

PROCEEDINGS OF THE ROSEAU COUNTY BOARD OF COMMISSIONERS

October 10, 2017

The Board of Commissioners of Roseau County, Minnesota met in the Courthouse in the City of Roseau, Minnesota on Tuesday, October 10, 2017.

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by Board Chair Mark Foldesi. The Pledge of Allegiance was recited. Commissioners present were Roger Falk, Mark Foldesi, Glenda Phillipe, Jack Swanson and Russell Walker. Others present were Colleen Hoffman, Miranda Tunheim, Shane Delaney, Dave Anderson, Steve Gust, Jeff Pelowski, Brian Ketring, Ann Marie Miller, and Sue Grafstrom.

APPROVAL OF AGENDA

A motion to approve the Agenda was made by Commissioner Phillipe, seconded by Commissioner Falk and carried unanimously.

APPROVE BILLS

A motion was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously to approve the payment of the following bills:

Warrants Approved For Payment 9/28/2017

<u>Vendor Name</u>	<u>Amount</u>
AFLAC	5,477.10
ANDREW J STOSKOPF TRUCKING INC	11,273.75
R & Q TRUCKING INC	23,576.00
ROSEAU/LOW SPORTSMAN CLUB	2,363.45
VANGUARD APPRAISALS, INC	78,925.50
4 Payments less than 2,000.00	980.40
Final Total:	122,596.20

Warrants Approved For Payment 9/28/2017

<u>Vendor Name</u>	<u>Amount</u>
NORTH PINE SERVICES	16,912.09
Final Total:	16,912.09

Warrants Approved For Payment 10/05/2017

<u>Vendor Name</u>	<u>Amount</u>
DEARBORN NATIONAL LIFE INSURANCE	3,323.75
DW MECHANICAL-DBA	8,000.00
JOHNSON/LAURE A	3,990.88
KUETTEL A.W.& SONS INC	26,438.63
NW MN SERV COOP-BLUE CROSS BLUE	103,676.00
RIVERFRONT STATION	2,774.88
SUN LIFE ASSURANCE COMPANY OF CANADA	2,166.57
13 Payments less than 2,000.00	8,119.47
Final Total:	158,490.18

Warrants Approved On 10/10/2017 For Payment 10/13/2017

<u>Vendor Name</u>	<u>Amount</u>
AUTO VALUE OF ROSEAU	8,984.82
COULOMBE CONSULTING	4,160.00
CTL INVESTMENTS LLC	20,812.32
ENVIRONMENTAL SYSTEMS RESEARCH	2,000.00
FARMERS UNION OIL CO-WARROAD	3,578.18
GEO-COMM CORPORATION	6,480.00
KKWQ BORDER BROADCASTING	3,120.00
MAR-KIT LANDFILL	39,781.00
NORTHERN RESOURCES COOPERATIVE	37,812.38
REGENTS OF U OF MINNESOTA	4,230.98
ROSEAU CO COOP ASSN	7,191.88
ROSEAU CO HWY DEPT	32,918.91
RTVISION INC	6,643.88
SJOBORG'S INC	2,668.25
T C LIGHTING	2,196.34
WARROAD READY MIX	8,868.48
ZIEGLER INC	18,871.60
68 Payments less than 2,000.00	29,747.15
Final Total:	240,066.17

In addition, the Board approved a forthwith payment to Lyle Roseen, in the amount of \$500.00, for beaver removal on Ditch 23.

DELEGATIONS

Hoffman, Philipp and Knutson, Exit Audit Conference

Colleen Hoffman, Manager of Hoffman, Philipp and Knutson PLLC, met with the Board to review Roseau County's 2016 Government Audit. It was noted that Roseau County is in excellent financial condition.

CONSENT AGENDA

A motion to approve the Consent Agenda was made by Commissioner Phillipe, seconded by Commissioner Walker and carried unanimously. The Board, by adoption of its Consent Agenda, approved the September 26, 2017 Regular Board Meeting Proceedings; approved an Off-Highway Vehicle Safety Enforcement Grant, in the amount of \$8,295.00, effective August 14, 2017 through June 30, 2019; approved advertising for the hire of a Dispatch/Jailer; passed Resolution # 2017-10-01 in support of submitting a Voting Equipment Grant application to the Minnesota Secretary of State; approved the 2017 Emergency Management Performance Grant (EMPG), in the amount of \$17,090.00, effective January 1, 2017 through December 31, 2017; approved the promotion of Kerri Byfuglien to Fiscal Supervisor (Grade 9, Step A), effective October 16, 2017; authorized the hire of a regular full-time Accounting Technician (Grade 5, Step A) from the existing Social Services roster; and, approved replacing all existing employee FOB's with ID/FOB badges.

