



Sherburne County Board of Commissioners

January 8, 2019 - County Board Meeting Minutes

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

The Sherburne County Board of Commissioners convened in regular session on January 8, 2019, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the County Administrator was at 9:00am.

2. 9:03am Oath of Offices

Honorable Judge Walter Kaminsky

Judge Walter Kaminsky was present to officiate over and administer the Oath of office for the following:

- Commissioner Felix Schmiesing
- Commissioner Raeanne Danielowski
- County Attorney Kathleen Heaney
- County Auditor/Treasurer Diane Arnold
- County Recorder Michelle Ashe
- County Sheriff Joel Brott

3. 9:08am Election of Board Chairperson

Steve Taylor, County Administrator

Steve Taylor, County Administrator called for nominations for the 2019 Chair of the Sherburne County Board of Commissioners. Commissioner Fobbe made a motion to nominate Commissioner Dolan. Commissioner Burandt seconded the nomination. There were no other nominations. Fobbe/Burandt unanimous to elect Commissioner Dolan as the 2019 Board Chair of the Sherburne County Board of Commissioners.

4. 9:09am Election of Board Vice-Chairperson

Board Chair

Board Chair Dolan called for nominations for the 2019 Vice-Chair of the Sherburne County Board of Commissioners. Commissioner Burandt made a motion to nominate Commissioner Schmiesing. Commissioner Danielowski seconded the nomination. There were no other nominations. Burandt/Danielowski unanimous to elect Commissioner Schmiesing as the 2019 Board Vice-Chair of the Sherburne County Board of Commissioners.

5. 9:10am Approval of Regular Meeting Proposed Agenda

Fobbe/Schmiesing unanimous to approve the agenda for January 8, 2019 as presented.

6. 9:11am Introduction of Judge Schommer

Judge Mary Yunker

Judge Yunker introduced newly appointed Judge Karen Schommer to the County Board.

7. 9:13am Consideration of Rules and Order for Transaction of Year 2019 County Business

Steve Taylor: Administration

Schmiesing/Fobbe unanimous to approve that the County Board Chair, in his or her discretion, will use Roberts Rules of Order as a guide for conducting 2019 County Business.

8. 9:14am Consent Agenda Approval

Burandt/Danielowski unanimous to approve the Consent Agenda as presented.

1. Approved Minutes: December 18, 2018 - County Board Meeting

2. Manual & Commissioner Warrants

Auditor/Treasurer

Accepted payment of Commissioner Warrants as follows:

December 28, 2018 Commissioner Warrants \$2,056,245.21
 December 14, 2018 Manual Warrant Capital Project \$1,100,330.58
 December 14, 2018 Commissioner Warrants \$856,419.51
 December 21, 2018 Commissioner Warrants \$540,177.10
 December 31, 2018 Commissioner Warrants \$378,564.13
 December 21, 2018 Manual Warrants \$335,963.26
 December 19, 2018 Commissioner Warrant \$25,826.07
 December 31, 2018 Manual Warrants \$13,996.85
 December 14, 2018 Manual Warrants \$5,374.50
 December 28, 2018 Manual Warrants \$4,424.00

3. Designation of Depositories and signature authorizations Auditor/Treasurer

Fobbe/Burandt unanimous to approve the motion authorizing to sign resolution designating Depositories of Public Funds for 2019 for The Bank of Elk River and First National Bank of Elk River.

Fobbe/Burandt unanimous to approve Resolution which authorizes Chairperson Commissioner Dolan's signature of record to be filed at banks for year of 2019, for checking accounts at US Bank/MAGIC and First National Bank of Elk River and to sign appropriate signature forms.

Fobbe/Burandt unanimous to approve, as required by M.S. 385.05, that the 2019 Chairman of the Board, Commissioner Dolan's signature be on form for check signature image for 2019 warrants.

4. Approval of Investment Policy Auditor/Treasurer

Approved Sherburne County Investment Policy with no changes from June 26, 2018, per policy requirement.

5. Renew Doug Bosaker Service Contract Community Corrections

Approved to renew service contract with Doug Bosaker to facilitate Driving With Care (DWC) classes in 2019. The cost of the contract is covered fully by registration fees from the offenders.

