

SYNOPSIS OF COUNTY BOARD MEETING

August 15, 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 8-01-2023 and authorize publication of the Synopsis of same; carried.

M/Borchert, S/Braun, to approve the purchase of a 2023 Chevrolet Tahoe Police Package Vehicle in the state contracted amount of \$41,159.28 from North Country Chevrolet, Hibbing, MN to replace existing squad #339 (2019 Chevrolet Tahoe-BCID #19000556) and deem squad #301 (2008 Ford Expedition-BCID #18002142) surplus and declare the vehicle excess property for disposal pending squad retention needs for future deputy positions in 2024; carried 5-0. No other quotes were received.

M/Braun, S/Berg, to accept proposal #JE23107 dated 7-31-2023 from UHL Company, Maple Grove, MN in the amount of \$3,252.00 for material and labor necessary to utilize the LenelS2 Forward program to upgrade the outdated wall mount NetBox Controller with a new LenelS2 Extreme 128 Wall Mount Controller; carried.

M/Braun, S/Borchert, to accept and order filed the July 2023 Monthly Report of Activity for the Brown County Sheriff's Dept.; carried.

M/Windschitl, S/Borchert, to authorize payment of General Government claims in the amount of \$317,929.67 as follows: Revenue \$166,211.48; Public Health \$3,203.38; Road and Bridge \$20,422.84; Human Services \$761.07; Park Fund \$1,068.97; Capital Improvement Fund \$2,030.87; Landfill Fund \$124,231.06. In accordance with MS 375.12, the following claims exceeding \$2,000 are included in the Fund totals above: Blethen Berens \$2,646.38; Bolton & Menk Inc \$2,159.00; Cellebrite Inc. \$5,875.00; Clifton Larson Allen LLP \$27,903.75; GEI Consultants Inc \$4,955.00; JP Enterprises \$6,156.00; Killion Smith Law Firm \$2,153.48; Klassen Mechanical Inc \$2,030.87; Mathiowetz Enterprises Inc \$99,431.11; MN Dept of Corrections STS \$77,627.49; OPG-3 Inc. \$15,852.00; River Bend-Kemske Business Products \$4,077.34; Ron's Recycling \$4,848.00; Streicher's \$3,753.00; Teske Manufacturing Inc \$5,200.00; TSG Server and Storage \$10,500.00; Tyler Technologies Inc. \$2,421.00; Uhl Company Inc \$9,196.00; 96 Payments less than \$2,000 \$31,144.25. Final Total \$317,929.67; carried.

M/Braun, S/Windschitl, to approve the Elections & Property Resources Specialist Job Description classified at Grade 6 in the Auditor/Treasurer Dept. and authorize to post for this new position; carried.

M/Berg, S/Borchert, to approve Brown County Public Health's Agreement for Daycare/Preschool Consultation Services with Stay and Play Childcare LLC; Kid's Excel Center; Martin Luther Collage Early Childhood Learning Center; and Little Sprouts Learning Center with each agreement effective 8-15-2023 through 8-31-2024; carried.

M/Windschitl, S/Berg, to approve the Application for Abatement-Local Option for Destroyed Property by Brad Liebl for taxes payable in 2023 on Parcel ID #001.002.130.12.120, resulting in a tax abatement in the amount of \$521; carried.

M/Berg, S/Borchert, to approve the temporary employment appointment of Derek Stein at \$16.00/hour for the 2023 Temporary Summer/Fall Highway Maintenance position with a start date yet to be determined contingent on successful results of pre-employment screenings; carried.

M/Borchert, S/Windschitl, to approve the conditional appointment of Kory Barker as FT Facilities Operator at \$24.00/hour (Grade 3, Step 5) with start date pending and contingent on successful completion and satisfactory results of pre-employment screenings and background checks; carried.

M/Windschitl, S/Braun, to approve the conditional appointment of Ann Warwick as a FT Eligibility Worker in the Human Services Dept. at the hourly wage of \$23.60, Grade 5, Step 1, with start date pending and contingent on successful completion and satisfactory results of pre-employment screenings and background checks; carried.

M/Berg, S/Borchert, to accept the resignation of Sydney Paulson, FT Social Worker – Child Protection effective 8-24-2023, and authorize posting a vacancy for a FT Social Worker – Child Protection according to policy; carried.

M/Berg, S/Borchert, to approve the conditional appointment of Hayley Volz as FT Social Worker – Child Protection at the hourly rate of \$28.68, Grade 9, Step 1, with an anticipated hire date to be determined and contingent upon satisfactory results of a pre-employment background checks/screenings; carried.

M/Windschitl, S/Braun, to approve the conditional appointment of Jessica Grausam as FT Office Technician in the Auditor-Treasurer Office at Grade 4, Step 3, hourly rate of \$23.80 with an effective hire date to be determined upon completion and receipt of satisfactory results of the pre-employment background checks; carried.

M/Berg, S/Windschitl, to approve the conditional job offer to Dean Maertens as a PT Heartland Express Bus Driver up to 29 hours per week at the hourly rate of \$22.03, Grade 3, Step 2, with an effective hire date to be determined upon completion and receipt of satisfactory results of the pre-employment background checks/screenings; carried.

M/Windschitl, S/Berg, to approve the 2022 Emergency Management Performance Grant (EMPG) for Federal funding assistance through the MN Division of Home Security and Emergency Management for the Brown County Emergency Management Program in the amount of \$25,868 and authorize the Board Chair to sign said grant agreement; carried.

