

January 6, 2026

At 9:00 AM, on Tuesday, January 6, 2026, the Brown County Board of Commissioners met in Room #204 of the Brown County Courthouse located in New Ulm, Minnesota, 56073. Commissioners present were David Borchert, Anton Berg, Scott Windschitl, Brian Braun and Jeff Veerkamp, along with County Administrator Sam Hansen and County Attorney Charles Hanson.

8:30 AM Convene Organization of County Board of Commissioners

1. County Administrator Hansen called to order the 2026 Organization of Brown County Board of Commissioners Meeting for the purpose of electing the 2026 Board Chair and Board Vice-Chair.

Upon a call for nominations for the position of County Board Chair for 2026, Commissioner Borchert nominated Commissioner Windschitl. Commissioner Veerkamp seconded the nomination. After a third call for any further nominations, a motion was offered by Commissioner Berg, and was seconded by Commissioner Borchert, to cease nominations and cast a unanimous ballot for Commissioner Windschitl as Board Chair of the Brown County Board of Commissioners for 2026. This motion duly carried.

Upon a call for nominations for the position of County Board Vice-Chair for 2026, Commissioner Berg nominated Commissioner Braun. Commissioner Borchert seconded the nomination. A motion was offered by Commissioner Berg, and was seconded by Commissioner Veerkamp, to cease nominations and cast a unanimous ballot for Commissioner Braun as Board Vice-Chair of the Brown County Board of Commissioners for 2026. This motion duly carried.

A motion was offered by Commissioner Borchert, and was seconded by Commissioner Berg, to adopt provisions for the conduct of Brown County Board of Commissioners Meetings, and Robert's Rules of Order with the following additional provisions: The Board Chair is permitted to offer a second to any motion offered by another Board Member; In roll-call votes, the vote of the Board Chair shall be called last; At the beginning of any Board Meeting, the Board Chair polls the other members and the County Administrator for any additional agenda items over and above the printed agenda. When the Board Chair declares that the additional items are permitted, this constitutes the meeting agenda, hence, no other action items are permitted without unanimous approval of a suspension of the rules. Information items may be additionally considered without the necessity of any formal action of the Board; and the County Board Chair and County Administrator are authorized to sign all legal documents and resolutions on behalf of the Board of Brown County Commissioners. This motion duly carried.

A motion was offered by Commissioner Borchert, and was seconded by Commissioner Braun, to adopt the Brown County Board of Commissioners Operating Rules and Guidelines as presented in option 2; and Committee reporting continues to include routine verbal committee reports during County Board meetings, in addition to the publication of committee meeting minutes in the Board Agenda Packet. This motion duly carried.

At 8:41 AM, Chairman Windschitl recessed the meeting until 9:00 AM.

9:00 AM Convene Regular Board of Commissioners Meeting

Call to Order

2. Chairman Windschitl called to order the Regular Meeting at 9:00 AM. All present said the Pledge of Allegiance.

Agenda Review

3. Agenda Review and Approval

A motion was offered by Commissioner Berg, and was seconded by Commissioner Veerkamp, to accept the printed agenda, with Consent Agenda Item 6. 2024 Central Services Cost Allocation Plan, and Item 13. Renewing Legal Services Agreement moved to New Business. This motion duly carried.

Consent Agenda Review

4. Previous Meeting's Official Proceedings and Synopsis Approval

5. General Government Claims

In accordance with MS 375.12, the following claims exceed \$2,000: Aladtec Inc \$4,274.00; CARVER COUNTY \$3,000.00; CDW GOVERNMENT INC \$2,516.92; Central United Cooperative \$2,781.12; CLIFTON LARSON ALLEN LLP \$9,240.00; DATA CENTER SYSTEMS \$2,098.00; Government Management Group \$3,750.00; Heart of New Ulm \$10,134.61; KnowBE4 Inc \$12,630.00; MADDEN GALANTER HANSEN, LLP \$6,859.40;

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Mathiowetz Enterprises Inc \$41,931.90; Minnesota Paving & Materials \$47,862.76; MN DEPT OF TRANSPORTATION \$12,347.07; New Ulm/City Of \$3,685.00; PHYSICIANS GROUP OF NEW ULM LTD \$6,000.00; Pumps Tire Service Inc \$15,174.67; Ramsey County (Medical Examiner) \$7,436.00; River Bend-Kemske Business Products \$2,172.22; Saw Works Construction \$5,015.98; SHI INTERNATIONAL CORP \$9,304.87; TSG SERVER AND STORAGE \$13,425.00; WEELBORG CHEVROLET LLC \$20,606.99; 72 payments less than \$2,000 total \$31,069.27. Final Total: \$273,315.78; dated 12/31/2025.