6. Renew Nate Parker Service Contract Community Corrections

Approved to renew service contract with Nate Parker to facilitate Driving With Care (DWC) and adult and juvenile Cognitive Restructuring programs in 2019. The cost of the contract is covered fully by registration fees from the offenders.

7. Memorandum of Agreement between Sherburne County and the University of Minnesota Extension

Approved the Memorandum of Agreement (MOA) between Sherburne County and University of Minnesota for providing Extension programs locally and employing county Extension staff, pending Attorney approval. This Memorandum of Agreement (MOA) is a standard three-year agreement between Sherburne County and University of Minnesota by which Sherburne County provides local support for University of Minnesota positions. The position is a 1.0 FTE 4H Program Coordinator; this is an increase of .2 FTE over the previous agreement; this position/funding is included in the 2019 Extension budget totaling \$73,780.00.

8. HHS Warrants 12-20-18 HHS

Accepted payment of:
 HHS Warrant 12-20-18 \$16,318.70

9. Donation of 11 office chairs HHS

Approved the donation of 11 office chairs to the Sherburne County Fair Board.

10. 12-28-18 HHS OBO Warrant HHS
 Accepted payment of:
 12-28-18 HHS OBO Warrant \$3,099.92
11. 12-31-18 HHS OBO Warrant HHS
 Accepted payment of:
 12-31-18 HHS OBO Warrant \$184.56
12. Human Trafficking Prevention Month HHS
 Approved Proclamation declaring January 2019 as Human Trafficking Prevention Month in Sherburne County.
13. Children's Mental Health Respite Grant HHS
 Accepted the 2019 Children's Mental Health Respite Care Services grant from DHS in the amount of \$33,727.66. This grant shall be effective on January 1, 2019, or upon the date that the final required signature is obtained.
14. Contract with A New Direction, Inc. HHS
 Approved a contract with A New Direction, Inc., to serve as a fiscal host for clients receiving Semi-independent Living Services (SILS) from unlicensed providers. The term of the agreement is January 1, 2019 through December 31, 2019. The total amount to be paid pursuant to this Agreement shall not exceed \$50,000.
15. Child Welfare/Juvenile Justice Screening Grant HHS
 Accepted the Child Welfare/Juvenile Justice Screening Grant in the amount of \$28,489.00. The term of the grant is January 1, 2019 through December 31, 2019.
16. Housing Support Agreement with Tri-CAP HHS
 Approved for Health & Human Services to enter into an agreement with TriCAP to provide supplemental Housing Support Services and authorize the HHS Director to sign this agreement and subsequent agreements for these services. This agreement is effective July 1, 2018, or upon the date that the required signatures are obtained, through June 30, 2019.
17. Approve Final Payment for 2017 CSAH 11 Reconditioning Project from CSAH 4 to CSAH 16. Public Works
 Authorized final contract payment with Knife River Corporation for the 2017 CSAH 11 Reconditioning Project in the amount of \$104,978.77. Project No. CP 71-611-016
18. Approve out-of-state travel for four Sheriff's Office employees Sheriff
 Approved out-of-state travel for four Sheriff's Office employees to attend the 2019 National Radiological Emergency Preparedness Training Conference in Orlando, Florida, from April 1 to April 4, 2019. The cost is \$500 registration fee per person, plus necessary travel expenses, which will be paid out of the 2019 REP Grant.
19. Christmas Donation- Anonymous to Needy Veteran Family Veterans Service
 Approved a \$100 donation to the Sherburne County Veteran's Services Office submitted by a Veteran who resides in Sherburne County. The donation is to be given to a veteran/or veteran's family member that is in financial need.

9. **9:15am Announcements**

No announcements were made.

10. **9:15am Open Forum**

Nobody was present.

11. 9:16am **Awarding bid for 2019 Official County Publications.**

Diane Arnold: Auditor/Treasurer

Reviewed the bid submittals for publication for the Commissioner's proceedings, Delinquent Tax listing, 2018 Financial Statement and Alternate 2018 Financial Statement publication to low bidder, based upon bids received as of Wednesday December 26, 2018 4:30 p.m. (A hand out was provided at the board meeting for the calculation of each request received.)

