



# Sherburne County Board of Commissioners

## County Board Meeting Minutes

### January 2, 2018

#### 1. 9:00 am **Call to Order by County Administrator**

The Sherburne County Board of Commissioners met in regular session on January 2, 2018 at the Sherburne County Government Center in the City of Elk River, Minnesota, with Commissioner Burandt, Commissioner Petersen, Commissioner Dolan, Commissioner Schmiesing, and Commissioner Fobbe present.

Steve Taylor, County Administrator called the meeting to order at 9:00 a.m. followed by a moment of silence and the Pledge of Allegiance to the flag. Mr. Taylor thanked Barbara Burandt for serving as the Board Chair in 2017.

#### 2. 9:01 am **Election of Board Chairperson**

Steve Taylor, Administrator, called for nominations for the 2018 Chair of the Sherburne County Board of Commissioners. Commissioner Petersen nominated Commissioner Fobbe. Commissioner Schmiesing seconded the motion. There were no other nominations. The Board unanimously elected Commissioner Fobbe as the 2018 Board Chair of the Sherburne County Board of Commissioners.

##### **Election of Board Vice Chairperson**

Commissioner Fobbe, Board Chair, called for nominations for 2018 Vice Chair of the Sherburne County Board of Commissioners. Commissioner Schmiesing nominated Commissioner Dolan. Commissioner Burandt seconded the motion. There were no other nominations. The Board unanimously elected Commissioner Dolan as the 2018 Board Vice Chair of the Sherburne County Board of Commissioners.

#### 3. 9:06 am **Approval of Regular Meeting Proposed Agenda**

Petersen/Schmiesing unanimous to approve the agenda for January 2, 2018 as presented.

#### 4. 9:07 am **Consideration of Rules and Order for Transaction of Year 2018 County Business**

*Steve Taylor: Administration*

Petersen/Burandt unanimous to approve that the County Board Chair, in her discretion, will use Roberts Rules of Order as a guide for conducting business for 2018.

#### 5. 9:08 am **Consent Agenda**

Dolan/Burandt unanimous to approve the Consent Agenda as follows:

1. Review and Approve Minutes: [December 19, 2017 - County Board Meeting](#)  
Approved as presented.
2. [Personnel Board of Appeals Appointment](#) Administration  
Reappointed Don Bouley to serve on the Sherburne County Personnel Board of Appeals as required by Minnesota Statute 375.65 for the term of October 13, 2017 to October 13, 2020.
3. [Approval of Investment Policy](#) Auditor/Treasurer  
Approved Sherburne County Investment Policy (on file in the Auditor/Treasurer's Department) with no changes from 2017, per policy requirement.
4. [Designation of Depositories and signature authorizations](#) Auditor/Treasurer

Approved as follows:

- 1.) Authorization to sign resolution designating Depositories of Public Funds for 2018 for The Bank of Elk River and First National Bank of Elk River.
- 2.) Resolution of Chairperson's signature of record at bank, each year, for checking accounts at US Bank/MAGIC and First National Bank of Elk River and to sign appropriate signature forms.
- 3.) As required by M.S. 385.05 requesting 2018 Chairman of Board signature on form for check signature image for 2018 warrants.

5. [Human Trafficking Prevention Month](#) HHS  
Approved Proclamation of January 2018 as Human Trafficking Prevention Month in Sherburne County.
6. [Letter of Support for CommUNITY proposal for DHS grant funding](#) HHS  
Approved a letter of support for CommUNITY Adult Mental Health Initiative (CAMHI) proposal to seek grant funding for a Diversion & Transition Bed Program and to allow the HHS Director to sign the letter.
7. [HHS Warrants 12-21-17](#) HHS  
Accepted payment in the amount of \$61,072.97.
8. [Commissioner & Manual Warrants](#) Auditor/Treasurer  
Accepted payments as follows:  
December 20, 2017 Manual Warrants Capital Project - \$2,953,514.89  
December 22, 2017 Commissioner Warrants - \$553,062.05  
December 15, 2017 Commissioner Warrants - \$542,939.48  
December 22, 2017 Manual Warrants - \$335,802.13  
December 18, 2017 Manual Warrants - \$6,278.25  
December 22, 2017 Commissioner Warrant - \$1,200.00