In accordance with MS 375.12, the following claims exceed \$2,000: Assn of MN Counties \$27,322.00; Bolton & Menk Inc \$14,817.00; GovernmentJobs.com Inc \$11,941.61; LiftOff, LLC \$101,607.74; MN Counties Intergovernmental Trust \$573,170.00; SafeAssure Consultants, Inc. \$13,112.20; 6 payments less than \$2,000 total \$1,900.25. Final Total: \$743,870.80; dated 01/06/2026.

7. 3.2 Liquor License for River Valley Snowmobile Club

8. 2026 Brown County Legal Newspaper

9. 2024 Emergency Management Performance Grant

10. 2026-2027 MN DNR Off Highway Vehicle (OHV) Grant

11. 2026-2027 MN DNR Snowmobile Safety Grant

12. Consulting Services Renewal

14. Staffing Report

A motion was offered by Commissioner Borchert, and was seconded by Commissioner Windschitl, to approve said Consent Agenda items. This motion duly carried.

New Business

6. Kelly Hotovec, Auditor-Treasurer, met with the County Board. A motion was offered by Commissioner Braun, and was seconded by Commissioner Veerkamp, to accept and order file Brown County's 2024 Central Services Cost Allocation Plan prepared by Government Management Group. This motion duly carried.

13. Charles Hanson, County Attorney, met with the County Board. A motion was offered by Commissioner Veerkamp, and was seconded by Commissioner Borchert, to approve Legal Services Agreement between Brown County and Smith & Johnson Law Firm. This motion duly carried.

15. Jennifer Wenisch, License Bureau Supervisor, met with the County Board. A motion was offered by Commissioner Berg, and was seconded by Commissioner Braun, to approve new On-Sale, Off-Sale, and Sunday Liquor licenses for T & A Adventures, LLC DBA Searles Bar and Grill effective 01/01/2026-06/30/2026 with prorated annual license fees to reflect half of the year. This motion duly carried.

16. Kelly Hotovec, Auditor-Treasurer, met with the County Board. A motion was offered by Commissioner Berg, and was seconded by Commissioner Veerkamp, to designate by Resolution No. 2026-6 authority to use electronic funds transfer to the Auditor-Treasurer in accordance with M.S. 471.38. This motion carried on a roll-call vote of 5-0.

17. Kelly Hotovec, Auditor-Treasurer, and Andrew Lang, Engineer, met with the County Board. A motion was offered by Commissioner Braun, and was seconded by Commissioner Berg, to approve the following drainage repair request(s) and the payment of said repair(s):

System	Repair	Order	TWP	Section	Repair Type	Cost
CD68	25-097	1	Sigel	22	Beaver	\$480.00

This motion duly carried.

18. Andrew Lang, Engineer, met with the County Board. A motion was offered by Commissioner Veerkamp, and was seconded by Commissioner Borchert, to approve final acceptance and accept by Resolution No. 2026-1 the Bashaw Township Bridge Replacement (Box Culvert) project of SAP 008-599-060 funded by Town Bridge Funds and \$10,000 of Local Bashaw Township funds as shown in the ten-year Road & Bridge Construction Program. This motion carried on a roll-call vote of 5-0.

19. A motion was offered by Commissioner Berg, and was seconded by Commissioner Borchert, to accept by Resolution No. 2026-2, the designation of the official Brown County website for publishing transportation project

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bid advertisements. This motion carried on a roll-call vote of 5-0.

20. A motion was offered by Commissioner Berg, and was seconded by Commissioner Veerkamp, to accept and order file the Highway Department Monthly Update for Construction and Maintenance Projects. This motion duly carried.

21. A motion was offered by Commissioner Veerkamp, and was seconded by Commissioner Windschitl, to accept Resolution No. 2026-3 to establish the minimum salary for Elected Official: Brown County Attorney in the amount of \$126,630, pursuant to Minnesota Statutes § 388.18. This motion carried on a roll-call vote of 5-0.