DEPARTMENT REPORTS

Sheriff

Sheriff Gust requested the Board approve a personal leave request. A motion to approve a personal leave request for Sharon Hetteen was made by Commissioner Falk, seconded by Commissioner Swanson and carried unanimously.

Highway

Engineer Ketring requested the Board approve a final payment. A motion to approve final payment to Morris Sealcoat and Trucking, Inc., in the amount of \$19,716.59, for 2017 Seal Coat and Fog Seal Projects, was made by Commissioner Walker, seconded by Commissioner Phillippe and carried unanimously.

COMMITTEE REPORTS

Coordinator Pelowski, speaking on behalf of the Insurance Committee, requested that the Board approve the 2018 Insurance/Benefit Package recommendations. A motion was made by Commissioner Phillippe, seconded by Commissioner Falk and carried unanimously to approve the following recommendations:

THE INSURANCE COMMITTEE RECOMMENDS OFFERING THE FOLLOWING BENEFIT PLANS TO EMPLOYEES FOR 2018:

HEALTH INSURANCE

Seven Service Cooperatives in Minnesota have formed a new Statewide Pool. The Service Coop will continue to contract with *Blue Cross Blue Shield* for Health Insurance. The 2018 range of premium increase for large groups is a minimum of 2%, and a maximum of 49%. The Coop calculated a **29.1%** increase in premium for Roseau County. **Note: The 2017 and 2016 Health Insurance increase for Roseau County medical plans was 0%. The 2015 increase was 7.5%--2014 was 29%.**

Current medical plans:

		<u>2017</u>	<u>2018</u>	<u>Change</u>
\$2,250/\$4,500 Deductible VEBA: <i>(75%/25% cost share)</i>	Single	\$ 502.50	\$ 648.50	+146.00
	Family	\$1,181.50	\$1,525.00	+343.50
\$5,000/\$10,000 Deductible HSA/VEBA: <i>(85%/15% cost share)</i>	Single	\$ 420.50	\$ 543.00	+122.50
	Family	\$ 987.00	\$1,274.00	+287.00
\$6,350/\$12,700 Deductible HSA/VEBA: <i>(90%/10% cost share)</i>	Single	\$ 400.00	\$ 516.50	+116.50
	Family	\$ 938.50	\$1,211.50	+273.00

The Insurance Committee recommends adding a NEW Medical Plan option for 2018:

\$3,375/\$6,750 Deductible HSA/VEBA:	Single	\$ 621.00
	Family	\$1,457.00

The fixed percentage health insurance premium cost share currently in place for our existing medical plans as approved by the Board on October 8, 2013 are as follows:

\$2,250 Deductible VEBA Plan: The County will pay 75% of the premium, and participating employees will pay 25%.

\$5,000 Deductible HSA/VEBA Plan: The County will pay 85% of the premium, and participating employees will pay 15%.

\$6,350 Deductible HSA/VEBA Plan: The County will pay 90% of the premium, and participating employees will pay 10%.

\$3,375 Deductible HSA/VEBA Plan: The Insurance Committee requests that the Board approve a premium cost share of County 80%, and Employee 20%, for the new \$3,375/\$6,750 Deductible Plan.

The 2018 employer/employee premium cost share per month for our existing medical plans is as follows:

		<u>Employer</u>	<u>Employee</u>
➤ \$2,250 deductible VEBA plan:	Single	\$ 486.38	\$162.13
	Family	\$1,143.75	\$381.25
➤ \$5,000 deductible HSA/VEBA plan:	Single	\$ 461.55	\$ 81.45
	Family	\$1,082.90	\$191.10
➤ \$6,350 deductible HSA/VEBA plan:	Single	\$ 464.85	\$ 51.65
	Family	\$1,090.35	\$121.15

If approved, the 2018 employer/employee premium cost share per month for the new medical plan option would be as follows:

		<u>Employer</u>	<u>Employee</u>
➤ \$3,375 deductible HSA/VEBA plan:	Single	\$ 496.80	\$124.20
	Family	\$1,165.60	\$291.40

The employer contribution to the employee's VEBA or HSA account is: \$100.00 per month/single plan, and \$200.00 per month/family plan.