Schmiesing/Fobbe unanimous to award the bid for Delinquent Tax listing to the Elk River Star News in the amount of \$3.80 per inch.

Fobbe/Burandt unanimous to award the bid for Financial Statement to the Elk River Star News in the amount of \$4.20 per inch.

Danielowski/Burandt unanimous to award the bid for Alternate Publication Financial Statement to Sherburne County Citizen in the amount of \$10.80 per inch.

Fobbe/Burandt unanimous to award the bid for Commissioner Proceedings to Elk River Star News in the amount of \$3.80 per inch.

12. 9:22am **Recess Regular Meeting, Open Housing and Redevelopment Authority Meeting**

13. 9:27am **Adjourn Housing and Redevelopment Authority Meeting, Open Regional Rail Authority Meeting**

14. 9:33am **Adjourn Regional Rail Authority Meeting, Reconvene Regular Meeting**

15. 9:34am **Glenn Gohman - Simple Plat "Ellen Acres Second"**

Nancy Riddle: Zoning

Danielowski/Schmiesing unanimous to approve a Residential Preliminary and Final Simple Plat of "Ellen Acres Second" consisting of two (2) lots PID # 20-441-0010; 20-209-2203 Legal Desc: Outlot A Ellen Acres and Pt of NW1/4 of NW1/4 (full legal on file) Sec 9, Twp 34, Rge 30 Clear Lake Township 28.67 acres Located in the Agricultural District and within the Recreational District of Long Lake 710159, with the following six (6) conditions listed with the modification made to condition #2, as recommended by the Planning Commission:

1. As per requirements for the platting of Ellen Acres. Lot 1 (previously Outlot A) must achieve access from 77th Street.
2. There is an existing compliant septic over property line of the Glenn Gohman property onto the Gary Gohman property. A new septic system will be relocated entirely on the Glenn Gohman property (proposed Lot 2) and meet all required setbacks by no later than October 1, 2019. The Final Plat shall not be signed until the applicant has provided the Planning & Zoning Department with a septic design by a Licensed MPCA-SSTS designer and has obtained a bid for installation based on that system design. The applicant must show proof that funds in the amount of 150% of the bid are being held in escrow by a title company with the condition that the money will not be released until an approved system has been successfully installed and the County Planning & Zoning Department has inspected and approved the system.
3. Fencing and other obstacles, including existing culverts, existing driveways and field approaches, should they exist, shall be removed from the right-of-way adjacent to CSAH 8.
4. Park dedication fees for \$800 for one (1) lot. Park fees must be paid prior to the Public Works Dept signing the plat mylars.
5. Developer shall enter into a Developer's Agreement with the County Attorney's Office, if needed.
6. The plat shall be recorded in the Office of the County Recorder/Register of Titles, subject to recording fees, within one year of County Board approval of Final Plat.

16. 9:44am **Todd Maloney (Todd and Shelly Maloney) Final Plat "Highland Meadows Third"**

Nancy Riddle: Zoning

Fobbe/Burandt unanimous to approve the Residential Final Standard Plat of "Highland Meadows Third" consisting of 15 lots PID # 30-003-4100 Legal Desc: E1/2 of SE1/4 Except Highland Meadows (full legal on file) Sec 3, Twp 34, Rge 26 Livonia Township 58.69 acres Located in the General Rural District, with the following six (6) conditions listed as recommended by the Planning Commission:

1. The adjoining parcel (#30-407-0105) driveway and shed encroachment will need to be removed prior to final plat approval. (Completed)
2. NPDES permit must be submitted to Zoning prior to being scheduled for final approval. (Completed)
3. A Stormwater and Erosion Control Permit application is required to be submitted to the Zoning Department prior to being scheduled for final plat approval. (Completed)
4. No drainage and utility easement, on any lot, can be altered without written township board approval.
5. No construction may begin prior to the Zoning Dept issuing the Stormwater & Erosion Control Permit.
6. The plat shall be recorded in the Office of the County Recorder/Register of Titles, subject to recording fees, within one year of County Board approval of Final Plat. Department Zoning Presenter Nancy Riddle Funding Total 0.00 The plat shall be recorded in the Office of the County Recorder/Register of Titles, subject to recording fees, within one year of County Board approval of Final Plat.

