



# Sherburne County Board of Commissioners

## September 4, 2018 - County Board Meeting Minutes

### 1. 4:30pm Call to Order

The Sherburne County Board of Commissioners reconvened in regular session on September 4, 2018, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 4:30 pm.

Dolan/Burandt unanimous to approve the Regular Board Meeting Agenda for September 4, 2018 as presented.

### 2. 4:31pm Consent Agenda

Petersen/Dolan unanimous to approve the Consent Agenda.

#### 1. Review and Approve Minutes: August 21, 2018 - County Board Meeting

Approved as presented.

#### 2. Advertise Public Hearing for Fee Schedule Changes

Administration

Approved to advertise a Public Hearing for October 16, 2018 to consider changes to the Sherburne County All Services and Fee Schedule, which would be effective January 1, 2019.

#### 3. Authorization and approval of quote for scanning old Commissioner meeting minutes.

Auditor/Treasurer

Authorized and approved to enter into an agreement with Mid-America Business Systems of Minneapolis to scan Sherburne County Commissioner meeting minutes for years 1862 to 1960 (the other years are already scanned and in OnBase) and all Board of Appeal Meeting minutes into a format that will be loaded into OnBase and searchable. Quote of \$2,058.75 not to exceed \$2,500.

#### 4. Requesting County Board Approval to ratify Minnesota Counties Computer Cooperative and TriMin Systems, Inc. Service Agreement for IFSpi support.

Auditor/Treasurer

Approved and authorized to sign the Board Ratification Statement between TriMin Systems (IFSpi) and MN Counties Computer Cooperative (MnCCC) for maintenance and support of IFSpi. This agreement commits the participating member for the term of the contract, January 1, 2019 December 31, 2021, and the financial obligations associated with this agreement. This has been reviewed by the County Attorney's office and recommended that Sherburne County acknowledges that it is responsible for the following payments for services as a result of an agreement between the Minnesota Counties Computer Cooperative and TriMin Systems, Inc. for the maintenance and support of IFSpi for Level Two and Level Three. Once executed a fully signed copy will be on file in the Auditor/Treasurer's office and provided to Administration for Contract Agreements for On-Base.

5. Manual and Commissioner Warrants Auditor/Treasurer  
 Accepted payment of Commissioner, Manual, OBO Warrants as follows:  
 August 17, 2018 Commissioner Warrants \$2,174,797.54  
 August 24, 2018 Commissioner Warrants \$486,748.27  
 August 17, 2018 Manual Warrants \$283,798.51  
 August 24, 2018 Manual Warrants \$7,108.50
6. Board Ratification of the Public Health Documentation System Maintenance & Support Agreement HHS  
 Approved ratification of the Public Health Documentation System (PH-Doc) Maintenance & Support Agreement between Conduent State & Local Solutions, Inc. and the Minnesota Counties Computer Cooperative (MnCCC) on behalf of the Community Health Services (CHS) User Group for the maintenance and support of the PHDoc Software.
7. HHS IFS Comm 08-23-18 HHS  
 Accepted payment of HHS Warrant paid 8/23/18 in the amount of \$57,925.41.
8. Child Passenger Safety Week HHS  
 Approved September 23 - 29, 2018 as Child Passenger Safety Week in Sherburne County.
9. Approve Low Bidder for 2018 CSAH 8 Road Improvements Public Works  
 Approved low bidder, Knife River Corporation for the 2018 CSAH 8 Road Improvements from State Hwy 24 to US Hwy 10. SP 071- 608-022.  
 Contingent upon approval of the contractors DBE goal from the MN Office of Civil Rights.  
 Knife River contract amount is \$3,533,547.62. County Attorney and Public Works have reviewed and approved. Project construction dates will be contracted for September 17, 2018 through June 14, 2019.
10. Approve Low Bidder for CSAH 6 Bridge Replacement in 2019 Public Works  
 Approved low bidder, Redstone Construction Company Inc., for the CSAH 6 Bridge Replacement, SAP 071-606-013 during the summer of 2019.  
 Redstone Construction Company contract amount is \$1,165,980.80. County Attorney and Public Works have reviewed and approved. Project construction dates will be contracted for February 4, 2019 through August 30, 2019.
11. Approve out-of-state travel for a Sheriff's Office employee to attend a FEMA training Sheriff  
 Approved out-of-state travel for a Sheriff's Office employee to attend a Radiological Emergency Preparedness Executive Training in Monterrey, California, October 14-18, 2018. The costs of the training and travel expenses will be fully covered/reimbursed by FEMA.

3. **4:33pm Announcements**

No announcements were made.

4. **4:34pm Open Forum**

There was no one present.

5. **4:40pm Tri-CAP Annual Review**

*Lori Schultz - Tri-CAP Executive Director: Administration*

Lori Schultz presented the annual Tri-CAP Sherburne County Transportation review.