Correspondence C-5 through C-9 were accepted and filed. Windschitl reported on the Highway Committee meeting, and the SCHA planning meeting; Berg reported on the Opioid meeting, Highway committee meeting, and Planning Commission meeting; Braun reported on the Soil and Water Conservation District; C-8. Commissioner Borchert reported on the Opioid meeting; Veerkamp reported on the RCRA meeting, and Park committee meeting.

M/Berg, S/Windschitl, to approve Final Plat Application APP-P-0135 filed by Monica Hillesheim on the property owned by Monica M Hillesheim known as Hillesheim 4th Subdivision Lot 1 (5.89 Acres) on the property described as tract of land in the NW ¼ of the SW ¼, Section 6, Township 109 North, Range 30 West, Cottonwood Township, Brown County, MN. Application is to split building site off 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-0137 filed by Lowell Heiderscheidt on the property owned by Jodee L Haala ETAL known as Jacque & Nathan Darnell Addition Lot 1 (7.25 Acres) & Lot 2 (6.96 Acres) on the property described as Lot A of the SE ¼ of the NW ¼ (12.01 AC); Lot A of the NW ¼ of the SW ¼ (3.78 AC), Section 20, Township 109 North, Range 32 West, Stark Township, Brown County, MN. Application is to split already existing platted lots into two separate plats, all located in the A-1 Agricultural Protection Zoning District; carried 5-0.

M/Berg, S/Braun, to approve Final Plat Application APP-P-0138 filed by Rae Runck on the property owned by Helen Runck and Robert B Runck Disclaimer Trust, known as Runck 2nd Subdivision Lot 1 (4.40 Acres) on the property described as the NE ¼ of the SE ¼ ; E 165' of the W ½ of the SE ¼ lying Northerly of CSH # 29; Lot B of the SE ¼ of SE ¼ , Exc Lot B-1 (1.37 AC) of the SE ¼ of the SE ¼ : Exc Balance of Lot B (11 Acres) of the SE ¼ of the SE ¼ , and the NW ¼ of the SE ¼, Exc E 165; that part of the SW ¼ of the SE ¼ lying Northerly of CSH # 29, Exc E 165; that part of the SW ¼ of the SE ¼ lying Southerly of CSH #29, all in Section 11, Township 110 North, Range 31 West, Milford Township, Brown County, MN. Application is the split home site from tillable land, all located in the A-1 Agricultural Protection Zoning District; carried 5-0.

M/Windschitl, S/Berg, to approve Preliminary Plat Application APP-P-0139 filed by Charles Guggisberg on the property owned by Charles and Carol Guggisberg known as Guggisberg Subdivision Lot 1 (6.78 Acres) on the property described as the SW ¼; EXC S 3/4th of the S ½ of the SW ¼, Section 2, Township 110 North, Range 31 West, Milford Township, Brown County, MN. Application is to split building site off from tillable land, all located in the A-1 Agricultural Protection Zoning District; carried 5-0.

M/Berg, S/Windschitl, to approve the Child Protection Social Worker I & II Job Descriptions in the Human Services Dept. and DDA Human Resources recommendation to create positions of Child Protection Social Worker I-Grade 10 and Child Protection Social Worker II-Grade 11; approve additional language added to the Guidelines for Salary Administration Policy titled Section IV. Job Descriptions with Career Ladders; and authorize implementing the Child Protection Social Worker I and II Job Descriptions with assigned classifications effective 8-15-2023; carried 5-0.

M/Windschitl, S/Berg, to authorize the payment of Human Services administrative claims in the amount of \$114,710.95; carried. In accordance with MS 375.12 the following claims exceed \$2,000; Brown Co Public Health Nursing \$2,700.00; Dell Marketing LP \$3,104.36; Ind School Dist 84 \$5,000.00; Midwest Monitoring & Surveillance \$2,014.11; Mikes Collision & Tire \$2,324.48; Pro Kinship For Kids \$3,200.00; Routematch Software LLC \$28,754.92; Superior Mobility \$6,559.55; One hundred sixty-seven payments less than \$2,000 total \$61,053.53. Final total is \$114,710.95.

M/Borchert, S/Veerkamp, 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 \$138,027.82; carried. In accordance with MS 375.12 the following claims exceed \$2,000: 180 Degrees Inc \$3,398.53; Confidential Client \$2,585.40; Confidential Client \$2,553.48; DM Construction \$2,295.00; Heymann Builders LLC \$8,277.50; LDR Home Care LLC \$6,499.41; LSSMN \$9,075.00; MBW Company \$3,213.49; MN Valley Action Council \$19,536.07; MRCI \$3,225.30; Nexus-Mille Lacs Family Healing \$16,126.51; Nexus-Kindred \$2,333.50; Prairie Lakes Youth Programs \$10,850.00; Puhlmann Lumber \$3,954.33; Ries/Deanna \$2,129.76; Village Ranch \$10,958.19; YMCA \$5,080.00; 37 payments less than \$2,000 total \$25,936.35. Final Total \$138,027.82.

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

M/Windschitl, S/Berg, to accept and file the presentation on the MnDOT District 7 Capital Highway Investment Plan (CHIP) Update; carried.

Correspondence C-1 through C-4 were accepted and filed.

Calendars were coordinated for the next two-week period.

There being no further business, Chairman Veerkamp declared the Meeting adjourned at 11:02 AM.

The Official Minutes of the Regular Meeting of 8-15-2023 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 Home Page Address: www.co.brown.mn.us