



# Sherburne County Board of Commissioners

## February 6, 2018 - County Board Meeting Minutes

### 1. 4:30pm Call to Order

The Sherburne County Board of Commissioners met in regular session on February 6, 2018, at the Sherburne County Government Center in the City of Elk River, MN with all Commissioners present. Call to order by the Chair was at 4:30 p.m. followed by a moment of silence and the Pledge of Allegiance to the flag.

Schmiesing/Dolan unanimous to approve the Regular Board Meeting Agenda for February 6, 2018 as presented.

### 2. 4:31pm Consent Agenda

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

1. Review and Approve Minutes: [January 16, 2018 - County Board Meeting](#)  
Approved as presented.
2. [Application to Conduct Excluded Bingo](#) Administration  
Approved Minnesota Lawful Gambling Application to Conduct Excluded Bingo for Travelers Country Club on the Mississippi, at their location at 11290 80th Avenue, Clear Lake, MN 55391, on the following dates: May 26, 2018, June 30, 2018, July 28, 2018, and August 25, 2018.
3. [Sale of Lots to Zimmerman EDA](#) Administration  
Approved the sale of Lots 3 and 4, Block 2, Sherburne County Public Safety Addition (PID 95.478.0215 and 95.478.0220) to the Zimmerman EDA for the sum of \$44,900 with the County paying closing costs and the transfer fee to the Township. The conveyance shall be by warranty deed subject to the reservation of mineral rights to the State of Minnesota and all encumbrances of record. Further, this motion shall authorize the County Board Chair to sign the purchase agreement and the warranty deed and authorize the Assistant County Administrator to represent the County at closing.
4. [Authorize Payment of Annexation Fee](#) Administration  
Authorized payment of the annexation fee for the sale of Lots 3 and 4 of Block 2, Sherburne County Public Safety Addition.
5. [Public Hearing - Tax Abatement for The Garage Guys LLC](#) Administration  
Approved to hold a Public Hearing for a tax abatement application on February 20, 2018 at 9:00am or soon thereafter.
6. [2017A Bond Interest Payment](#) Auditor/Treasurer  
Approved the transfer of funds from Land and Building fund 41

from monies on hand to make the 2018 Bond Interest payment out of Fund 32 2017A GO CIP Bond-Government Center for February 2018 as required by the Net Debt Service Schedule.

7. [Ratify 2017 year end transfers from General Fund \(01\) to County Ditch fund \(15\)](#) Auditor/Treasurer  
Approved to ratify Transfers from the General Fund to the following County Ditch accounts totaling \$6,647.53 to cover 2017 Yearend deficit balances as allowed by statute MS103E.655, Subd 2.  
Ditch # 23 \$150.92  
Ditch # 28 \$1,045.52  
Ditch # 30 \$5,451.09
8. [Del-Tone Luth Gun Club set-up permit](#) Auditor/Treasurer  
Approved Consumption and Display Permit for DelTone/ Luth Gun Club and authorized Auditor/Treasurer's signature on the renewal application.
9. [Voting Equipment Grant Agreement with State of Minnesota.](#) Auditor/Treasurer  
Authorized the Auditor/Treasurer to sign the "Voting Equipment Grant Agreement" with the State of Minnesota (on file in the Auditor/Treasurer's Department). Notification received on 1/29/2018 that with the submission of the grant application for election equipment for Sherburne County (approved by the County Board via resolution # 12117-AD-1802 on November 21, 2017), that Sherburne County will be awarded \$65,030.49 of the \$105,000 that was requested. This approval includes the acceptance of the Election equipment grant in the amount of \$65,030.49. The Auditor/Treasurer will be providing the grant reporting as required by the agreement. Plans are to implement electronic rosters in all the polling locations for the 2018 Election year.
10. [Signatures requested on Letter of Understanding for Audit Services for 2017 Audit.](#) Auditor/Treasurer  
Authorized 2018 County Board Chairperson and Auditor/Treasurer signatures on the letter of understanding of services to be provided by CliftonLarsonAllen for the 2017 Sherburne County Audit.
11. [Child Welfare/Juvenile Justice Screening Grant](#) HHS  
Approved acceptance of an award from the State of Minnesota in the amount of \$44,566.00.
12. [ARMHS Local Recertification for Family Support Services, Inc.](#) HHS  
Approved local recertification of Family Support Services, Inc. as an Adult Rehabilitative Mental Health Services (ARMHS) Provider.
13. [Resolution in Support of Bonding for Mental Health Infrastructure](#) HHS  
Approved Resolution #020618-AD-1822 affirming Sherburne

County's support for state capital investments for regional behavioral health crisis program facilities and permanent supportive housing for people with behavioral health needs.