17. 9:44am **Robert L. Campbell - Simple Plat "Campbell Corner"**

Nancy Riddle: Zoning

Schmiesing/Fobbe unanimous to approve the Residential Preliminary and Final Simple Plat approval of "Campbell Corner" consisting of one lot with an existing residence PID # 45-02-3200 Physical Address: 14682 57th St SE, Becker, Mn Legal Desc: W1/2 of SW1/4 (full legal on file) Sec 29, Twp 35, Rge 28 Santiago Township 78.5 acres Located in the Agricultural District and with the following four (4) conditions listed, as recommended by the Planning Commission:

1. The plat shall be recorded in the Office of the County Recorder/Register of Titles, subject to recording fees, within one year of County Board approval of Final Plat.
2. Conditional Use Permit number 3939, Recorded Document Number 184448 will be revoked at the same time the plat is recorded.
3. The manufactured home must be removed, and the septic tank connected to it must be abandoned per MPCA requirements prior to Planning and Zoning signing the Final Plat.
4. The existing accessory building and grain silo that exceed the maximum 3,000 sq. ft. accessory building established under Zoning Ordinance Section 17, Subdivision 8.4 (Accessory Structures) will be governed by the County and State's nonconformity standards.

18. 9:45am **Steven D. and Pamela J. Richardson - CUP for Personal Storage Structure**

Nancy Riddle: Zoning

Schmiesing/Danielowski unanimous to approve a Conditional Use Permit (CUP) for Personal Storage Structure PID # 40-416-0314 Legal Desc: Lot 7 and 8 Block 3 Cedar Point Palmer Township .29 acres Located in the Agricultural District and within a 1000' of the Rush 710147 and Briggs 710146 Recreational Development Shoreland Districts with the five (5) conditions listed and as recommended by the Planning Commission:

1. Applicant must comply with County's Zoning Ordinance and 2015 Minnesota State Building Code.
2. The Personal Storage Structure cannot be used as dwelling unit or for any business purpose.
3. The Personal Storage Structure is not permitted to have plumbing or a floor drain.
4. A maximum height of the structure is 25 feet from the ground to the peak.
5. The findings in Sect 18, Subd 5.3 of the Zoning Ordinance have been made.

19. 9:46am **Robin W. Lind - Final Plat "Two Rivers"**

Nancy Riddle: Zoning

Schmiesing/Burandt unanimous to approve the Residential Final Standard Plat of "Two Rivers" consisting of 17 Lots with one existing residence on proposed Lot 7 Block 2 PID # 10-107-4100, 10-107-4101 & 10-107-4103 Physical Address: 21675 186th St NW, Big Lake Legal Desc: Th E1/2 of th SE1/4 of Sec 7, Twp 33, Rge 27 Lying S of Westriver Acres (full legal on file) Big Lake Township 52.04 acres Located in the General Rural District and within the Transitional River District of the St. Francis River 714517 and within the Agricultural River District of the Elk River 717514, with the twelve (12) conditions listed, as recommended by the Planning Commission:

1. Park dedication fees in the amount of \$12,800 will be paid to the Public Works Department when the final plat is signed.
2. An NPDES permit must be submitted to the Zoning Department prior to being scheduled for final plat approval. (Completed)
3. A Stormwater and Erosion Control Permit application is required to be submitted to the Zoning Department prior to being scheduled for final plat approval. No construction can be started prior to final plat approval. (Completed) Department Zoning Presenter Nancy Riddle Funding Total 0.00 plat approval. (Completed)

