



Sherburne County Board of Commissioners

February 19, 2019 - County Board Meeting Agenda

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on February 19, 2019, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by Chair Dolan was at 9:00am. Commissioner Dolan added items 11a. Discussion of Appointment to the 7W Policy Committee and 11b. County Administrator Transition. Burandt/Danielowski unanimous to approve the agenda as changed.

2. 9:01am Consent Agenda

Fobbe/Burandt unanimous to approve the consent agenda with item #15 being stricken from the consent agenda and item #14 removed from the consent agenda and placed on the Regular agenda as item #2a.

1. Approved Minutes: [February 5, 2019 - County Board Meeting](#)

2. [County EDA Appointment](#)

Administration

Approved the reappointment of Amanda Othoudt to the Sherburne County Economic Develop Committee for a six-year term beginning in January 2019 through December of 2024.

3. [Approve Contracts with Wiley Law Office](#)

Administration

Approved two contracts with County Administration and the Sheriff's Office for employment law services provided by Wiley Law Office from March 1, 2019 - February 28, 2021 subject to County Attorney approval. Sheriff's Office: The proposed revised agreement provides for an increase from \$6,750/mth to \$7,250/month. County Administration: The proposed revised agreement provides for an increase from \$4,500/mth to \$5,000/month.

4. [Monthly Auditor-Treasurer report for January 2019](#)

Auditor/Treasurer

Accepted the monthly Auditor/Treasurer's report for Commissioner's review for January 2019.

5. [Commissioner & Manual Warrants](#)

Auditor/Treasurer

Accepted payment of Commissioner and Manual Warrants as follows:

January 31, 2019 Manual Warrants \$2,947,213.14
February 1, 2019 Commissioner Warrants \$1,124,503.56
February 8, 2019 Commissioner Warrants \$720,010.52
February 6, 2019 Manual Warrants BMO Pcard \$61,124.38
January 31, 2019 Commissioner Warrant \$55,147.00
February 8, 2019 Manual Warrants \$5,495.25
February 1, 2019 Manual Warrants \$753.50

6. [01-31-19 HHS OBO Warrant](#)

HHS

Accepted payment of HHS OBO Warrant as follows:
013119 HHS OBO Warrant \$3,201.11

7. [HHS IFS COMM Sue 2-7-19](#)

HHS

Accepted payment of HHS IFS COMM Sue as follows.

Various \$22,923.87

8. [Approve SRF Consulting Group, Inc. Proposal for Engineering Services - CSAH 1 at Hwy 10](#) Public Works

Approved to enter into agreement with SRF Consulting Group, Inc. to provide engineering services for the reconstruction of CSAH 1 from Hwy 10 to north of BNSF RR tracks in the amount of \$415,754 effective immediately through December 2020.

9. [Approve transfer from the Unallocated Recorders Compliance Fund](#) Recorder

Approved to transfer \$60,000 from Unallocated Recorders Compliance Fund 01-103-6981 to 03-3205-947 Survey Transfer In fund per the recommendation of the Land Records Committee special meeting on Jan. 30, 2019 for the 2019 budget.

10. [Accept a donation from The Eddy Family Foundation to the Sheriff's Office Reserve Unit](#) Sheriff

Approved the acceptance of a \$4,000 donation from The Eddy Family Foundation to the Sheriff's Office Reserve Unit.

11. [Accept a donation from The Eddy Family Foundation to the Sheriff's Office](#) Sheriff

Approved the acceptance of a \$4,000 donation from The Eddy Family Foundation to the Sheriff's Office

12. [Accept a donation from The Eddy Family Foundation to the Sheriff's Office Mounted Patrol Unit](#) Sheriff

Approved the acceptance of a \$2,000 donation from The Eddy Family Foundation to the Sheriff's Office Mounted Patrol Unit.

13. [Approve IT Service Agreement between Sheriff's Office and the City of Big Lake](#) Sheriff

Approved an IT Service Agreement between the Sheriff's Office and the City of Big Lake, to be effective immediately. The first year of the contract will be February 1, 2019 – December 31, 2019. The City will pay Sherburne County \$34,000 annually for the SC IT Contractor's Services.

