

January 21, 2025

At 9:00 AM, on Tuesday, January 21, 2025, 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.

Agenda Review

1. Chairman Windschitl convened the Regular Meeting at 9:00 AM. A motion was offered by Commissioner Berg, and was seconded by Commissioner Borchert, to accept the printed agenda. This motion duly carried.

Consent Agenda Review

2. Previous Meeting's Official Proceedings and Synopsis Approval

3. General Government Claims

In accordance with MS 375.12, the following claims exceed \$2,000: Advanced Correctional Healthcare Inc \$2,704.50; AREA II MN RIVER BASIN PROJECTS \$13,766.00; Assn of MN Counties \$2,289.00; Bolton & Menk Inc \$4,980.00; Brown Co Editorial Assn \$5,925.96; Brown Co Historical Society \$11,966.65; Brown Lyon Redwood Drug Task Force \$125,216.63; Consolidated Correctional Foods \$12,003.72; GEI Consultants Inc \$3,438.00; JOURNAL INC/THE \$2,244.33; KnowBE4 Inc \$11,696.40; MACO \$2,940.00; MN Counties Computer Cooperative \$52,801.82; MN SHERIFFS ASSOCIATION \$8,511.15; MNCITLA \$2,033.00; MOTOROLA SOLUTIONS INC \$17,283.12; New Ulm Medical Center \$2,670.60; PHYSICIANS GROUP OF NEW ULM LTD \$2,000.00; Rural Minnesota Energy Board \$3,000.00; SafeAssure Consultants, Inc. \$12,370.00; Saw Works Construction \$2,430.00; South Central MN EMS \$2,500.00; Trane U.S. Inc \$20,194.00; 104 payments less than \$2,000 total \$33,650.48. Final Total: \$358,615.36.

4. Human Services Claims Payments

In accordance with MS 375.12 the following claims exceed \$2,000; Alph Wireless Communications \$49,557.37; Brown Co Human Services \$3,053.89; Brown Co Probation \$6,250.00; Brown Co Public Health Nursing \$2,125.84; Ind School District 85 \$3,750.00; Mn Counties Computer Cooperative \$10,773.79, Mn Human Services \$17,399.43; Mn Valley Funeral Home \$2,875.00; Next Chapter Technology Inc \$89,768.00; Pro Kinship For Kids \$2,100.00; Southern Mn Crisis Nursery \$7,875.00; Superior Mobility \$3,661.24; One hundred eighty-one payments less than \$2000 total \$66,479.94. Final Total: \$265,669.50.

5. 2025 Families First Collaborative Grant Agreement

6. NACCHO Preparedness Summit Out-of-State Travel Request

7. Staffing Report

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

New Business

10. Kelly Hotovec, Auditor-Treasurer, 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 and the payment of said repair(s):

System	Repair	Order	TWP	Section	Repair Type	Cost
JD 29 B_R	23-026	1	Prairieville	5	Slough, Tile Outlet	\$1,960.00

This motion duly carried.

11. Anne Grunert, County Assessor, met with the County Board. A motion was offered by Commissioner Berg, and was seconded by Commissioner Veerkamp, to set date for County Board of Review for Monday, June 16th, 2025, at 7:00 PM. The Board may meet on any ten consecutive meeting days in June after the second Friday in June. With either a Saturday meeting or an evening meeting not to end before 7:00 PM. Please reserve in your calendars June 24th at 1:00 PM if a continuance is needed. This motion duly carried.

12. Mary Priebe, HR Director, met with the County Board. A motion was offered by Commissioner Berg, and was seconded by Commissioner Borchert, to approve policy change to the Emergency Medical Leave Bank (MLB) to

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avoid additional excess hours in the bank, including the removal of vacation balances that exceed 200-limit and up to one year's accrual of unused sick leave from employees ending employment with less than 10 years of service being automatically rolled into the MLB. These hours will no longer be added to the MLB and will be forfeited. This motion duly carried.

13. A motion was offered by Commissioner Borchert, and was seconded by Commissioner Veerkamp, to approve updates to the Telework Policy and Procedure originally approved on October 6, 2020. The updates providing policy clarification and outline of procedures include: telework (ongoing), intermittent, and singular/infrequent arrangements; probationary employees do not qualify; staff can telework no more than one day of their normal work week (Note: only 26 weeks/year, partial day counts as a day and only if they and/or their position qualifies, must also be between the hours of 6:00am to 6:00pm); employee is responsible for personal and Brown County equipment; Electronic Communications Policy must be followed; down time and the inability to work remotely if more than one hour of down time; telework cannot be used in place of sick leave or vacation; consequences of falsifying work hours; working out-of-state requires HR and County Administrator approval; employees unable to receive phone calls cannot telework; and application procedures, supervisor overview, and the telework agreement process. This motion carried on a roll-call vote of 4-1, with Commissioner Braun opposed.

8. Jason Seidl, County Sheriff, with the County Board. A motion was offered by Berg, and was seconded by Veerkamp, to accept and order file the Sheriff's Office December 2024 Monthly Report of Activity. This motion duly carried.

9. A motion was offered by Commissioner Braun, and was seconded by Commissioner Veerkamp, to accept and order file the Sheriff's Department 911 Annual Report. This motion duly carried.

14. Sam Hansen, County Administrator, met with the County Board. A motion was offered by Commissioner Braun, and was seconded by Commissioner Windschitl, to approve the low base bid from SP Windows in the amount of \$343,726, excluding the alternative deducts 1A, 1B, and 1C. One other bid was received in the amount of \$496,750 from Old World Windows. This motion duly carried.

