SHERBURNE COUNTY
BOARD OF COMMISSIONERS
DECEMBER 18, 2018 - COUNTY
BOARD MEETING MINUTES
CALL TO ORDER

The Sherburne County Board of Commissioners convened in regular session on December 18, 2018, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 8:58am. Commissioner Dolan and Commissioner Schmiesing joined the DAIS at 8:58am.

The Board Chair Lisa Fobbe pulled Consent Agenda Item 5 and added it to the Regular Agenda as item 10a due to line item change for the Law Library. Schmiesing/Petersen unanimous to approve the Regular Board Meeting Agenda for December 18, 2018 as adjusted.

Consent Agenda

Burandt/Dolan unanimous to approve Consent Agenda as adjusted.

Approved Minutes: December 11, 2018 - County Board Meeting

Approved Minutes: December 10, 2018 – 2019 Budget & Levy Hearing Meeting

Court Appointed Attorney Contracts

Sherburne County is mandated by statute to provide court appointed attorney services for the following case types). guardianship/conservatorship (Cindi Spence, Presbyterian Family Foundation Shirley Olson), CHIPS (Lisa Rutland and Cathleen Gabriel); paternity/contempt (Patrick Fugina), commitment (Thomas Richards), sexually dangerous personality (SDP)/sexually psychopathic personality (SPP) (Jones Law Office). (Rhonda Magnussen and Meredith Boudrie are backup for several of the case types). The County Board approved the renewal of the court appointed attorney contracts for the above referenced case types for the 2019 budget year.

Purchase DocuSign Enterprise Signature Software

Approved a three-year contract with DocuSign, Inc. pending approval of the contract language by the County Attorney's Office.

Set the date for the County Board of Appeal & Equalization Meeting

Approved to set the date of the County Board of Appeal & Equalization for June 18th, 2019 at 3:00 P.M.

Elk River/County Prosecution duties

Approved a four-year agreement commencing January 1, 2019 with the City of Elk River to define duties between the City prosecutor and County Attorney's Office. Approve the close-out of the NCDA Funds held by Sherburne County.

Approved the closeout of NCDA funds held by Sherburne County.

Commissioner & RBA Warrants

Accepted payment of Commissioner Warrants as follows:

December 5, 2018 Manual Warrants BMO Pcard $65,617.71

December 7, 2018 Manual Warrants $5,998.83

Auditor-Treasurer

Accepted Monthly Auditor-Treasurer report for County Commissioner's review.

2018 Audit Engagement Letter with CliftonLarsonAllen

Approved the County Auditor-Treasurer to sign the 2018 Audit engagement letter. This agreement has been reviewed by the County Attorney's office as of 12/11/2018 is approved as presented.

Requesting authorization to pay final 2018 warrants

Authorized final payout of 2018 warrants on 12/31/2018. This request included Public Works and Health and Human Services.

HHS Warrants 12-6-18

Accepted payment of Warrants as follows:

HHS Warrant 12-6-18 $57,354.13

HHS Third Quarter Donations

Accepted the HHS Third Quarter Donations.

2019 Family Group Decision Making Grant

Accepted the 2019 Family Group Decision Making Grant from the Minnesota Department of Human Services in the amount of $29,810.14.

2019 MN Department of Health HIV Grant

Accepted a grant through the MN Department of Health in the amount of $112,000 to provide outreach and early intervention services.

MN DHS Adult Mental Health Grant Contract

Approved contract with the MN Department of Human Services, Behavioral Health Division to provide adult mental health services in the amount of $276,898.00. The term of the contract is January 1, 2019 through December 31, 2020.

NorthWoods Consulting

Approved the agreement and cost of Northwoods to modify their code for Health & Human Services to ensure functionality with Hyland Onbase 2018. The agreement will not be signed until the contract completes review with the Sherburne County Attorney's Office. Authorize Russ Heiling to attend the National Association of County Surveyor's Conference

Authorized Russ Heiling to attend the National Association of County Surveyors 2019 Annual Conference March 22-26 in Washoe County, Nevada.

Authorize Andrew Witter to attend National Association of County Engineer Conference

Authorized Andrew Witter to attend National Association of County Engineers Conference April 14th -18th in Witchita, KS.

Approve salary offer for the Highway Maintenance Supervisor

Approved salary offer of 19% above minimum salary for the Highway Maintenance Supervisor.

