

## SYNOPSIS OF COUNTY BOARD MEETING

May 2, 2023

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

M/Braun, S/Borchert, to accept the Minutes of 04-25-2023 and authorize publication of the Synopsis of same; carried.

M/Braun, S/Berg, to accept the Minutes of the Special Meeting on 04-25-2023 and authorize publication of the Synopsis of same; carried.

M/Braun, S/Windschitl, to authorize the Brown County Sheriff Office to complete the application for the FY 2023 COPS Hiring Program (CHP) Grant for grant funding of an additional Deputy position in 2024; carried 4-1, Borchert dissenting.

M/Borchert, S/Berg, to authorize payment of General Government claims in the amount of \$320,552.59 as follows: Revenue \$296,773.62; Public Health \$2,904.10; Road and Bridge \$6,202.40; Human Services \$1,492.60; Ditch Fund \$1,408.75; Landfill Fund \$7,050.98; Score Fund \$4,689.64; Forfeited Tax Fund \$30.50. 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; AWS Software Systems Support \$2,995.00; Bridging Brown County \$3,800.00; Brown Co Agricultural Society \$15,000.00; Brown Co Historical Society \$52,654.64; Brown Co Humane Society \$6,000.00; Brown Co Library Board \$43,376.50; Brown Co Soil & Water Cons Dist \$51,809.00; Dell Marketing LP \$5,253.45; GEI Consultants Inc \$2,449.00; Golden Gate Cemetery Assn \$2,250.00; Liberty Tire Recycling LLC \$4,689.64; LiftOff, LLC \$19,481.50; Madden Galanter Hansen, LLP \$3,286.82; Midstates Equipment & Supply \$2,570.40; MN Valley Action Council \$3,317.00; RTVision Inc. \$4,050.00; Schneider Geospatial \$12,992.00; Tyler Technologies Inc \$37,135.00; 83 payments less than \$2,000 \$45,014.99. Final Total \$320,552.59; carried.

M/Berg, S/Braun, to approve the Off-Site Gambling Application (LG230) of the Leavenworth Baseball Association for the event scheduled to be held on 6-02-2023 through 6-05-2023 at the Leavenworth Baseball Field; carried.

M/Braun, S/Borchert, to approve one (1) drainage ditch repair request and the payment of said repair; carried.

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

M/Windschitl, S/Veerkamp, to approve the FY2024 and FY2025 Remote Electronic Alcohol Monitoring (REAM) Grant Agreement (Contract #C-227174 FY 24 PO 3-153812) in the amount of \$10,000 each year between Brown County Probation and the MN Dept. of Corrections and authorize the Asst. Probation Director to sign same on behalf of Brown County; carried.

M/Braun, S/Windschitl, to approve the following policy/procedure updates for Public Health: Client Injury or Property Damage; Client Transportation; Emergency Preparedness and Response; Grievance Procedures; and Home Pest Policy; carried.

M/Windschitl, S/Borchert, to accept and order filed the Public Health Update 05-02-2023 on: Completed 2022 Agency Evaluation; and 2023 Updates on MECOSH Evidence Based Home Visiting Program, WIC, and Respiratory Illnesses; carried.

M/Borchert, S/Berg, to approve an increase in FTE from 29 hours per pay week to 40 hours per pay week for Public Health Nurse Jackeline Avolos, due to additional work of the duties involved in the position; carried.

M/Borchert, S/Berg, to approve the appointment of Melissa Hoffmann as FT Public Health Supervisor Designee at the hourly rate of \$39.09, Grade 13, Step 5, with an effective date of 5-5-2023, and authorize to delay the posting for a FT Public Health Nurse position until a determination of assigned duties has been made; carried.

M/Berg, S/Borchert, to approve the conditional appointment of Kristen Meyer as FT Deputy Sheriff at \$28.68/hour (Grade 9, Step 1), with an effective hire date to be determined upon completion and receipt of satisfactory results of the pre-employment background checks/screenings and POST License; carried.

M/Borchert, S/Windschitl, to accept the resignation of Jack Zellmann, FT Correctional Officer, effective 4-20-2023, and authorize posting the vacancy for a FT Correctional Officer position according to policy and contract; carried.

M/Berg, S/Borchert, to approve the employment termination of Brandon Tharp, FT Appraiser in the Assessor's Office, effective 5-1-2023; and authorize to post the vacancy for one FT Appraiser according to policy; carried.

M/Berg, S/Braun, to approve the Paralegal and Office Accountant Job Description, approve DDA Human Resources, Inc.'s Grade 6 classification, and approve internally posting this position for 5 business days; carried.

M/Borchert, S/Braun, and passed 5-0, to approve Brown County Resolution 2023-06 approving the consent to collateral assignment of tax abatement agreement relating to the construction of a 44-unit market rate multifamily housing project to be located in the City of Sleepy Eye, MN.

Correspondence C-1 thru C-7 were accepted and filed. Windschitl reported on the SCHA JP Board, Enterprise North meeting, P & Z Director interviews, and CHB meeting; Berg reported on the CHB meeting and the P & Z Director interviews; Braun reported on the CHB meeting and the P & Z Director interviews; Borchert reported on the CHB meeting and P & Z Director interviews; Veerkamp reported on the CHB meeting, and the P & Z Director interviews.

Calendars were coordinated for the next two-week period.

There being no further business, Chairman Veerkamp declared the Meeting adjourned at 10:56 AM.

The Official Minutes of the Regular Meeting of 5-2-2023 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)