Roseau County currently carries **45** active employee single contracts (*16 - \$2,250 deductible plan, 15 - \$5,000 deductible plan, 14 - \$6,350 deductible plan*); **71** active employee family contracts (*29 - \$2,250 deductible plan, 15 - \$5,000 deductible plan, and 27 - \$6,350 deductible plan*). In addition, there are currently **11** Retiree single plan contracts.

Retiree and non-retiree COBRA participants pay their own premiums. Per current policy, retired COBRA participants on Roseau County's health insurance, receive the same VEBA or HSA contribution as active employees. Non-retiree COBRA participants do not receive a VEBA or HSA contribution.

SELECT ACCOUNT – (Flex, VEBA, and HSA Account Administration)

Select Account's administration fee, currently \$2.11, will **increase** to **\$2.95** per participant, per month (*premium saver, interest earning account*). *The fee covers the administration of Medical Flexible spending accounts, Day Care Flexible spending accounts, VEBA accounts, and HSA accounts for active employees. Inactive employees/retirees pay their own administration fees. The annual increase in account fees is estimated to be **+\$1,100.00 for 2018.***

125 FLEX MEDICAL AND DEPENDENT CARE PLANS:

Flex Plan design:

- The IRS **maximum medical flex contribution is \$2,600.** (*IRS max for 2018 TBA.*)
- The plan year **maximum dependent care flex contribution is \$5,000,** (*Amount set by the IRS.*)
- **Medical Crossover** (*27.27% of our members are enrolled in Crossover option.*)
- **Debit cards** are auto-issued to all new employees, and are available to existing employees who opt out of crossover. (*60% of our members are enrolled in the Debit Card option.*)
- **Direct Deposit (ACH)**
- We **do not allow a "grace period"** to incur claims for reimbursement from the previous year's medical flex dollars. (*We cannot have a "grace period" with a rollover option.*)
- We currently offer a **"run out" period of three months** to submit expenses and recommend that the "run out" period be continued.

- **Rollover option** *(We amended our plan to offer rollover of up to \$500 for the years 2014, 2015, and 2016, and 2017.*

LIFE INSURANCE (Sun Life): Basic and Optional coverage

A \$10,000 basic life insurance policy is provided at no cost to all eligible employees. A \$5,000 dependent life insurance is also provided for the spouse, and \$10,000 for dependent children. Employees may purchase supplemental life coverage of up to \$500,000/Employee, and up to \$250,000/Spouse.

Basic Life: Increase in 2018 from **\$1.45** to **\$1.71** per month, per eligible participant. *(Employer paid)*

Dependent Life: **Unchanged, \$1.50** per month, per eligible participant. *(Employer paid)*

Optional Life: Optional life rates for 2018 will increase. *(Employee paid)*

NCPERS GROUP DECREASING TERM LIFE (PERA Life): The premium remains fixed at \$16.00 per month. This plan is voluntary and 100% employee paid.

LONG TERM DISABILITY INSURANCE

Hartford Long Term Disability rates will remain unchanged for 2018. Long Term Disability is voluntary and 100% employee paid.

DENTAL INSURANCE

Dearborn National Dental insurance rates will increase 4% for 2018. Dental Insurance is voluntary and 100% employee paid.

SHORT TERM DISABILITY INSURANCE

Dearborn National Short-Term Disability insurance rates will remain unchanged for 2018. Short Term Disability is voluntary and 100% employee paid.

VISION INSURANCE

Ameritas Vision Plan rates will remain unchanged for 2018. The plan includes a Low Option that can use used at any vision clinic, but the employee must submit claims on their own; and a High Option where the greatest benefit applies if you go to an in-network VSP provider. Vision insurance is voluntary and 100% employee paid.

AFLAC

Aflac coverage is voluntary and 100% employee paid. Current Aflac plans offered are: Accident, Cancer, Critical Care & Recovery, Personal Sickness, and Hospital Indemnity.