Accept at donation to the Sheriff's Office Reserve Unit

Approved the acceptance of a $75.00 donation to the Sheriff's Office Reserve Unit from Carol Anderson of Big Lake Township.

Appointments to the Sherburne County Planning Advisory Commission

Approved the following appointments: Big Lake Township: Bruce Aubol as primary member; Steve Pfleghaar as alternate member Blue Hill Township: Roger Nelson as primary member; Bill Andresen as alternate member Clear Lake Township: Terrance VanderEyke as primary member; Gary Gray as alternate member Orrock Township: Bryan Adams as primary member? Corrie Silverberg as alternate member.

Announcements

No announcements were made.

July-December 2018 Employee Anniversary Recognition

Steve Taylor: Administration

Recognition and presentation of longevity awards to County employees for their dedication and hard work to Sherburne County.

Recess Regular Meeting, Open Ditch Authority Meeting.

Ditch Authority Meeting

Diane Arnold: Auditor/Treasurer

Dolan/Petersen unanimous to approve meeting agenda as presented and accept Ditch Drainage Technician Report presented by Mike Lindenau.

JPA with Mille Lacs Co. Ditch Authority

Diane Arnold, Amy Rowan: Auditor/Treasurer and Kathleen Heaney: Attorney

Dolan/Petersen unanimous to approve the JPA with Mille Lacs County Ditch Authority for the administration of County Ditch No. 1A, which has benefitted property in Mille Lacs and Sherburne County; such agreement establishing a Joint Ditch Authority Board to operate under MS Chap. 103E whose fiscal agent will be Mille Lacs Auditor.

Adjourn Ditch Authority Meeting, Reconvene Regular Meeting

Authorize Resolution to Enter into JPA with MnDOT for the Reimbursement of TH 169 Design Costs

Andrew J. Witter, P.E.: Public Works Schmiesing/Burandt unanimous to approve Resolution 1211818-AD-1877 with MnDOT to enter into a JPA for the Reimbursement of TH 169 Design Costs.

Enter into Agreement with SRF for TH 169 through Elk River

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

Petersen/Dolan unanimous to enter into Agreement with SRF for the Design and Environmental update of TH 169 From TH 10 through 197th Ave.

Platting Right of Way for CSAH No. 93 Plat No. 84

Andrew Witter: Public Works

Dolan/Burandt unanimous to approve Resolution 121818-AD-1876 to approve the acquisition plat of the public right of way for County State Aid Highway No. 93, Sherburne County Highway Right of Way No. 84.

Recess Regular Meeting, Open Regional Rail Meeting

Adjourn Regional Rail Meeting, Reconvene Regular Meeting

Adopt the 2019 Budget and Levies

Steve Taylor: Administration

Adopted the 2019 budget and certifying the 2019 Property Tax and Regional Rail Levy.

Dolan/Burandt unanimous to approve Resolution 121818-AD-1871 certifying the 2019 Regional Rail Tax Levy.

Dolan/Schmiesing unanimous to approve Resolution 121818-AD-1872 adopting the 2019 Budget for Sherburne County.

Dolan/Burandt unanimous to approve Resolution 121818-AD-1873 certifying the 2019 Property Tax Levy.

Resolutions are on file in the County Administration Office.

2019 Non-Levy Supported Budgets

Steve Taylor: Administration

Schmiesing/Dolan unanimous to approve the 2019 non-levied budgets.

2019 5 Year Capital Improvement Plan

Steve Taylor: Administration

Dolan/Petersen unanimous to approve the 2019 5 Year Capital Improvement Plan as presented and on file in the Office of the County Administrator.

2019 Health and Wellness Program

Janine Foggia, Health & Wellness Committee Chair and Tammy Bigelow, Health & Wellness Vice-Chair: Administration

Highlights of the 2018 Health and Wellness Program were shared along with an overview of the upcoming 2019 Health and Wellness Program.

Revisions to Sherburne County Rules and Personnel Policies

Tammy Bigelow, Human Resources Director: Administration

Dolan/Burandt unanimous to revise Sherburne County Rules and Personnel Policies Chapter 6.10 (On-Call Compensation) effective January 1, 2019. Effective January 1, 2020, revise language in Chapter 6.10 to reflect $60/day on-call compensation and an additional $30/day for designated holidays for Tier 1 employees.