6. **Consideration of 2019 Non-Union Compensation and Cafeteria Plan Contributions**

*Tammy Bigelow, Human Resources Director: Administration*

Burandt/Dolan unanimous to approve the attached 2019 Compensation Plan, which includes a 2% range adjustment and 2019 Pay for Performance Compensation Plan effective January 1, 2019 for non-union employees.

Dolan/Burandt unanimous to approve 2019 cafeteria plan contributions as indicated below and eliminate the \$750 and \$1,500 deductible plans as health insurance options for non-union employees effective January 1, 2019.

Recommended cafeteria plan contributions for non-union employees effective January 1, 2019:

Single = \$678.68

Single + Spouse = \$981.28

Single + Child(ren) = \$878.04

Family = \$1,195.28

Burandt/Dolan unanimous to approve the addition of a \$5,000 deductible plan with HRA as a health insurance option for non-union employees effective January 1, 2019.

7. **Public Hearing on the Local Option Sales Tax for Transportation**

*Andrew J. Witter, P.E.: Public Works*

As required by MN Statute 297A.993, prior to proceeding with a Local Option Sales Tax for Transportation a public hearing is required. Outreach to multiple Cities, Townships and Local Chambers has occurred in regards to the Local Option Sales Tax for Transportation.

The Public Hearing opened at 5:00pm and closed at 5:04pm. No public comments were made.

8. **Resolution Adopting the Local Option Sales Tax for Transportation**

*Andrew J. Witter, P.E.: Public Works*

Dolan/Burandt unanimous to approve Resolution 090418-AD-1857 Adopting the Local Option Sales Tax for Transportation.

(Commissioner Schmiesing stated he would only approve this item if the Regional Rail Levy was at \$0.)

9. **The Chair Recessed the Regular Meeting at 5:06 pm and Opened the Regional Rail Authority Meeting**

10. **The Chair Closed the Regional Rail Authority Meeting at 5:08 pm and Reconvened the Regular Meeting**

11. **Certify Preliminary General Levy and Regional Rail Levy**

*Steve Taylor: Administration*

Dan Weber, Assistant County Administrator, handed out an updated Request for Board Action (RBA) and Resolution 090418-AD-1856 to County Board members.

Schmiesing/Dolan unanimous to approve Resolution #090418-AD-1855 certifying the property tax levy in the amount of \$48,551,886 and Resolution #090418-AD-1856 certifying the Regional Rail levy in the amount of \$0.

12. **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

*(August 22, 2018 – September 3, 2018)*

**Commissioner Fobbe** – Princeton Airport meeting, Safe Schools meeting, GRE meeting, and Tri-County Solid Waste new Director interviews.

**Commissioner Dolan** – Hwy 25 Coalition meeting

**Commissioner Petersen** – Nothing to report

**Commissioner Burandt** – Annual Countywide Safe Schools meeting, Adult Protection meeting, Community Conversation Regarding Health, and Emergency Medical Response meeting.

**Commissioner Schmiesing** – MICA meeting, MCIT Board of Directors, Airport Advisory Board, Midwest Forensic Lab, and AMC Board of Directors Strategic Planning Session.

13. **The Chair adjourned the Regular Meeting at 5:16 pm**

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

August 17, 2018 Manual Warrants - \$283,798.51

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
80	283,798.51	Agency Collections

August 17, 2018 Commissioner Warrants - \$2,174,797.54

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	239,776.50	General Revenue Fund
3	1,732,361.04	Public Works Fund
11	390.61	Human Service Fund
21	204.46	Solid Waste Fund
22	55,037.88	Jail Commissary Fund
44	4,799.92	Capital Proj 2008- Government
51	129,727.61	Justice Center Enterprise Fund
80	12,499.63	Agency Collections

August 23, 2018 HHS Warrant - \$57,925.41

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
11	49,784.37	Human Service Fund
80	8,141.04	Agency Collections

August 24, 2018 Commissioner Warrants - \$486,748.27

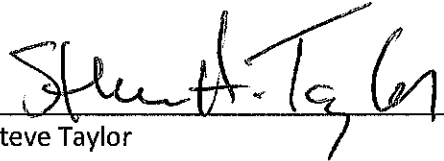
<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	239,876.09	General Revenue Fund
3	4,324.67	Public Works Fund
15	129.77	County Ditch Fund
17	5,893.11	Law Library Fund
21	69,499.28	Solid Waste Fund
22	54,302.49	Jail Commissary Fund
26	9,012.88	Sherco Regional Rail Authority
51	103,672.98	Justice Center Enterprise Fund
80	17.00	Agency Collections
81	20.00	Taxes & Penalties Fund

August 24, 2018 Manual Warrants - \$7,108.50

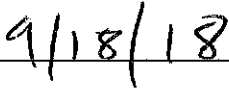
<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	569.50	General Revenue Fund
80	6,539.00	Agency Collections



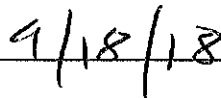
Lisa Fobbe



Steve Taylor



Date



Date