22. A motion was offered by Commissioner Veerkamp, and was seconded by Commissioner Braun, to accept Resolution No. 2026-4 to establish the minimum salary for Elected Official: Brown County Recorder in the amount of \$71,864, pursuant to Minnesota Statutes § 386.015. This motion carried on a roll-call vote of 5-0.

23. A motion was offered by Commissioner Berg, and was seconded by Commissioner Veerkamp, to accept by Resolution No. 2026-4 to establish the minimum salary for Elected Official: Brown County Sheriff in the amount of \$117,083, pursuant to Minnesota Statutes § 387.20. This motion carried on a roll-call vote of 5-0.

Break

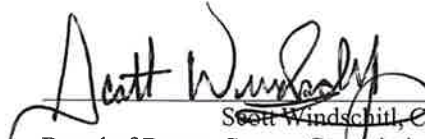
Other Business

24. Commissioner Committee Reports: Commissioner Borchert reported on MRCI meeting; Commissioner Windschitl reported on Safety Committee meeting; Commissioner Braun reported on BCHS Luncheon and Wood Lake Taskforce meeting; and Commissioner Veerkamp reported on Area II RCRCA, and Wood Lake Taskforce meeting.

25. Calendars were coordinated for the next two-week period.

Adjournment

There being no further business, Chairman Windschitl declared the Meeting adjourned at 10:19 AM.


Scott Windschitl, Chair
Board of Brown County Commissioners
Brown County, Minnesota

ATTEST:


Sam Hansen
Brown County Administrator
Brown County, Minnesota

Resolution No. 2026-6
Brown County Resolution

Resolution to Authorize the Auditor/Treasurer to Make Electronic Funds Transfers

The following Resolution was offered by Commissioner Berg and moved for adoption at a Regular Meeting held on January 6, 2026, at the Brown County Courthouse, New Ulm, MN:

WHEREAS, Minnesota Statute 471.38 allows for the use of electronic funds transfers, defined as the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments; and

WHEREAS, a local government may make an electronic funds transfer for the following:

- (1) for a claim for a payment from an imprest payroll bank account or investment of excess money;
- (2) for a payment of tax or aid anticipation certificates;
- (3) for a payment of contributions to pension or retirement fund;
- (4) for vendor payments; and
- (5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund; and

WHEREAS, the County Board has enacted the following policy controls:

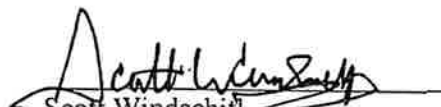
- (a) annually delegate the authority to make electronic funds transfers;
- (b) the distributing bank shall keep on file a certified copy of the delegation of authority;
- (c) the initiator of the electronic transfer shall be identified;
- (d) the initiator shall document the request and obtain an approval from the designee, before initiating the transfer as required by internal control policies;
- (e) a written confirmation of the transaction shall be made to be used in lieu of a check, order check or warrant required to support the transaction;
- (f) a list of all transactions made by electronic funds transfer shall be submitted to the governing body at its next regular meeting after the transaction; and

WHEREAS, the County Board acknowledges adequate security procedures and internal controls must be maintained for approval processes; a monthly reconciliation shall be conducted on electronic transfer; settlement arrangement for vendors desiring to use electronic payment methodology shall be authorized by and coordinated within the Auditor-Treasurer's office; and funds may not be released without the appropriately approved documentation prior to settlement;

THEREFORE BE IT RESOLVED, that the County Board delegates the authority to make electronic funds transfers to the Auditor-Treasurer and the Assistant Auditor-Treasurer for 2026.

Seconded by Commissioner Veerkamp and the same being put to a vote was duly carried. This Resolution shall become effective immediately and without publication.

Adopted by the following vote: Ayes 5 Nays 0.
Dated this 6th day of January 2026.


Scott Windschitl
Chairman, Brown County

CERTIFICATION

State of Minnesota
County of Brown

I, Sam Hansen, duly appointed, qualified and acting County Administrator for the County of Brown, State of Minnesota, do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Board of County Commissioners, Brown County, Minnesota, at their session held on the 6th day of January, 2026, now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at New Ulm, Minnesota, this 6th day of January 2026.