Schmiesing/Burandt unanimous to revise Sherburne County Rules and Personnel Policies Chapter 14.3 (Tuition Reimbursement) effective January 1, 2019.

2019 Board Meeting Schedule

Steve Taylor: Administration

Dolan/Burandt unanimous to set the first Board meeting of 2019 for January 8 at 9:00am. The Board Meeting Schedule will be further discussed and set at the January 8, 2019 meeting. It is proposed to set the 2019 County Board Meeting Schedule as follows: First Tuesday of every month starting at 9:00am. The third Tuesday of every month starting at 9:00 a.m. with the exception of July; there will be one Board Meeting on the second Tuesday. Workshop Meetings will be scheduled as needed after a Regular Board Meeting.

Set yearly salaries of the full time elected officials.

Sheriff Brott, County Attorney Heaney, Recorder Ashe, Auditor-Treasurer Arnold: Administration

County Attorney Kathleen Heaney recused herself from the DAIS. Burandt/Dolan unanimous to approve resolution number 121818-AD-1875 setting the four-full time elected salaries for the fiscal year 2019. The County Board requested an evaluation be conducted on the positions of County Recorder and County Auditor/Treasurer to assist the Board in setting salaries for these two positions in the future. A position questionnaire will be sent to Springsted as part of this evaluation process.

The 2019 salary for the County Sheriff, County Attorney, County Auditor-Treasurer and County Recorder shall be as set forth:

Sherburne County Sheriff - $160,991.00

Sherburne County Attorney - $160,756.00

Sherburne County Auditor-Treasurer - $113,333.00

Sherburne County Recorder - $103,374.00

2019 Salary Resolution for County Commissioners

Steve Taylor: Administration

Dolan/Schmiesing unanimous to approve Resolution 121818-AD-1874 establishing the 2019 salaries for Sherburne County Commissioners be set at $51,987 and the per diem payment and mileage reimbursements be set at $0. Each member of the Sherburne County Board of Commissioners shall receive reimbursement for necessary expenses in performing the duties of the office in accordance with the Sherburne County Commissioner Wage Adjustment Policy for travel incurred while performing official duties. Resolutions are on file in the County Administration Office.

Appointments to the Sherburne County Board of Adjustment

Nancy Riddle: Zoning

Commissioner Dolan recused himself from the vote. Schmiesing/Burandt unanimous with a 4-0 vote to appoint Stephen Demeules of Palmer Township. Schmiesing/Burandt unanimous with a 4-0 vote to appoint Annie Deckert of the City of Elk River.

This meeting concludes Commissioner Lisa Fobbe's position as Board Chair. A plaque was presented by County Administrator Steve Taylor on behalf of Sherburne County.

This meeting was also Commissioner Ewald Petersen's last meeting as a Commissioner. A retirement ceremony took place post Board Meeting in the Jury Assembly room where he was presented with a plaque by County Administrator Steve Taylor on behalf of Sherburne County.

Adjourn Regular Meeting

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

Manual Warrant – BMO Pcard		
12/5/18	55,242.63	General Revenue Fund
	4,734.92	Public Works Fund
	5,615.16	Jail Commissary Fund
	25.00	Justice Center Enterprise Fund
	65,617.71	Total
Commissioner Warrants		
12/7/18	325,150.26	General Revenue Fund
	27,956.09	Public Works Fund
	8,031.94	Solid Waste Fund
	24,121.70	Jail Commissary Fund
	47.65	Forfeited Land Sale
	201,449.75	Sherco Regional Rail Authority
	158,681.10	Capital Proj 2008 Government
	48,780.78	Justice Center Enterprise Fund
	591,277.24	Agency Collections
	3,147.20	Taxes & Penalties Fund
	1,388,643.71	Total
Manual Warrants		
12/7/18	5,998.83	Agency Collections
	5,998.83	Total
Warrants		
12/12/18	321.70	Bernier/Christine
	329.46	Conway/Brian K
	24,993.02	Databank IMX LLC
	2,501.46	MailFinanace
	454.50	Miller/Alison J
	437.38	Real Time Translations, Inc
	3,540.50	Sherburne Co Sheriff
	6,331.95	Sherburne County Auditor Treasurer
	1,066.00	The Vernon Company
	2,158.15	21 Payments less than 300
	42,134.12	Total

Tim Dolan, Chairperson
Steve Taylor, Administrator

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