



# Sherburne County Board of Commissioners

## County Board Meeting Minutes

### January 16, 2018

#### 1. 9:00am Call to Order

The Sherburne County Board of Commissioners met in regular session on January 16, 2018, at the Sherburne County Government Center in the City of Elk River, MN with all Commissioners present. Call to order by the Chair was at 9:00 a.m. followed by a moment of silence and the Pledge of Allegiance to the flag.

Petersen/Burandt unanimous to approve the regular Board Meeting agenda for January 16, 2018 as presented.

#### 2. 9:01am Consent Agenda

Schmiesing/Dolan unanimous to approve the consent agenda with the exception of Consent item 9 as follows:

1. Review and Approve Minutes: [January 2, 2018 - County Board Meeting](#)  
Approved as presented.
2. [Reappointments to the Water Plan Advisory Committee](#) Administration  
Approved reappointment of Tom Hammer, Richard Dahlman and Terrence Vander Eyk for three-year terms effective 1/1/2018-12/31/2020.
3. [Reappointment to the Elk River Watershed Joint Powers Board](#) Administration  
Approved reappointment of Kenzie Phelps for a three-year term effective 1/1/2018-12/31/2020.
4. [Approve Public Hearing to Amend Curfew Ordinance](#) Attorney  
Approved to set public hearing with Administration Office to publish notice in County's legal newspaper and file the proposed amendments with the Auditor/Treasurer and post the same on-line.
5. [Money transfer](#) Attorney  
Approved to transfer the sum of \$27,132.62 from line item 01.091.6981 to 44.862.5947 to cover costs for technology upgrades in the County Attorney conference room in the new building.
6. [December 2017 Auditor-Treasurer Report](#) Auditor/Treasurer  
Accepted the December 2017 Auditor-Treasurer report as presented.
7. [Contract renewal with Doug Bosaker](#) Community Corrections  
Approved renewal of facilitated evidence based, risk reduction programming contract with Doug Bosaker for adult and juvenile offenders under the Community Corrections Department's supervision. Contract costs are negated by revenue received from program fees.
8. [Contract renewal with Nate Parker](#) Community Corrections  
Approved renewal of facilitated evidence based, risk reduction programming contract with Nate Parker for adult and juvenile

offenders under the Community Corrections Department's supervision. Contract costs are negated by revenue received from program fees.

9. [Approval of out of state travel and training](#) HHS  
Discussed the staff person should follow County policy for meals for Out of State Travel and noted the cost of the registration is \$1,200 (was listed as \$1,500 on RBA).  
  
Schmiesing/Dolan unanimous to approve travel for Nutrition Educator to attend a 3-day workshop in Madison, Wisconsin noting the cost of the registration is \$1,200 and lodging is \$300. Staff person to follow County policy for meals. This is a budgeted project request.
10. [Approval of 2017 Donations to HHS](#) HHS  
Approved 2017 donations to HHS (donation list on file in the HHS Department).
11. [IT Network Engineer Hiring Rate](#) IT  
Approved a hiring rate of \$86,500 annually (\$41.59 hourly) for Brad Golden, as recommended by the County Administrator, Information Technology Director, and the Human Resources Director.
12. [2018 Aerial Vendor Approval](#) Public Works  
Approve the Aerial Services Inc. (ASI) proposal for the production of 4 inch orthophotography dated 12/5/2017. This is a budgeted project request in the amount of \$41,900 with funds to be taken from GIS Contracted Services, Account 03-322-000-0000-6304.
13. [Approve Salary Offer for Assistant County Surveyor](#) Public Works  
Approved salary offer of 17.4% above minimum salary for the Assistant County Surveyor position, a budgeted project request, with funds to be taken from 03-320-000-0000-6100.
14. [Renovation of Jail Clinic](#) Sheriff  
Approved renovating the jail clinic to create one additional exam room and one room designed to accommodate dialysis equipment, a budgeted project request in the amount of \$51,684.00, with funds to be taken from 22-255.6981 to 51-253-271.5947.
15. [Accept a donation from Granite Electronics to the Sheriff's Office Reserve Unit](#) Sheriff  
Approved the acceptance of a \$100.00 donation from Granite Electronics to the Sheriff's Office Reserve Unit with funds to be deposited to account 01-201-223.5752.
16. [12-29-17 HHS OBO Warrant](#) HHS  
Accepted HHS OBO Warrant paid December 29, 2017 in the amount of \$631.03.
17. [HHS Warrants 1-4-18](#) HHS  
Accepted HHS Warrant paid January 4, 2018 in the amount of \$1,530.36.
18. [12-28-17 HHS OBO Warrant](#) HHS  
Accepted HHS OBO Warrant paid December 28, 2017 in the amount of

\$8,496.46.