Sam Hansen
County Administrator

Resolution No 2026-1
Brown County Resolution
County Board Acknowledgement
Certificate of Final Acceptance

The following Resolution was offered by Commissioner Veerkamp and moved for adoption at a regular board meeting held on January 6, 2026, at the Brown County Courthouse, New Ulm, MN:

WHEREAS, Project Number SAP 008-599-060 has in all things been completed, and the County Board being fully advised in the premises;

NOW, THEREFORE, BE IT RESOLVED, that we do hereby accept the completed project for and in behalf of the County of Brown as specified herein.

Seconded by Commissioner Borchert and the same being put to a vote was duly carried.
This Resolution shall become effective immediately and without publication.

Adopted by the following vote: Ayes 5 Nays 0.
Dated this 6th day of January 2026.


Scott Windschitl
Chairman, Brown County

CERTIFICATION

State of Minnesota
County of Brown

I, Sam Hansen, duly appointed, qualified and acting County Administrator for the County of Brown, State of Minnesota, do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Board of County Commissioners, Brown County, Minnesota, at their session held on the 6th day of January, 2026, now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at New Ulm, Minnesota, this 6th day of January 2026.


Sam Hansen
County Administrator

Resolution No. 2026-2

**Approving Publication of Transportation Project Bids
On the Brown County Website**

The following Resolution was offered by Commissioner Berg and moved for adoption at a Regular Meeting held on January 6, 2026, at the Brown County Courthouse, New Ulm, MN:

WHEREAS, Minnesota Statutes, Section 331A.12, permits political subdivisions to designate their website for publishing transportation project bids during the same meeting at which the governing body designates its official newspaper; and publication on the website may serve as a substitute or supplement to other required forms of publication; and

WHEREAS, after designating the website for publication, the political subdivision is required to notify the public through a qualified newspaper and the website that transportation project bid advertisements will be posted on the website; and

NOW, THEREFORE, BE IT RESOLVED, the Brown County Board of Commissioners authorizes the Brown County Highway Department to use the official county website, www.browncountymn.gov, as the platform for advertising transportation project bids;

BE IT FURTHER RESOLVED, in compliance with Minnesota Statutes, Section 331A.12, the County will publish a notice in a qualified newspaper and on the County website announcing that transportation project bid advertisements will be posted on the Brown County website;

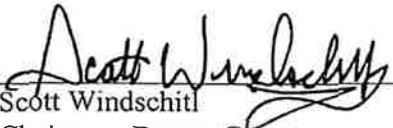
BE IT FURTHER RESOLVED, the County will ensure that any dissemination by alternative means is in substantially the same format and for the same period of time as a publication would otherwise be required under Minnesota Statutes, Section 331A.12, Subdivision 3;

BE IT FURTHER RESOLVED, the County will maintain a permanent record of publication in a form accessible by the public, as required by Minnesota Statutes, Section 331A.12, Subdivision 4.

Seconded by Commissioner Borchert and the same being put to a vote was duly carried.
This Resolution shall become effective immediately and without publication.

Adopted by the following vote: Ayes 5 Nays 0.

Dated this 6th day of January 2026.


Scott Windschitl
Chairman, Brown County

CERTIFICATION

State of Minnesota
County of Brown

I, Sam Hansen, duly appointed, qualified and acting County Administrator for the County of Brown, State of Minnesota, do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Board of County Commissioners, Brown County, Minnesota, at their session held on the 6th day of January, 2026, now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at New Ulm, Minnesota, this 6th day of January 2026.


Sam Hansen
County Administrator

Resolution No 2026-3
Brown County Resolution

Establishing Minimum County Attorney Salary

The following Resolution was offered by Commissioner Veerkamp and moved for adoption at a regular board meeting held on January 6, 2026, at the Brown County Courthouse, New Ulm, MN:

WHEREAS, the County Board of Commissioners has the duty and responsibility, by law, to establish by resolution the minimum to be paid to its elected officials; and

WHEREAS, the County Board of Commissioners has considered the position responsibilities and duties, the tenure and performance of the incumbents, and the market salaries for similar positions in similar counties.

WHEREAS, under Minn. Stat. § 388.18 Subd. 2., at the January meeting prior to the first date on which applicants may file for the office of county attorney, the Brown County Board of Commissioners shall set by resolution the minimum salary to be paid the county attorney for the term next following.

