

## SYNOPSIS OF COUNTY BOARD MEETING

January 17, 2023

Members present: Borchert, Berg, Windschitl, Braun, and Veerkamp, along with County Administrator Hansen, and County Attorney Hanson.

M/Braun, S/Berg, to accept the Minutes of 1-3-2023 and authorize publication of the Synopsis of same; carried.

M/Windschitl, S/Berg, to approve the proposal from Erickson Engineering in the estimated amount of \$17,000 to design the repair for Bridge 08534 on CSAH 5 over the Cottonwood River; carried.

M/Berg, S/Borchert, to set the bid letting date for Seal Coat Oil for 2023 for 2-15-2023 at 10:00 AM at the Highway Dept. Office, 1901 N. Jefferson St. New Ulm, MN; carried.

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

M/Berg, S/Braun, to approve the purchase of a Virtual Machine (VM) Host Server from CDW-G to update the current VM Host Server in the amount of \$7,101.62; noting that ARPA funds will be utilized for said purchase; carried 4-0-1, with Borchert abstaining. One other quote was received from SHI.

M/Windschitl, S/Berg, to approve the purchase of Office 365 Licensing from LiftOff LLC, Crofton, MN in the amount of \$100,695.60; noting that this vendor is preferred as Brown County IT has been working with LiftOff LLC as they prepare for the county wide Office 365 Migration, and they provide support during the migration process; carried 4-0-1, with Borchert abstaining. One other quote was received from CDW-G.

M/Berg, S/Windschitl, to approve the Master Services Agreement between LiftOff LLC and Brown County in the amount of \$15,000 to assist the Brown County I.T. Department with Office 365 Migration; noting that ARPA funding will be utilized for said services; carried 4-0-1, with Borchert abstaining.

M/Berg, S/Borchert, to authorize payment of General Government claims in the amount of \$238,065.22 as follows: Revenue \$61,431.00; Public Health \$4,959.19; Road and Bridge \$18,338.96; Park Fund \$30.42; Ditch Fund \$43.75; Landfill Fund \$150,248.52; Score Fund \$1,263.38; Forfeited Tax Fund \$1,750.00. In accordance with MS 375.12, the following claims exceeding \$2,000 are included in the Fund totals above: Alpha Wireless Communications \$6,283.61; Assn of MN Counties \$2,137.00; Consolidated Correctional Foods \$10,602.51; DDA Human Resources, Inc. \$14,250.00; DLT Solutions LLC \$7,176.44; Full Service Electric Inc. \$2,280.45; Gag Sheet Metal \$13,740.84; Mathiowetz Enterprises Inc. \$136,020.52; MN Co. Attorneys Assn \$4,430.00; MN Dept. of Transportation \$5,201.27; MN Transportation Alliance \$2,335.00; Syntax Inc. \$14,140.00. 75 Payments less than \$2,000 \$19,467.58; Final Total \$238,065.22; carried.

M/Berg, S/Borchert, to set the date for County Board of Review for Monday, 6-12-2023 at 7:00 PM in the Commissioner's Board Room, with a continuance meeting of 6-20-2023 at 1:00 PM if necessary; carried.

M/Braun, S/Berg, to approve the low quote in the amount of \$16,911.14 from Schultz Plumbing, Heating and Drain, Inc., New Ulm, MN for the purchase of a replacement water softener for the Law Enforcement Center building; carried. Two additional bids were received from Klassen Mechanical, New Ulm, MN and Gag Sheet Metal, New Ulm, MN.

M/Berg, S/Borchert, to approve a Conditional Use Permit Application APP-C-0163 filed by the Izaak Walton League on the property owned by the Izaak Walton League described as a parcel of land situated in the SW ¼, Section 3, Township 109 North, Range 31, West, all in Sigel Township, Brown County, MN, with the nine (9) conditions; carried 5-0.

M/Braun, S/Windschitl, to approve Final Plat Application APP-P-0121 filed by Roger Fry on the property owned by Bernadette B Fischer Trust and Russel D & Kim Anderson known as Fischer Fry Subdivision (7.03 acres) on the property described as the W ½ of the NW ¼ except 10.07 AC in the SE corner of the SW ¼ of the NW ¼ (626.5' X 700'), Section 1, Township 108 North, 34 Range West, Bashaw Township, Brown County, MN. Application is to split building site from tillable land, all located in the A-1 Agricultural Protection Zoning District; carried 5-0.

M/Berg, S/Borchert, to approve Final Plat Application APP-P-0122 filed by Jon Riederer on the property owned by Jon T & Anita J Riederer known as Riederer Subdivision (6.20 acres) on the property described as the S ½ of the NW ¼ & N ½ of the SW ¼, Section 7, Township 108 north, 33 Range West, Mulligan Township, Brown County, MN. Application is to split building site from tillable land, all located in the A-1 Agricultural Protection Zoning District; carried 5-0.

M/Braun, S/Berg, to approve Final Plat Application APP-P-0123 filed by Kurt Kratz on the property owned by Janice Kettner known as Kettner Subdivision (7.03 acres) on the property described as the E ½ of the NE ¼ except 38.47AC tract in the N ½ of the E ½ of the NE ¼ & Except 30.83 AC Tract in S ½ of the E ½ of the NE ¼, Section 1, Township 109 North, 35 Range West, North Star Township, Brown County, MN. Application is to create a building site under 10 acres, all located in the A-1 Agricultural Protection Zoning District; carried 5-0.