4. The driveway between existing house and existing detached garage to be removed with access to be taken from 215th Ave NW.
5. Existing field approach on proposed Lot 1, Block 1 will be removed per Township standards.
6. The existing accessory building on proposed Lot 8, Block 2 will be required to be reduced to 1,800 sq. ft. or removed before Zoning will sign the final plat mylars. If reduced, developer must apply for a Conditional Use Permit for a Personal Storage Structure. The CUP would be placed on Planning Commission agenda right after "Two Rivers" plat. (Completed)
7. Recording of new driveway easement for PID's 10-107-4323 and 10-107-4317 will be required to be recorded concurrent with final plat.
8. Existing irrigation well (on proposed Lot 5, Block 1) must be sealed per MN Department of Health standards. (Completed)
9. The southern portions of parcels PID# 10-107-4101 & 10-107-4103 will be combined to create a total of 19.97 acres. This must be recorded at the same time as the final plat of "Two Rivers".
10. The driveway leading to the house from 186th St will be removed along with a driveway that leads from the house to existing detached garage. A new driveway will be constructed to 215th Ave NW for the existing house.
11. A Developer's Agreement must be signed with the County Attorney's Office.
12. Developer has one (1) year to record the plat per Section 4, Subd 3 of the Subdivision Ordinance.

20. 9:47am Robin W. Lind - CUP for Personal Storage Structure

Nancy Riddle: Zoning

Danielowski/Burandt unanimous to approve a Conditional Use Permit (CUP) for a Personal Storage Structure PID # 10-107-4100 Property Address: 21675 186th St NW, Big Lake Legal Desc: N198' of NW1/4 of SE1/4 of SE1/4 (full legal on file) Sec 7, Twp 33, Rge 27 Big Lake Township (This is an existing structure that will be located on Lot 8 Block 2 of the proposed plat "Two Rivers" consisting of 2.78 acres. Located in General Rural District and within the Transitional River District of the St. Francis River 714517 and within the Agricultural River District of the Elk River 717514 with the following eight (8) conditions, as recommended by the Planning Commission:

1. Applicant must comply with County's Zoning Ordinance and 2015 Minnesota State Building Code.
2. Because the CUP is needed only after the property is subdivided and because the CUP is intended only for future Lot 8, Block 2 of the Two Rivers plat, the CUP shall become effective and shall be recorded only after the final plat for Two Rivers Lot 8, Block 2 is recorded. If the final plat is not recorded within one year, this CUP shall become void.
3. Building must be reduced to 1,800 sq. ft. before the Zoning Office signs the mylars for Two Rivers Final Plat. Department Zoning Presenter Nancy Riddle Funding Total 0.00 3. Building must be reduced to 1,800 sq. ft. before the Zoning Office signs the mylars for Two Rivers Final Plat.
4. The Personal Storage Structure cannot be used as dwelling unit or for any business purpose.
5. The existing driveway between the house and accessory structure must be removed and revegetated when Lot 8, Block 2 is sold and Lots 7 & 8, Block 2 are no longer under contiguous ownership.
6. The Personal Storage Structure is not permitted to have plumbing or a floor drain.
7. A maximum height of the structure is 25 feet from the ground to the peak.
8. The findings in Sect 18, Subd 5.3 of the Zoning Ordinance have been made.

21. 9:48am Break

22. 9:59am Commissioner Committee Appointments for 2019

Steve Taylor: Administration

Reviewed and set Commissioner Committee assignments for 2019.

23. 10:40am 2019 Board Meeting Schedule

Steve Taylor: Administration

Set the 2019 County Board Meeting Schedule as follows:

January 8	Tuesday	9:00 am	EOC
January 22	Tuesday	9:00 am	EOC
February 5	Tuesday	9:00 am	EOC
February 19	Tuesday	9:00 am	EOC
March 12	Tuesday	9:00 am	EOC/Board Room

March 26	Tuesday	9:00 am	EOC/Board Room
April 9	Tuesday	9:00 am	Board Room
April 23	Tuesday	9:00 am	Board Room
May 7	Tuesday	9:00 am	Board Room
May 21	Tuesday	9:00 am	Board Room
June 11	Tuesday	9:00 am	Board Room
June 25	Tuesday	9:00 am	Board Room
July 16	Tuesday	9:00 am	Board Room
August 6	Tuesday	9:00 am	Board Room
August 20	Tuesday	9:00 am	Board Room
September 3	Tuesday	9:00 am	Board Room
September 17	Tuesday	9:00 am	Board Room
October 1	Tuesday	9:00 am	Board Room
October 15	Tuesday	9:00 am	Board Room
October 29	Tuesday	9:00 am	Board Room
<i>(Tentative)</i>			
November 5	Tuesday	9:00 am	Board Room
November 19	Tuesday	9:00 am	Board Room
December 3	Tuesday	9:00 am	Board Room
December 17	Tuesday	9:00 am	Board Room