16. [Civic Betterment Club SCORE Grant Agreement](#) Zoning

Approved a SCORE Grant Agreement in the amount of \$8,360.00 with the Civic Betterment Club of Princeton to allow for continued collection and recycling of cardboard. The term of this agreement is January 1, 2019 through January 31, 2020.

17. [ReCollect Recycling Search Tool Agreement](#) Zoning

Approved a one-year term agreement with ReCollect Systems Inc, not to exceed \$6,300, to set up an online search tool for recyclables, and disposal options for municipal solid waste with an effective start date of February 26th, 2019.

- 2a. 9:03 am [Approve Findings of Fact for Denial of IUP request for a Medium Contractor's Yard by LJS Trucking, Inc.](#)

Fobbe/Danielowski unanimous to approve Resolution 021919-AD-1881 setting forth the Findings of Fact for the Board's denial of the request from LJS Trucking, Inc., for an Interim Use Permit for a Medium Contractor's Yard in Big Lake Township located at 22665 County Road 15 NW, Elk River, MN. The County Board denied the

request for an IUP at the February 5, 2019 Board meeting and directed staff to come back with formal findings for their approval.

3. 9:04 am Announcements

Steve Taylor requested to remove the February 21st Economic Development Authority meeting from the upcoming meetings list as it has been canceled.

4. 9:05 am [Tri-County and Pope/Douglas](#)

Dave Lucas: Zoning

A discussion was held regarding Tri-County's existing contract with Pope/Douglas for deliveries of mixed municipal solid waste. Current contract provides for reduction of deliveries beginning in the year 2022, and Pope/Douglas is proposing to adjust the contract delivery amounts to maintain current deliveries rather than provide for that scheduled reduction. The Board determined that this proposal should be further discussed at future board meetings. The Tri-County Board will discuss this proposal at their next scheduled meeting; no action is to be taken at the Tri-County meeting.

5. 9:08 am [2019 SCORE Budget](#)

Dave Lucas, Solid Waste Administrator: Zoning

Fobbe/Burandt unanimous to approve the 2019-line item SCORE Budget of \$731,199.00 as presented.

6. 9:19 am [MOA for the Rum River One Watershed One Plan](#)

Dan Cibulka: Administration

Fobbe/Burandt unanimous to approve the Memorandum of Agreement for the Rum River One Watershed One Plan project. This agreement is effective upon signing date of February 19, 2019 and will remain in effect until 1-year after the term of the BWSR One Watershed, One Plan Planning Grant Agreement. Dan Cibulka updated the Board on the One Watershed One Plan project timeline. The MOA language has been reviewed and approved by the County Attorney's office.

7. 9:25 am [Contract Amendment for A&M Business Interior Services](#)

Steve Taylor/Sue Raich: Administration

Burandt/Fobbe to approve a contract amendment to adjust A&M Business Interior Services budget to a not to exceed \$333,508.00 subject to County Attorney approval. The budget was originally approved a budget of \$206,300 on September 12, 2017 effective immediately.

8. 9:31 am [School District Tax Abatement](#)

Steve Taylor: Administration

Danielowski/Burandt unanimous to authorize the County Administrator to request that the Becker School District abate its property taxes for a proposed data center project pursuant to Minn. Stat. § 469.1813, subd. 6(b).

Fobbe/Burandt unanimous to approve to hold a Public Hearing for a tax abatement application on March 26th at 9:00 am or soon thereafter.

9. 9:34 am Recess Regular Meeting, Open Ditch Authority Meeting

10. DA- 1. [Ditch Authority Meeting](#)

Diane Arnold: Auditor/Treasurer

Mike Lindenau presented a Ditch Drainage Technician's Report to the Board.

No other business was discussed. The next Ditch Authority meeting will be held on April 23, 2019.

11. 9:39 am Adjourn Ditch Authority Meeting, Reconvene Regular Meeting

11a. 9:39 am [Appointment to MNDOT Region 7W Transportation Policy Committee](#)

Fobbe/Danielowski unanimous to approve Zimmerman Mayor Nick Stay as a representative of the MNDOT Region 7W Transportation Policy Committee

11b. 9:42am [Discussion on Transitioning to a New County Administrator](#)

Steve Taylor and Tim Dolan provided information in regards to the upcoming resignation of County Administrator Steve Taylor. The Administrator’s last day will be June 21st, 2019. The Chair requested proposals from 2-3 executive search firms to assist in the hiring process of a new County Administrator. The proposals will be brought back to the first meeting of March to decide which firm will be chosen for the process.