15. A motion was offered by Commissioner Borchert, and was seconded by Commissioner Berg, to approve the request to increase the monthly stipend of the County Coroner from \$350/month to \$2,000/month and further explore alternative options for the coroner role for the County. The motion carried on a 3-2 vote, with Commissioners Braun and Veerkamp opposed.

Break

16. Planning Commission Recommendations:

Robert Santaella, Zoning Administrator, met with the County Board. A motion was offered by Commissioner Veerkamp, and was seconded by Commissioner Berg, to approve Conditional Use Permit (CUP) application APP-C-0181 filed by Eric Helget on the property owned by Eric Helget described as part of the SW ¼ of the SE ¼ and the W ½ of the SE ¼ of the SE ¼, Section 24, Township 109 North, Range 32 West, Stark Township, Brown County, Minnesota. Application for a CUP is to allow a up to 990 Animal Units in a hog finishing operation, all located in the A-1 Agricultural Protection Zoning District.

The Planning Commission held a public hearing at the January 14th, 2025, meeting and recommended approval with the following conditions:

1. The Owner/Operator must comply with all applicable state rules and regulations, obtain & keep in good standing all required permits & shall submit copies to Brown County Planning and Zoning Office.
2. A perimeter tile line access port must be installed & maintained within twenty (20) feet down gradient of the barns in order to allow drawing a tile line water sample for water analysis as may be desired in the future.
3. Liquid manure applied to farm fields must be injected into soil or may be spread on fields with incorporation into the soil, when feasible, within twelve (12) hours of spreading.
4. Field application of liquid manure from barns with 12 months storage capacity shall not exceed two (2) times per year. The County Planning & Zoning Office shall be informed prior to any field application of liquid manure in an emergency which would require application in excess of two times per year.
5. Manure application records, soil analysis and manure analysis shall be retained on file for a period of at least three (3) years and shall be available to the County Planning & Zoning Office upon request.

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6. The maintenance of that portion of the tile lines that lies under the current access cartway be the responsibility of the feedlot owner.
7. If there is a change of ownership of this site, at any time, the new owner must contact the Brown County Planning and Zoning Office and provide all necessary information to update the CUP file. Contact must be made within 30 days of official property transfer.

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

A motion was offered by Commissioner Braun, and was seconded by Commissioner Berg, to approve Final Plat Application APP-P-0161 for the Final Plat of Marz Subdivision. The Planning Commission recommended approval of the Marz Final Plat at the January 14th, 2025, Meeting. This motion carried on a roll-call vote of 5-0.

A motion was offered by Commissioner Berg, and was seconded by Commissioner Veerkamp, to approve Preliminary Plat Application APP-P-162 known as Stern 3rd Subdivision. The Planning Commission recommended approval of the Preliminary Plat of Stern 3rd Subdivision at their January 14th Meeting. This motion carried on a roll-call vote of 5-0.

Closed Session

17. A motion was offered by Commissioner Berg, and was seconded by Commissioner Veerkamp, to convene into closed session to consider Social Services Payments. This motion duly carried.

A motion was offered by Commissioner Berg, and was seconded by Commissioner Borchert, to convene closed session and authorize payment of Social Services claims in the amount of \$240,201.52. In accordance with MS 375.12, the following claims exceed \$2,000: Brown Co Evaluation Ctr \$8,786.86; Carlson Counseling & Consulting \$3,800.00; Dept Of Human Services BHF \$2,180.80; DHS – MAPS CCAP BSF \$2,368.00; DHS – MSOP \$47,531.20; DHS St Peter RTC – 472 \$7,039.40; ELAN FINANCIAL SERVICES \$3,687.87; Gleason/Courtney A \$3,587.63; Heartland Girls Ranch \$10,459.40; Hoffmann Counseling Services \$2,184.03; LSSMN \$4,880.66; Lutheran Social Services of Minnesota \$3,538.00; MBW Company SILS Program \$2,181.05; MN Valley Action Council \$9,749.55; Nexus - Mille Lacs Family Healing \$24,853.79; North Homes Inc \$14,498.70; Oconomowoc Developmental Training Ctr WI \$16,298.25; Perala/Samantha Jo \$2,833.40; Prairie Lakes Youth Programs \$6,859.00; Southern MN Independent Living \$3,213.85; Spurgin/Gerane \$4,740.63; Wings Guardianship Services \$2,440.10. 37 payments less than \$2,000 total \$22,489.35; Final Total: \$210,201.52. This motion duly carried.

A motion was offered by Commissioner Berg, and was seconded by Commissioner Borchert, to cease closed session and reconvene the open session. This motion duly carried.

Other Business

18. Commissioner Committee Reports: Commissioner Borchert reported on the Region 9 meeting, and BC Evaluation meeting; Commissioner Berg reported on the Planning Commission meeting; Commissioner Windschitl reported on the BCHS meeting; Commissioner Braun reported on the SWCD meeting, and JD 5 meeting; and Commissioner Veerkamp reported on the JD 5 meeting.

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

Adjournment

There being no further business, Chairman Windschitl declared the Meeting adjourned at 10:58 AM.

Notice

County Board Workshop took place at the Elixir Building beginning at 1:00 pm.


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

ATTEST:

Sam Hansen
Brown County Administrator
Brown County, Minnesota