19. [Manual and Commissioner Warrants](#)

Auditor/Treasurer

Accepted Manual and Commissioner Warrants paid as follows:

January 5, 2018 Commissioner Warrants - \$1,956,427.16  
December 29, 2017 Commissioner Warrants - \$1,263,250.93  
January 3, 2018 Commissioner Warrants - \$82,855.61  
January 5, 2018 Manual Warrants OBO Pcard - \$66,421.55  
December 29, 2017 Commissioner Warrants - \$27,164.52  
January 2, 2018 Manual Warrants - \$5,558.25  
January 5, 2018 Manual Warrants - \$5,200.00

3. 9:03am **Announcements**

- The February 6<sup>th</sup> County Board Meeting is scheduled at 4:30 p.m.
- The Association of MN Counties Legislative Conference is scheduled February 28 – March 1<sup>st</sup>. Commissioners are to let staff know if they want to be registered.

4. 9:05 am [Approve Minimum Salaries for Certain Elected Offices](#)

*Steve Taylor: Administration*

Dolan/Schmiesing unanimous to set minimum salaries for certain elected offices as follows:

- Pursuant to M.S. 384.151 subd. 1a(b) and MS 385.373, subd. 1(b) the minimum salary to be paid the Sherburne County Auditor/Treasurer for the term next following shall be \$90,000.
- Pursuant to M.S. 386.015 subd. 2b the minimum salary to be paid the Sherburne County Recorder for the term next following shall be \$84,000.
- Pursuant to M.S. 387.20 subd. 2b the minimum salary to be paid the Sherburne County Sheriff for the term next following shall be \$117,500.
- Pursuant to M. S. 388.18 subd. 2 the minimum salary to be paid the Sherburne County Attorney for the term next following shall be \$117,500.

5. 9:10 am [Work Order under MnDOT Master Partnership Contract 1028413](#)

*Andrew Witter: Public Works*

Provided information on improvements to CSAH 33.

Schmiesing/Dolan unanimous to approve Resolution # 011618-AD-1821 for a Work Order under the Master Partnership Contract 1028413 to provide Professional and Technical Services to collect Aerial Digital Imagery and Aerial LiDAR for improvements to CSAH 33 from Hwy 169 east to CSAH 13.

6. 9:15 am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

*(January 2, 2018 – January 15, 2018)*

**Commissioner Burandt:** Legislative Priorities Meeting and Elk River Watershed Board. Will attend the Community Partners Meeting on 1/17, and a Mental Health Initiative Meeting at Carousel Works on 1/17.

**Commissioner Petersen:** will attend the Regional Forensic Lab meeting, Association of Townships meeting on 1/17, and Joint Meeting with City of Big Lake on 1/18.

**Commissioner Dolan:** Legislative Priorities Meeting, and Greater MSP Strategic Planning Meeting. Will attend the Joint Meeting with City of Big Lake on 1/18.

**Commissioner Schmiesing:** Legislative Priorities Meeting and MN Counties

Intergovernmental Trust Board.

**Commissioner Fobbe:** Legislative Priorities Meeting, meetings with constituents, and Board of Soil and Water.

7. 9:14 am **The Chair adjourned the Regular Meeting**

Claims approved through warrants, resolutions, or contracts, totaling the following amounts, were paid as follows:

December 29, 2017

\$ 372.28 OBO Innovative  
\$ 258.75 2 payments less than \$300

December 29, 2017

\$ 1,101.90 OBO4Impring  
\$ 1,572.36 OBO Beyond Consequences  
\$ 500.00 OBO First Book  
\$ 1,100.00 OBO Holiday Station Store  
\$ 517.30 OBO Hopkins Medical Products  
\$ 339.16 OBO Innovative  
\$ 616.90 OBO Nature's DryCleaners  
\$ 774.72 OBO Walmart  
\$ 1,974.12 19 payments less than \$300

January 4, 2018

\$ 1,530.36 Human Service Fund

January 5, 2018

\$1,365,561.51 General Revenue Fund  
\$ 2,364.77 Solid Waste Fund  
\$ 3,128.00 Sherco Regional Rail Authority  
\$ 40,145.42 Justice Center Enterprise Fund  
\$ 545,227.46 Agency Collections

December 29, 2017

\$ 510,541.87 General Revenue Fund  
\$ 126,219.39 Public Works Fund  
\$ 757.38 Solid Waste Fund  
\$ 75,969.82 Jail Commissary Fund  
\$ 173,260.19 Forfeited Land Sale  
\$ 334,493.00 Sherco Regional Rail Authority  
\$ 2,636.00 Capital Proj 2008-Government  
\$ 30,638.27 Justice Center Enterprise Fund  
\$ 7,141.50 Real Estate Assurance  
\$ 668.51 Agency Collections  
\$ 925.00 Northstar Corridor Development

January 3, 2018

\$ 2,793.61 General Revenue Fund  
\$ 80,062.00 Taxes & Penalties Fund

January 5, 2018

\$ 61,360.65	General Revenue Fund
\$ 2,921.30	Public Works Fund
\$ 637.40	Human Service Fund
\$ 363.71	Solid Waste Fund
\$ 1,043.34	Jail Commissary Fund
\$ 13.30	Sherco Regional Rail Authority
\$ 81.85	Justice Center Enterprise Fund

December 29, 2017

\$ 27,164.52	General Revenue Fund
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January 2, 2018

\$ 5,558.25	Agency Collections
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January 5, 2018

\$ 5,200.00	Agency Collections
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Lisa A. Fobbe, Chairperson

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Steve Taylor, Administrator

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Date

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Date