

## SYNOPSIS OF COUNTY BOARD MEETING

July 11, 2023

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

M/Braun, S/Windschitl, to accept the Minutes of 06-27-2023 and authorize publication of the Synopsis of same; carried.

M/Braun, S/Borchert, to authorize payment of General Government claims in the amount of \$216,823.47 as follows: Revenue \$173,664.95; Public Health \$680.13; Road and Bridge \$37,821.62; Human Services \$113.84; Park Fund \$918.80; Landfill Fund \$3,624.13. In accordance with MS 375.12, the following claims exceeding \$2,000 are included in the Fund totals above: Consolidated Correctional Foods \$11,531.70; Cornerstone Detention Products \$132,902.00; L & S Construction Corp \$25,968.01; Red Rock Quarry \$5,067.28; River Bend-Kemske Business Products \$3,276.31; River View Sanitation \$3,600.00; SHI International Corp \$10,638.39; Streicher's \$2,060.96; 63 Payments less than \$2,000.00 \$21,778.82. Final Total: \$216,823.47; carried.

M/Windschitl, S/Berg, to approve five (5) drainage ditch repair requests and the payment of said repairs; carried.

M/Berg, S/Braun, to approve the drainage ditch ground spraying costs for twenty-two (22) drainage ditches and payment of said spraying costs; carried.

M/Braun, S/Berg, to approve the updated Brown County Highway Dept. Snow Removal Policy, as revised effective 7-11-2023; carried.

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

M/Windschitl, S/Borchert, to authorize the posting for an additional PT Heartland Express Bus Driver, up to 29 hours per week, according to policy; carried.

M/Borchert, S/Berg, to accept and order file the report as presented by Anne Kilzer and Britta Torkelson of Capital Hill Associates representing MN Rural Counties; and include an amount of \$2,500 in the draft 2024 county budget for Association/Membership Dues for the County Commissioner departmental budget, subject to final budget approval; carried.

The board considered the following Personnel Policy Committee's recommendation for changes to Brown County's Personnel Policy manual, effective 1-1-2024:

M/Braun, S/Berg, to approve: Personnel Policy XVI. Reimbursements Expenses: to include fees related to specialty professional licenses and/or certifications required for an employee's position per their job description obtained or renewed after their date of hire will be covered by the County (carried 5-0); and

M/Windschitl, S/Borchert, to approve: Personnel Policy XIV. Benefits to consider an increase in county contribution for employee health plans once 2024 premiums are known; and approve a change in the County's share of the single coverage (base plan) medical premium, which may be applied towards family coverage, for part-time employees working 30 hours or more per week to pay an appropriately prorated amount to that of a full-time employee, with the prorated amount based on the previous year's average hours worked with the minimum prorated amount to be 75% (carried 4-0-1, with Berg abstaining); and

M/Windschitl, S/Berg, to deny the proposed request to: Personnel Policy XV. LEAVE BENEFITS, Section 1 Vacation to increase the vacation bank maximum to 240 hours per year, and leave it at the existing 200 hours (carried 5-0); and

M/Braun, S/Borchert, to approve changing the vacation accrual earning schedule to the following: Years Completed Up to 4 years-101.66 hours per year; 4 years up to 8 years-130 hours per year; 8 years up to 12 years- 157.30 hours per year; 12 years up to 16 years- 185.38 hours per year; and 16 or more years-201.50 hours per year (carried 3-2, with Berg and Windschitl dissenting); and

M/Berg, S/Borchert, to approve Personnel Policy IX. Training Phase to change appointments to regular full-time and part-time positions to be subject to a 12-month training phase (carried 5-0); and

M/Borchert, S/Berg, to approve: Personnel Policy XIII. Compensation, F. Financial Assistance to Veterans to add the following: The US Dept. of Veterans Affairs (VA) offers financial assistance to Veterans, Guardsmen, Reservist, and Spouses or Children of Veterans with at least one month of Federal GI Bill entitlement. The OJT program allows the employee to learn a trade or skill through training on the job rather than attending formal classroom instruction. The employee generally enters the OJT program for a specific period with an employer or union, and at the end of the training period, the employee gains job certification or journeyman status. When employees use their Federal GI Bill benefit, they receive up to twelve months of a tax-free stipend; and The MN Dept of Veterans Affairs (MDVA) also incentivizes employers and employees through the MN GI Bill. Employers (County Departments) may receive up to a \$2,000 stipend as an incentive to hire and retain these people. The new employee will receive tax-free dollars from MDVA for twelve months. Ideally, the Department and employee will apply within the first month of employment. The program can be backdated for one year, which ensures that both employee and employer receive financial incentives (carried 5-0).

M/Berg, S/Braun, to approve the conditional appointment of Mark Bullen as a FT Social Worker - Housing Resource Specialist in the Human Services Dept. at the hourly rate of \$29.52, Grade 9, Step 2, with a start date contingent upon successful completion and satisfactory results of pre-employment background checks and screenings; carried.

M/Borchert, S/Braun, to accept the resignation of Greg Miller and Kjersti Bastian, IPT Dispatchers in the Sheriff's Office, effective 6-29-2023, and authorize posting for 2 vacant IPT Dispatcher positions according to policy; carried.

M/Borchert, S/Berg, to withdraw approval for the conditional appointment of Jaden Barnes as FT Correctional Officer; carried.

M/Borchert, S/Windschitl, to withdraw approval for conditional appointment of Kristen Meyer as FT Deputy Sheriff; carried.

M/Berg, S/Braun, to accept the resignation of Nancy Braam, Financial Assistance Supervisor, effective 7-10-2023, and authorize the posting for a vacant FT Financial Assistance Supervisor position according to policy; carried.

Correspondence C-1 through C-4 were accepted and filed. Windschitl reported on the Enterprise North meeting, George's Steering committee, SCHA JP meeting, and BCHS Finance meeting; Borchert reported on the George's Steering committee meeting, and MRCI executive meeting; Veerkamp reported on the RCRC meeting, and Park Board meeting.

Calendars were coordinated for the next two-week period.

There being no further business, Chairman Veerkamp declared the Meeting adjourned at 11:21 AM. The Official Minutes of the Regular Meeting of 7-11-2023 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)