12. 11:48 am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

(February 6th – February 18th, 2019)

Commissioner Burandt – Solid Waste Advisory meeting, Central Mn Council on Aging, Presented at Elk River Leadership Chamber Day, MESB meeting, Education session for the Rum River Watershed, Soil & Water Conservation District meeting, AMC HHS Sub Committee

Commissioner Danielowski – Solid Waste Advisory Board, AMC Legislative Conference, Met with Andrew Witter

Commissioner Schmiesing – Absent

Commissioner Dolan – Nothing to report, but was elected Vice-Chair of the Magic Fund of Trustees

Commissioner Fobbe - Budget Recommendation Through Email for Central Juvenile Detention, Presented at Elk River Leadership Chamber day, St. Cloud Airport Advisory meeting, AMC Legislative Conference.

13. 9:50 am **Adjourn Regular Meeting**

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| HHS OBO Warrant | | |
| 01/31/19 | 783.39 | OBO 4Imprint |
| | 597.82 | OBO Amazon |
| | 460.39 | OBO American Floor Mats |
| | 726.45 | OBO Innovative |
| | 633.06 | 10 Payments less than 300 |
| | 3,201.11 | Total |
| Commissioner Warrant | | |
| 01/31/19 | 55,147.00 | Public Works Fund |
| | 55,147.00 | Total |
| Manual Warrants | | |
| 01/31/19 | 881.88 | General Revenue Fund |
| | 611,843.76 | 2017A GO CIP Bond-Government Center |
| | 973,250.00 | 2015A G.O. CIP Refunding Bond |
| | 1,356,600.00 | 2009A G.O. Jail Refunding Bond |
| | 4,637.50 | Agency Collections |
| | 2,947,213.14 | Total |
| Commissioner Warrants | | |
| 02/1/19 | 293,252.30 | General Revenue Fund |
| | 186,149.93 | Public Works Fund |
| | 1,990.94 | Law Library Fund |
| | 5,840.00 | Solid Waste Fund |
| | 29,835.70 | Jail Commissary Fund |

| | | |
|--|--------------|--------------------------------|
| | 140.00 | Forfeited Land Sale |
| | 157.39 | Sherco Regional Rail Authority |
| | 13,893.32 | Justice Center Enterprise Fund |
| | 593,243.98 | Agency Collections |
| | 1,124,503.56 | Total |

Manual Warrants

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|---------|--------|--------------------|
| 02/1/19 | 753.50 | Agency Collections |
| | 753.50 | Total |

Manual Warrants

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|---------|-----------|--------------------------------|
| 02/6/19 | 54,554.24 | General Revenue Fund |
| | 2,172.32 | Public Works Fund |
| | 1,635.05 | Human Service Fund |
| | 1,187.11 | Jail Commissary Fund |
| | 1,575.66 | Justice Center Enterprise Fund |
| | 61,124.38 | Total |

Commissioner Warrants

| | | |
|--------|-----------|--------------------|
| 2/6/19 | 22,259.52 | Human Service Fund |
| | 664.35 | Agency Collections |
| | 22,923.87 | Total |

Commissioner Warrant

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|--------|------------|--------------------------------|
| 2/8/19 | 154,094.67 | General Revenue Fund |
| | 65,683.22 | Public Works Fund |
| | 9,792.36 | Human Service Fund |
| | 647.49 | Law Library Fund |
| | 3,677.07 | Solid Waste Fund |
| | 20,219.56 | Jail Commissary Fund |
| | 397,016.51 | Sherco Regional Rail Authority |
| | 3,488.65 | Justice Center Enterprise Fund |
| | 17,628.46 | Agency Collections |
| | 47,762.53 | Towns & Cities Collections |
| | 720,010.52 | Total |

Manual Warrants

| | | |
|--------|----------|--------------------|
| 2/8/19 | 5,495.25 | Agency Collections |
| | 5,495.25 | Total |

Tim Dolan, Chairperson

Steve Taylor, Administrator

Date

Date