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| 14. <a href="#">St. Cloud Area Child Response Initiative (CRI)</a>  | HHS               |
| Approved a Memorandum of Understanding (on file in the Health & Human Services Department) between Sherburne County Health & Human Services and the St. Cloud Police Department to allow Sherburne County residents to access the trauma services provided through the Child Response Initiative.           |                   |
| 15. <a href="#">Unpaid Personal Leave of Absence</a>  | HHS               |
| Approved an unpaid personal leave of absence for a Health & Human Services employee, through February 22, 2018 contingent upon additional medical information.  |                   |
| 16. <a href="#">Out of State Training for Public Health Nursing Supervisor</a>  | HHS               |
| Approved Out of State Training for the Public Health Nursing Supervisor in Weston, WI for an estimated cost of \$1,522.00 noting funds are included in the 2018 budget for this training.   |                   |
| 17. <a href="#">Unused Equipment Transfer</a>   | IT                |
| Approved the transfer of two laptops to Big Lake Township.  |                   |
| 18. <a href="#">Authorize Andrew Witter to attend National Association of County Engineers Conference</a>   | Public Works      |
| Authorized Andrew Witter to attend National Association of County Engineers Conference April 22-26 in Adams County, Wisconsin. Funds accounted for in the 2018 budget.  |                   |
| 19. <a href="#">Approve Final Payment CR 53 Bridge 6411 Replacement</a>   | Public Works      |
| Approved final contract payment for the 2016 County Road 53 Bridge 6411 Replacement and authorize payment to Structural Specialties, Inc. in the amount of \$42,604.11. Project No. SP 071598008.   |                   |
| 20. <a href="#">HHS Warrants 12-29-17</a>   | HHS               |
| Accepted payment of HHS Warrants paid December 29, 2017 in the amount of \$45,595.54.   |                   |
| 21. <a href="#">HHS IFS Comm Warrants</a>   | HHS               |
| Accepted payment of HHS IFS Commissioner Warrants paid January 18, 2018 in the amount of \$20,798.92.   |                   |
| 22. <a href="#">Commissioner &amp; Manual Warrants</a>  | Auditor/Treasurer |
| Accepted payment of Commissioner and Manual Warrants paid:  |                   |
| <ul style="list-style-type: none"> <li>• January 26, 2018 Manual Warrants in the amount of \$6,236,219.65</li> <li>• January 11, 2018 Manual Warrants-Capital Project in the amount of \$1,508,555.59</li> <li>• January 25, 2018 Commissioner Warrants-Settlement in the amount of \$674,719.49</li> </ul> |                   |

- January 19, 2018 Commissioner Warrants in the amount of \$547,669.28
- January 12, 2018 Commissioner Warrants in the amount of \$372,534.18
- January 26, 2018 Commissioner Warrants in the amount of \$340,629.12
- January 21, 2018 Manual Warrants in the amount of \$297,413.68
- January 12, 2018 Manual Warrants in the amount of \$6,335.00
- January 19, 2018 Commissioner Warrants (batch 2) in the amount of \$287.00

3. **4:32pm Commissioner Expense Claims**

Dolan/Burandt unanimous to approve December 2017 expense claims submitted by Commissioners as follows, with the stipulation that each Commissioner abstains from approving his/her own claim:

Commissioner Petersen: \$522.50  
Commissioner Schmiesing: 568.04

4. **4:33pm Announcements**

- The Transportation Alliance, Transportation Day at the Capital is scheduled March 7, 2018. Commissioners are to let staff know if they want to be registered.