6. **9:10 am Commissioner Expense Claims**

Dolan/Petersen unanimous to approve expense claims submitted by Commissioners as follows, with the stipulation that each Commissioner abstains from approving his/her own claim:

Commissioner Burandt: \$ 10.70  
Commissioner Fobbe: \$665.36

7. **9:11 am Announcements**

- 1) Steve Taylor informed the Board that Franklin Madsen, former County Commissioner from 1981-1988, passed away. The Board expressed their condolences to the family.
- 2) An Association of Townships Meeting is scheduled on January 17, 2018 at the History Center at 6:30 p.m.
- 3) The Annual Minnesota Inter-County Association Meeting is scheduled on January 17, 2018 in Mankato

8. **9:12 am Open Forum** – There was no-one present for the Open forum.

9. **9:15 am [Awarding bid for 2018 Official County Publications](#)**

*Diane Arnold: Auditor/Treasurer*

Reviewed that one bid was received for official publications, that being from the Elk River Star News. Diane Arnold stated that she contacted the Citizen Tribune Newspaper to request a rate for the alternate 2017 Financial Statement:

- 1) Schmiesing/Burandt unanimous to award bid for Delinquent Tax listing to the Elk River

- Star News in the amount of \$3.80 per inch;
- 2) Dolan/Burandt unanimous to award bid for 2017 Financial Statement to the Elk River Star News in the amount of \$4.20 per inch;
- 3) Dolan/Schmiesing unanimous to award bid for Alternate 2017 Financial Statement publication to The Citizen Tribune in the amount of \$10.80 per column inch (15% off from their standard legal line rate).
- 4) Schmiesing/Burandt unanimous to award bid for Commissioner Proceedings to the Elk River Star News in the amount of \$3.80 per inch.

Diane Arnold provided an update on pre-payment of property taxes due to the change in federal tax laws. The Auditor/Treasurer's Office has collected just over \$2 million in pre-payments of 2018 property tax.

**10. 9:20 am The Chair recessed the Regular Meeting and opened the Housing and Redevelopment Authority Meeting**

**9:23 am The Chair adjourned the Housing and Redevelopment Authority Meeting and reconvened the Regular Meeting**

**11. 9:25 am CSAH 16 Application for Easement**

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

Provided information on reconditioning project on CSAH 16 for summer 2019 and the need for additional right of way to complete the project on land owned by the State of MN.

Schmiesing/Dolan unanimous to approve Resolution #010218-AD-1819 application for Easement across State Land for Right of Way acquisition, a budgeted project request in the amount of \$2,000.00 from Acct #03-314-000-0000-6369.

**12. 9:30 am CHRISTOPHER AND MICHELLE WAMPACH CONDITIONAL USE PERMIT**

*Lynn Waytashek: Zoning*

Schmiesing/Burandt unanimous to approve a Conditional Use Permit for a Personal Storage Structure Legal Description: That pt of th N1/2 of th NE1/4 (full legal on file) Sec 24, Twp 34, Rge 27 Orrock Township 20.1 acres General Rural District, as requested by Christopher and Michelle Wampach, as recommended by the Planning Commission with the following conditions:

1. The applicant must obtain a building permit.
2. The Personal Storage Structure cannot be used as a dwelling unit or for any business purpose.
3. The Personal Storage Structure is not permitted to have plumbing or a floor drain.
4. The Findings of Fact from Sec 18, Subd 5 Item 3 of the Zoning Ordinance have been made.

**13. 9:32 am FELIX SCHMIESING; DECISION ON THE MANDATORY EAW FOR SLEEPY OAKS SUBDIVISION**

*Lynn Waytashek: Zoning*

Commissioner Schmiesing stepped down from the dais.