M/Berg, S/Borchert, to approve Preliminary Plat Application APP-P-0124 filed by Kathryn Krueger on the property owned by Kathryn M Krueger known as Krueger Subdivision Lot 1 (40.61acres), Lot 2 (61.62 acres) and Lot 3 153.94 acres) on the property described as E ½ RDS of the SW ¼ of the NW ¼ ; N ½ of the

SW ¼ ; & Govt Lot 2, N ½ of GOVT Lot 1& Emerson Lake Bed Lot 9 & 10 Sec. 32, Section 32 & 33, Township 108 North, 32 Range West, Linden Township, Brown County, MN. Application is to split farm land into 3 different parcels, all located in the A-1 Agricultural Protection Zoning District; carried 5-0.

M/Braun, S/Berg, to approve the proposed revisions to Brown County Zoning Ordinance effective 1-17-2023 as recommended by the Brown County Planning Commission; carried 5-0.

M/Berg, S/Windschitl, to approve payment of Human Services administrative claims in the amount of \$114,870.85. In accordance with MS 375.12 the following claims exceed \$2,000: Assn of MN Counties \$2,698.00; Jill Brown PR \$2,164.75; Elan Financial Services \$10,100.35; MN Human Services \$29,027.78; MN Valley Funeral Home \$2,806.25; Pro Kinship for Kids \$3,200.00; Confidential Client \$2,027.97; Superior Mobility \$6,605.14; One hundred sixty seven payments less than \$2,000 total \$56,240.61. Final total is \$114,870.85; carried.

M/Borchert, S/Berg, to convene into closed session to consider Social Service Payments; carried.

M/Berg, S/Borchert, to authorize the payment of Social Services payments in the amount of \$160,198.27; carried. In accordance with MS 375.12 the following claims exceed \$2,000: Brown Co Evaluation Ctr \$14,396.78; DHS-MNSOP \$7,979.40; Fischer Rose & John \$2,320.04; Forensic Nursing Home \$2,718.70; Geiger/Frances Amanda \$3,703.34; Gerard Nexus Inc. \$18,089.12; LDR - \$3,878.17; LSSMN \$8,626.68; MBW Company SILS Program \$2,078.94; MN Valley Acton Council \$14,188.05; Nexus – Mille Lacs Family Healing \$7,714.66; Nexus-Kindred Family Healing \$5,932.01; Pierson/Alexandria & Matthew \$3,198.27; Prairie Lakes Youth Programs \$25,736.85; Ries/Deana \$2,536.54; Confidential Client \$3,058.00; Village Ranch \$7,843.93; Confidential Client \$2,855.72; 32 payments less than \$2,000 total \$23,343.07; Final Total \$160,198.27.

M/Borchert, S/Berg, to cease the closed session and reconvene the open session; carried.

M/Borchert, S/Berg, to approve the 2023 Non-Union, 26 Grade/13 Step Salary Schedule effective 1-1-2023, that includes a 3% general wage increase and Job Classification Structure; carried.

M/Berg, S/Windschitl, to approve keeping the Auditor Treasurer, Human Services Director, Highway Engineer, and County Administrator annual salary increase to be effective January 1 of each year, as long as they hold their current position with Brown County, noting newly hired department heads after 1-1-23 will follow the implemented salary plan with a step increase on their anniversary date, if eligible; failed 2-3, with Berg, Windschitl, and Borchert dissenting.

M/Berg, S/Borchert, to approve consideration of eliminating the Intermittent PT Account Technician position held by Danielle Hubert in the Public Health Dept. effective 1-9-2023; carried.

M/Borchert, S/Veerkamp, to approve the conditional appointment of Zachary Rutscher as FT Correctional Officer contingent upon satisfactory results of a pre-employment background check/screening, considering the 2022 hourly rate of \$21.60; Grade XI, Entry; effective hire date to be determined upon completion and receipt of satisfactory results of the pre-employment background check/screening; carried.

M/Berg, S/Windschitl, to approve the conditional appointment of Kim Nott as FT Public Health Nurse (Maternal Child Health) considering the 2022 hourly rate of \$31.08, Grade XVI, Step 4, with an anticipated hire date to be determined and contingent upon satisfactory results of a pre-employment background checks/screenings; carried.

Correspondence C-1 through C-5 were accepted and filed. Windschitl reported on SCHA meeting, and SCHA JP meeting; Berg reported on JD 18 meeting, and GBERBA meeting; Braun reported on the Brown County Soil and Water meeting; Borchert reported on the BC Evaluation meeting, and MRCI meeting.

Calendars were coordinated for the next two week period.

M/Borchert, S/Berg, to convene into closed session to consider labor strategies; carried.

Chairman Veerkamp convened a Closed Session in the Law Enforcement Center Training Room, New Ulm, MN for discussion of labor strategies. This session was attended by Commissioners David Borchert, Anton Berg, Scott Windschitl, Brian Braun along with County Administrator Sam Hansen, and HR Director Ruth Schaefer. M/Windschitl, S/Berg, to accept and file the update on labor strategies and to conclude closed session and reconvene the meeting in open session; carried.

There being no further business, Chairman Veerkamp declared the Meeting adjourned at 12:58 PM. The Official Minutes of the Regular Meeting of 1-17-2023 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)