

SHERBURNE COUNTY

BOARD OF COMMISSIONERS

SEPTEMBER 4, 2018 - COUNTY BOARD MEETING MINUTES

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.

Consent Agenda

Petersen/Dolan unanimous to approve the Consent Agenda.

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

Approved as presented.

Advertise Public Hearing for Fee Schedule Changes

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.

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

Authorized and approved to enter into an agreement with Mid-merica 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.

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

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.

Manual and Commissioner Warrants

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

Board Ratification of the Public Health Documentation System Maintenance & Support Agreement

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 PH-Doc Software.

HHS IFS Comm 08-23-18

Accepted payment of HHS Warrant paid 8/23/18 in the amount of \$57,925.41.

Child Passenger Safety Week

Approved September 23 - 29, 2018 as Child Passenger Safety Week in Sherburne County.

Approve Low Bidder for 2018 CSAH 8 Road Improvements

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.

Approve Low Bidder for CSAH 6 Bridge Replacement in 2019

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.

Approve out-of-state travel for a Sheriff's Office employee to attend a FEMA training

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.

Announcements

No announcements were made.

Open Forum

There was no one present.

Tri-CAP Annual Review

Lori Schultz - Tri-CAP Executive Director: Administration

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

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.

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.

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.)

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

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

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.

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

Fund Amount Name

80 283,798.51 Agency Collections

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

Fund Amount Name

1 239,775.59 General Revenue Fund

3 1,732,361.94 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 12,499.53 Agency Collections

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

Fund Amount

11 49,784.37

80 8,141.04

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

Fund Amount Name

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

Fund Amount Name

1 569.50 General Revenue Fund

80 6,539.00 Agency Collections

Lisa Fobbe, Board Chair

Steve Taylor, Administrator

Warrants Approved On 8/17/2018 For Payment 8/17/2018

Vendor Name	Amount
AAA Striping Service Inc	226,034.77
Advanced Masonry Restoration	82,303.38
Automotive Parts Solution Inc	2,650.00
Bolton & Menk Inc	22,644.50
CDW Government	2,227.29
Central Specialties, Inc	1,142,774.33
Century Link	2,069.30
Dacotah Paper Co	5,929.63
DataWorks Plus, LLC	26,119.92
Doug McConnell Construction LLP	26,000.00
Elk River Goodrich Pharmacy	9,711.38
Eugene & Phyllis Boyle & Mr Cooper	2,040.00
Further	2,528.50
Hallberg Engineering	4,015.00
High Line Corporation	2,310.00
Jerzy & Anna Draskowic	20,000.00
Johnson Repair	4,298.71
Keefe Supply Company	7,587.28
Kuechle Underground	157,216.51
MEnd Correctional Care, PLLC	156,989.72
Nicholas Builders LLC	2,300.00
Office Of Mn.IT Services	2,100.00
Phoenix Supply	2,196.57
RCM Specialties, Inc	4,977.60
Securus Technologies	16,528.91
State Treasurer	9,274.00
Step Saver Inc	2,491.99
Streichers Inc	3,738.00
The Wiley Law Office, PC	6,851.25
Towmaster	111,864.00
United States Postal Service	11,019.00
Veit & Company, Inc	29,653.33
Verizon Wireless	3,477.16
Warzecha Auto Works, Inc	4,014.26
Waste Management Of Wi- Mn	2,284.44
Works Computing, Inc	21,965.13
Wright Line Llc	3,300.00
WSB & Associates Inc	3,493.66
81 Payments less than 2000	27,818.02
Final Total:	2,174,797.54

Warrants Approved For Payment 8/17/2018

Vendor Name	Amount
Mn Dept Of Revenue	276,754.76
6 Payments less than 2000	7,043.75
Final Total:	283,798.51

Warrants Approved On 8/24/2018 For Payment 8/24/2018

Vendor Name	Amount
Alan Nyland & Glaze Excavating	6,788.00
Becker Collision & Glass Inc	4,067.53
CDW Government	8,736.36
CGW Law Office	2,422.50
City of Becker	5,665.62
City Of Big Lake	6,543.05
City of Elk River	6,016.86
Encompass	8,129.07
Keefe Supply Company	18,153.48
Livonia Township	5,899.00
Maxima Supply	3,222.80
McGuire/Staci Lynn	2,751.19
MCIT	2,500.00
Metro Bus	8,909.00
North Central Bus & Equipment Inc	3,071.00
Northwoods Consulting Partners Inc	95,461.00
Office Of Mn.IT Services	2,909.77
Phoenix Supply	2,205.80
Regents Of The University Of Minnesota	17,802.08
Richards/Thomas W	2,252.50
RR Brink Locking Systems Inc	7,381.00
Rutland Law, PLLC	2,295.00
Securus Technologies	18,250.31
Sherburne Co Court Adm	8,373.23
Spence Legal Services	2,190.25
Star Tribune	8,205.60
Summit Food Service, LLC	37,427.82
Thomson Reuters- West- Payment Center	5,043.93
Treas Baldwin Township	5,995.09
Treas Becker Township	4,451.56
Treas Big Lake Township	12,828.12
Treas Blue Hill Township	4,217.00
Treas City Of Elk River	4,168.50
Treas Haven Township	4,357.00
Treas Orrock Township	4,646.96
Treas Santiago Township	2,578.13
US Bank Voyager Fleet Systems	6,533.40
WatchGuard Video	23,067.00
Wright County	68,782.74
98 Payments less than 2000	42,449.02
Final Total:	486,748.27

Warrants Approved For Payment 8/24/2018

Vendor Name	Amount
6 Payments less than 2000	7,108.50
Final Total:	7,108.50