Petersen/Dolan unanimous to approve Resolution #010218-AD-1820, Record of decision, Findings of Fact and Conclusions, and Negative Declaration on the need for an Environmental Impact Statement on the Mandatory EAW for "SLEEPY OAKS" which is an 80 acre proposed single family subdivision subdivided from what is currently 100 acres

under the ownership of the developer. The property is located in th NW1/4 and SW1/4 of Sec 27, Twp 35, Rge 29 (full legal on file) Palmer Township in Sherburne County. The project consists of 41 lots in the Shoreland Residential District of Rush and Julia Lakes. Four (4) of the proposed lots are riparian. All lots will have individual wells and septic. The minimum lot size is 40,000 sq ft., as recommended by the Planning Commission.

Commissioner Schmiesing returned to the dais.

14. 9:28 am **The Chair recessed the Regular Meeting and opened the Regional Rail Authority Meeting**

9:35 am **The Chair adjourned the Regional Rail Authority Meeting and reconvened the Regular Meeting**

15. 9:45 am **Commissioner Committee Appointments for 2018**

*Steve Taylor: Administration*

The Committee list was reviewed; the following changes were made:

- 1) Central MN Mental Health Board will be removed from the list;
- 2) The Metropolitan Energy Policy Committee will have one more meeting scheduled in February and will then be removed from the list;
- 3) Minnesota County Intergovernmental Trust - will note Commissioner Schmiesing as the voting delegate;
- 4) Barbara Burandt will be the Commissioner representative (instead of Commissioner Dolan) on the AMC Extension Committee since she is the representative on the University of MN Extension Committee.

Dolan/Burandt unanimous to approve the committee assignments incorporating the changes as discussed. It was noted that changes can be made to the committee listing as needed throughout the year.

16. 9:55 am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

*(December 19, 2017 – January 1, 2018)*

Commissioner Burandt: Community Corrections Advisory Board, Emergency Preparedness Committee, and Adult Protection/Multidisciplinary Team

Commissioner Petersen: Planning Commission, Economic Development Authority Meeting, and will attend the Association of Townships Meeting on January 17, 2018

Commissioner Dolan: Economic Development Authority Meeting and Highway 25 Coalition Meeting

Commissioner Schmiesing: Central MN Emergency Services Board, meeting with the Executive Director of Central MN Mental Health Center, and Law Library Meeting

Commissioner Fobbe: Great River Regional Library, Substance Use Prevention Committee, and meeting with constituents

17. 9:48 am **The Chair Adjourned the Regular Meeting**

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

December 21, 2017

\$ 37,241.10	Central MN Jobs & Training
\$ 18,481.00	MN Dept of Human Services-SWIFT
\$ 549.54	The Bridge World Language Ctr Inc

\$ 2,400.00 Trimin Systems Inc  
\$ 2,401.33 30 Payments less than 300

December 20, 2017

\$2,953,514.89 Capital Proj 2008 Government

December 22, 2017

\$ 179,883.14 General Revenue Fund  
\$ 223,192.47 Public Works Fund  
\$ 257.64 Human Service Fund  
\$ 5,709.18 County Ditch Fund  
\$ 5,122.21 Law Library Fund  
\$ 13,340.13 Solid Waste Fund  
\$ 34,184.08 Jail Commissary Fund  
\$ 149.35 Sherco Regional Rail Authority  
\$ 25,025.00 Capital Proj 2008-Government  
\$ 50,781.44 Justice Center Enterprise Fund  
\$ 14,041.06 Agency Collections  
\$ 1,376.35 Taxes & Penalties Fund

December 15, 2017

\$ 377,607.75 General Revenue Fund  
\$ 35,618.93 Public Works Fund  
\$ 15,234.30 Solid Waste Fund  
\$ 42,857.43 Jail Commissary Fund  
\$ 236.20 Sherco Regional Rail Authority  
\$ 42,446.94 Justice Center Enterprise Fund  
\$ 21,033.50 Agency Collections  
\$ 1,753.95 Taxes & Penalties Fund  
\$ 4,114.62 School Districts Collections  
\$ 2,035.86 Towns & Cities Collections

December 26, 2017

\$ 335,802.13 Agency Collections

December 18, 2017

\$ 6,278.25 Agency Collections

December 22, 2017

\$ 1,200.00 General Revenue Fund

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Lisa A. Fobbe, Chairperson

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Steve Taylor, Administrator

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Date