NOW, THEREFORE, BE IT RESOLVED, that the minimum salary as set by the Brown County Board of Commissioners for the elected position of County Attorney shall for the next term set at \$126,630.

Seconded by Commissioner Windschitl and the same being put to a vote was duly carried. This Resolution shall become effective immediately and without publication.

Adopted by the following vote: Ayes 5 Nays 0.

Dated this 6th day of January 2026.


Scott Windschitl
Chairman, Brown County

CERTIFICATION

State of Minnesota
County of Brown

I, Sam Hansen, duly appointed, qualified and acting County Administrator for the County of Brown, State of Minnesota, do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Board of County Commissioners, Brown County, Minnesota, at their session held on the 6th day of January, 2026, now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at New Ulm, Minnesota, this 6th day of January 2026.


Sam Hansen
County Administrator

**Resolution No 2026-4
Brown County Resolution**

Establishing Minimum County Recorder Salary

The following Resolution was offered by Commissioner Veerkamp and moved for adoption at a regular board meeting held on January 6, 2026, at the Brown County Courthouse, New Ulm, MN:

WHEREAS, the County Board of Commissioners has the duty and responsibility, by law, to establish by resolution the minimum to be paid to its elected officials; and

WHEREAS, the County Board of Commissioners has considered the position responsibilities and duties, the tenure and performance of the incumbents, and the market salaries for similar positions in similar counties.

WHEREAS, under Minn. Stat. § 386.015 Subd. 2., at the January meeting prior to the first date on which applicants may file for the office of County Recorder, the Brown County Board of Commissioners shall set by resolution the minimum salary to be paid to the County Recorder for the term next following.

NOW, THEREFORE, BE IT RESOLVED, that the minimum salary as set by the Brown County Board of Commissioners for the elected position of County Recorder shall for the next term set at \$71,864.

Seconded by Commissioner Braun and the same being put to a vote was duly carried.
This Resolution shall become effective immediately and without publication.

Adopted by the following vote: Ayes 5 Nays 0.
Dated this 6th day of January 2026.


Scott Windschitl
Chairman, Brown County

CERTIFICATION

State of Minnesota
County of Brown

I, Sam Hansen, duly appointed, qualified and acting County Administrator for the County of Brown, State of Minnesota, do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Board of County Commissioners, Brown County, Minnesota, at their session held on the 6th day of January, 2026, now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at New Ulm, Minnesota, this 6th day of January 2026.


Sam Hansen
County Administrator

Resolution No 2026-5
Brown County Resolution

Establishing Minimum County Sheriff Salary

The following Resolution was offered by Commissioner Berg and moved for adoption at a regular board meeting held on January 6, 2026, at the Brown County Courthouse, New Ulm, MN:

WHEREAS, the County Board of Commissioners has the duty and responsibility, by law, to establish by resolution the minimum to be paid to its elected officials; and

WHEREAS, the County Board of Commissioners has considered the position responsibilities and duties, the tenure and performance of the incumbents, and the market salaries for similar positions in similar counties.

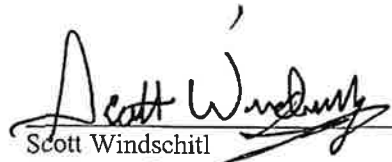
WHEREAS, under Minn. Stat. § 387.20 Subd. 2., at the January meeting prior to the first date on which applicants may file for the office of County Sheriff, the Brown County Board of Commissioners shall set by resolution the minimum salary to be paid to the County Sheriff for the term next following.

NOW, THEREFORE, BE IT RESOLVED, that the minimum salary as set by the Brown County Board of Commissioners for the elected position of County Sheriff shall for the next term set at \$117,083.

Seconded by Commissioner Veerkamp and the same being put to a vote was duly carried.
This Resolution shall become effective immediately and without publication.

Adopted by the following vote: Ayes 5 Nays 0.

Dated this 6th day of January 2026.


Scott Windschitl
Chairman, Brown County

CERTIFICATION

State of Minnesota
County of Brown

I, Sam Hansen, duly appointed, qualified and acting County Administrator for the County of Brown, State of Minnesota, do hereby certify that I have compared the foregoing copy of a Resolution with the original minutes of the proceedings of the Board of County Commissioners, Brown County, Minnesota, at their session held on the 6th day of January, 2026, now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at New Ulm, Minnesota, this 6th day of January 2026.


Sam Hansen
County Administrator