24. 10:56am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

(December 19th, 2018 – January 8th, 2019)

Fobbe – Princeton Airport Advisory Board

Burandt – Community Corrections Advisory Board, Emergency Preparedness Advisory Council, AMC Health & Human Services Policy Committee

Schmiesing – Clear Lake City Council

Dolan – Nothing to Report

Danielowski – Nothing to Report

25. 11:01am Adjourn Regular Meeting

26. 11:01am Reception

Commissioner Warrants		
12/14/18	303,833.01	General Revenue Fund
	138,011.47	Public Works Fund
	1,145.00	County Ditch Fund
	2,437.41	Law Library Fund
	10,565.77	Solid Waste Fund
	248,784.83	Jail Commissary Fund
	460.25	Sherco Regional Rail Authority
	121.25	Capital Proj 2008-Government
	136,191.24	Justice Center Enterprise Fund
	10,378.36	Agency Collections
	4,490.92	Taxes & Penalties Fund
	856,419.51	Total
Manual Warrants		
12/14/18	5,374.50	Agency Collections
	5,374.50	Total
Manual Warrants – Capital Project		
12/4/18	1,100,330.58	Capital Proj 2008-Government
	1,100,330.58	Total
Commissioner Warrants		
12/19/18	25,826.07	Public Works Fund
	25,826.07	Total

Commissioner Warrants		
12/20/18	16,318.70	Human Service Fund
	16,318.70	Total
HHS Warrants		
12/20/18	4,841.20	Atmosphere Commercial Interiors
	627.00	Bender/Nicole
	500.00	Bridges MN
	1,189.88	Evenflo Company, Inc
	707.00	Hemocue America
	6,000.00	Total Funds by Hasler
	2,453.62	Payments less than 300
	16,318.70	Total
Commissioner Warrants		
12/21/18	318,005.22	General Revenue Fund
	107,657.91	Public Works Fund
	257.04	Human Service Fund
	2,875.53	Law Library Fund
	5,250.00	Solid Waste Fund
	21,022.32	Jail Commissary Fund
	156.76	Sherco Regional Rail Authority
	2,827.03	Capital Proj 2008-Government
	36,922.99	Justice Center Enterprise Fund
	153.03	Real Estate Assurance
	44,112.69	Agency Collections
	936.58	Taxes & Penalties Fund
	540,177.10	Total
Manual Warrants		
12/21/18	570.35	General Revenue Fund
	335,393.11	Agency Collections
	335,963.46	Total
Commissioner Warrants		
12/28/18	421,859.16	General Revenue Fund
	839,618.32	Public Works Fund
	1,214.31	Law Library Fund
	19,692.71	Solid Waste Fund
	105,880.26	Jail Commissary Fund
	140.00	Forfeited Land Sale
	38,357.50	Capital Proj 2008-Government
	76,846.09	Justice Center Enterprise Fund
	548,352.00	Agency Collections
	4,284.86	Northstar Corridor Development
	2,056,245.21	Total
Manual Warrants		
12/28/18	4,424.00	Agency Collections
	4,424.00	Total
HHS OBO Warrant		
12/28/18	3,099.92	Payments less than 3000
	3,099.92	Total
Commissioner Warrants		
12/31/18	136,174.78	General Revenue Fund
	16,911.29	Public Works Fund
	46,670.57	Jail Commissary Fund
	147,175.75	Forfeited Land Sale
	31,631.74	Justice Center Enterprise Fund
	378,564.13	Total
Manual Warrants		
12/31/18	12,421.35	Capital Proj 2008-Government
	1,575.50	Agency Collections

	13,996.85	Total
HHS OBO Warrants		
12/31/18	184.56	Payments less than 300
	184.56	Total



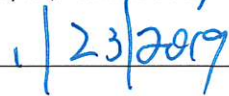
Tim Dolan, Chairperson



Date



Steve Taylor, Administrator



Date