DEFERRED COMPENSATION

Roseau County offers three deferred compensation plans whereby employees may elect to set aside pre-tax dollars for retirement. Deferred Comp plans are available to employees through **Nationwide Retirement Solutions, American Funds (with the Investment Centers of America, Inc.), and Mass Mutual (with Edward Jones)**. Deferred Compensation is 100% employee paid.

Note: The County will not endorse (sign) any Deferred Comp plan requests for a Hardship Withdrawal. Hardship Withdrawal requests must go through the applicable company headquarters for approval. We actually adopted a revised Mass Mutual Plan document this year. There is no Hardship provision in the plan. We also added the Roth 457b option to the Mass Mutual plan.

WELLNESS NEWSLETTER

The Northwest Service Cooperative has subscribed to **"Personal Best"**, an electronic (interactive) newsletter, and will be providing it to all Service Cooperative groups to forward to our employees as part of our Wellness Program at no cost to the County.

We will not be sponsoring a Health Fair for County employees this year.

Post-Retirement VEBA: The Insurance Committee decided that we should conduct another vote on whether or not upon leaving employment, vacation and/or sick leave severance pay is rolled into a VEBA Post Retirement Account instead of cash payment. A vote will take place in late October. ***If a group votes yes, the rollover of funds applies to everyone in that particular bargaining group upon retirement or termination of employment.*** (There is a 5 years of service requirement.)

Select Account employee meetings: On October 13, a representative from Select Account will hold employee meetings to provide information and answer questions about VEBA, HSA, and Medical Flexible Spending Accounts.

BENEFIT PLANS OPEN ENROLLMENT

Our annual open enrollment period for 2018 benefit elections will be from October 30 – November 17, 2017.

COUNTY BOARD ITEMS

Office of the State Auditor (OSA) Discussion/Letter

Coordinator Pelowski gave a brief history on why the OSA has requested a Roseau County re-audit (by the OSA) for 2015 and 2016. Seven other northern Minnesota Counties have also been required to submit to a re-audit. As part of this process, the OSA has sent Letters of Engagement to the eight affected Counties requesting approval of their terms to perform the re-audits for 2015 and 2016. Coordinator Pelowski is asking the Board if they would like to sign the letter of engagement or send the letter of engagement back to the OSA without signatures, and include a letter stating Roseau County's objection to the re-audits. A motion to have Coordinator Pelowski draft a letter to the OSA, stating the County's objections; and, to send the unsigned letter of engagement back to the OSA was made by Commissioner Swanson, seconded by Commissioner Walker and carried unanimously.

Buffer Ordinance Public Hearing Notice

Coordinator Pelowski requested the Board approve advertising for a Public Hearing in order to hear public comment on the proposed Roseau County Buffer Ordinance. A motion to set a Public Hearing for November 14, 2017, at 9:15 a.m., in the County Courthouse meeting room, for the purpose of hearing public comment on the proposed Roseau County Buffer Ordinance, was made by Commissioner Falk, seconded by Commissioner Walker and carried unanimously.

COMMISSIONER COMMITTEE REPORTS (August 26, 2017 - October 10, 2017)

Commissioner Falk reported on the following committee(s): Operations Committee; County Board Work Session; Roseau River Watershed District Board; Land Utilization Project (Norris Camp); Roseau County Soil and Water Conservation District.

Commissioner Foldesi reported on the following committee(s): Operations Committee; County Board Work Session.

Commissioner Phillippe reported on the following committee(s): Warroad Community Ed meeting; Operations Committee; County Board Work Session.

Commissioner Swanson reported on the following committee(s): Insurance Committee; Roseau Economic Development Authority; Community Health Conference; Roseau City Council; Operations Committee; County Board Work Session; Community Justice Coordinating Committee; Northern Counties Land Use Coordinating Board; Association of Minnesota Counties Executive Committee.

Commissioner Walker reported on the following committee(s): Insurance Committee; Minnesota Rural Counties; Operations Committee; County Board Work Session; Land Utilization Project (Norris Camp); Ditch 6 meeting; Meeting with Beaver Trapper (Ditch 23).

Upon motion carried, the Board adjourned the regular meeting at 11:05 a.m. The next regular meeting of the Board is scheduled for October 24, 2017 at 9:00 a.m.

Attest:

Date: _____

Jeff Pelowski, County Coordinator
Roseau County, Minnesota

Mark Foldesi, Chair
Board of County Commissioners
Roseau County, Minnesota