touch LLC/The \$2,539.20; Mathiowetz Construction Co \$14,037.92; Mathiowetz Enterprises Inc \$24,750.00; MN Paving & Materials \$20,344.50; MN Counties Intergovernmental Trust \$2,500.00; New Ulm Furniture Co \$4,706.50; New Ulm Tire \$17,732.72; Nozco Inc \$7,992.56; Prairie Lakes Juvenile Detention Center \$9,912.00; Productive Corporation \$15,000.00; Schneider Geospatial \$9,360.00; Shi International Corp \$2,693.00; Streicher's \$4,053.19; University of MN \$16,319.29; 88 Payments Less Than \$2,000 \$32,604.89; Final Total \$385,057.83; carried 5-0.

M/Veerkamp, S/Borchert, and passed 5-0, to approve Brown County Resolution 2021-01 in regards to delegating authority to the Auditor-Treasurer and Assistant Auditor-Treasurer to make electronic funds transfers.

M/Simonsen, S/Veerkamp, to approve four (4) Drainage Repair requests and the payment of said repairs; carried 5-0.

M/Windschitl, S/Borchert, to accept the low quote from Braun Oil for the purchase and delivery of fuel to the Brown County Highway Shop in New Ulm (estimated 25,000 gallons of diesel and 50,000 gallons of unleaded gas) and Comfrey Shop (estimated 7,000 gallons of diesel) in the estimated total amount of \$134,240.58, understanding that said quote was based upon the wholesale price of 12-29-2020 and that the final cost will depend upon the wholesale price on the actual purchase date; carried 5-0. Two other quotes were received from Farmers Coop of Hanska and United Farmers Coop.

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

M/Borchert, S/Simonsen, to approve the application to the MN Pollution Control Agency (MPCA) and payment of \$14,250 for an Air permit Fee for the Brown County Landfill; carried 5-0.

M/Borchert, S/Veerkamp, to approve the purchase of one (1) 2018 16' Midsota Nova Flatbed Trailer in the amount of \$4,750.00 from MN Truck & Tractor, Inc., North Mankato, MN; carried 5-0. Another quote was received from Toppers & Trailers Plus, Le Sueur, MN for a 2021 Felling 20' Drop Deck Trailer and 2021 Felling 18' Drop Deck Trailer.

M/Borchert, S/Berg, and passed 5-0, to approve Brown County Resolution 2021-02 in regards to continuing a State of Emergency in order to prepare and do advance measures to protect the County from this Pandemic event.

M/Borchert, S/Veerkamp, to accept the resignation of Dave Huhn as PT Deputy Sheriff/Court Security effective 12-31-2020 and authorize posting for a vacant PT Deputy Sheriff/Court Security (up to 24 hours per week) position according to policy; carried 5-0.

M/Borchert, S/Windschitl, to approve the appointment of Peggy Tersteeg as FT Adult Mental Health Social Worker at her current Bachelor's level social worker position at the 1-2-2021 Rotational Review Grade XV, Step 4, hourly rate of \$29.05, with a start date to be determined upon transition from her current Intake

Social Worker position from which she will resign pending Board approval of this position appointment; and authorize to post the vacancy for a FT Intake Social Worker according to policy; carried 5-0.

M/Simonsen, S/Borchert, to approve the conditional appointment of Laura Huey as FT Correctional Officer contingent upon satisfactory results of a pre-employment background checks/screenings, at the hourly rate of \$21.18; 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/Borchert, S/Berg, to accept the resignation/retirement of Greg Palmer, FT Dispatcher in the Sheriff's Office effective 1-31-202; carried 5-0.

M/Borchert, S/Berg, to approve a market adjustment of \$3,288.38 in addition to the market adjustment approved by the Board on 11-19-2013 for a total market adjustment of \$8,444.60 to Karen Moritz's base salary (Grade XXII, Step 12, \$97,718.40) effective 9-29-2021 for an annual salary amount of \$106,163.00; carried 5-0.

M/Veerkamp, S/Windschitl, to ratify the Memorandum of Agreement between County of Brown and Law Enforcement Labor Services, Local No. 98 - Dispatcher Unit as pertains 12-hour shifts for full-time dispatchers under a 2080 Plan pursuant to Section 7(b) of the Fair Labor Standards Act related to the Labor Agreement for the term of 1-1-21 thru 12-31-21; carried 5-0.

M/Borchert, S/Veerkamp, to adopt the revisions to the 2021 Brown County Fee Schedule effective 1-5-2021; carried 5-0.

M/Simonsen, S/Veerkamp, to approve the appointment of Rachel Kucera to the County Extension Committee to fill the District 4 vacancy left by Jeremy Domeier; carried 5-0.

M/Borchert, S/Berg, to accept and file the October 2020 Budget Report (Cash Basis and Unaudited) which reflects activity at 83.3% of the budget year as follows: expenditures of \$34,188,023.08 or 87.6%, and revenues of \$30,463,744.17 or 78.0%; and the October 2020 Supplemental Budgets Report noting expenditures of \$2,194,430.69 or 106.6%, and revenues of \$1,850,774.93 or 88.7% of annual budgeted activity; carried 5-0.

M/Windschitl, S/Borchert, to accept and file the November 2020 Budget Report (Cash Basis and Unaudited) which reflects activity at 91.7% of the budget year as follows: expenditures of \$36,528,024.87 or 93.7%, and revenues of \$38,000,745.54 or 97.4%; and the November 2020 Supplemental Budgets Report noting expenditures of \$2,446,777.62 or 118.9%, and revenues of \$3,089,277.37 or 148.0% of annual budgeted activity; carried 5-0.

M/Borchert, S/Veerkamp, to accept an anonymous donation in the amount of \$10,234.20 for use in assisting nine individuals/families who have experienced a financial hardship during the Christmas season; carried 5-0.

Correspondence C-1 through C-5 were accepted and filed. Borchert reported on a Salary meeting; Berg reported on a Salary meeting

Calendars were coordinated for the next two week period.

There being no further business, Chairman Berg declared the Meeting adjourned at 10:14 AM.

The Official Minutes of the Regular Meeting of 1-05-2021 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)