5. **4:34pm Open Forum - Please sign up at the table by the Board Secretary**

- *The purpose of the Open Forum section of the County Board Meeting is to allow public input and/or information to be presented to the Board that does not require action by the Board;*
- *Personal attacks of any kind against another person are not allowed;*
- *Campaign-type presentations are not allowed;*
- *The normal time limit is five minutes per speaker. The time limit may be shortened or extended at the discretion of the Board Chair;*
- *All input or information is to be addressed to the Board of Commissioners and not to members of the audience;*
- *Speaker handouts are public information. The County may make copies of such handouts for the public if needed;*
- *The County Board Chair will ensure that the Open Forum Policy is followed.*
- *Please note: Any information provided to the County Board on a matter that is subject to a public hearing will not be considered by the Board during public comment. You are asked to write or submit your comments in accord with the instructions for the public hearing to ensure your opinion becomes part of the record for consideration.*

Timothy and Debra Almen were present to inform the Board of their interest in building an Event Barn in Livonia Township. They attended a Livonia Township Board Meeting and were directed to contact Sherburne County. They contacted the Zoning Department and were informed Sherburne County does not have an ordinance concerning Event Barns. Mr. and Mrs. Almen requested that the County Board consider an Ordinance. The Board will bring this information to staff.

6. **4:35 pm Curfew Ordinance Public Hearing**

*Kathleen A. Heaney: Attorney*

The Chair opened the Public Hearing at 4:39 p.m. There was no one present to comment, and no written comments were received. At 4:41 p.m., the Board Chair closed the public hearing. The Sherburne County Sheriff and Health and Human Services Director noted

they welcome the amended Curfew Ordinance.

Burandt/Dolan unanimous to approve Ordinance #226 amended Curfew Ordinance, noting a change of the word “any” to the word “a” in Section 7. The Ordinance is effective upon publication. The County Administrator’s Office will publish the notice of enactment and file the affidavit of publication along with the amended executed ordinance with the County Auditor/Treasurer’s Office.

7. 4:45 pm [Pope/Douglas Solid Waste](#)

*Dave Lucas, Solid Waste Administrator: Zoning*

Provided information on Tri-County and Pope Douglas proposed amendment that would maintain delivery of 50,000 tons per year of Tri-County’s MSW to the Pope/Douglas incinerator.

Schmiesing/Dolan unanimous to direct staff to evaluate Sherburne County’s interest in the Pope Douglas agreement, to evaluate the existing relationship between the County and Tri-County Solid Waste Commission and then, based upon the foregoing, to determine the long term implications of the proposal of an increased tonnage commitment under the Pope Douglas agreement and how the county’s interest is served with Tri-County.

8. 4:55 pm [Approve Signage Contract with MN State Industries](#)

*Steve Taylor: Administration*

Provided information on signage requirements for the new addition and the renovation of the Government Center. Doug Wild, BWBR, was present to review information about the approximate 1,200 signs. Discussion was held concerning the exterior signs.

Burandt/Schmiesing to approve a contract with MN State Industries in an amount not to exceed \$140,000.00 to provide all the interior and exterior signage for the Government Center Construction project. Funds to be taken from Acct. #44-862-6619. Motion carried with Commissioner Petersen voting nay.

The exterior signage will be brought back to the Board at a future meeting for approval.

9. 5:00 pm [Approve contracts for furniture, fixtures and equipment for the Government Center Expansion project](#)

*Steve Taylor: Administration*

Provided information on reuse of current furniture and purchase of new furniture required for the building expansion and renovation. Lisa Miller, Interior Designer, BWBR, provided information on the companies the County is contracting with and noted the break in pricing due to bulk purchasing.

Dolan/Burandt unanimous to approve the price quotes for furniture, fixtures and equipment related to the renovation and expansion of the Government Center including:

a. Atmosphere quote of \$1,621,621.63 (saved 206,000)

b. Fluid quote of \$421,813.24 (saved 77,000)

c. County procured appliances and equipment of \$11,325.00

subject to County Attorney review. Funds to be taken from Acct. #44-862-6619.

10. 5:15 pm **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

*(January 16, 2018 – February 5, 2018)*

Commissioner Burandt: Healthy MN Partnership, Community Partners Meeting, Association of Townships Meeting, Elk River Watershed, Central MN Emergency Services Region, and Council on Aging Board.

Commissioner Petersen: Will attend the Hwy. 25 Corridor Coalition Open House on February 13th, Sherburne County EDA on February 15<sup>th</sup>, and Area Planning Organization Policy Committee on Feb. 22<sup>nd</sup>.

Commissioner Dolan: Community Partners Meeting, Joint Meeting with City of Big Lake & Big Lake Township & Orrock Township, Hwy. 25 Corridor Coalition, Greater St. Cloud Development Corporation Listening Session, MAGIC Fund Board of Trustees (will tour their facility in Harrisburg; expenses covered by MAGIC).

Commissioner Schmiesing: Minnesota Inter-County Association Annual Meeting, Association of MN Counties Board of Directors Meeting, and Sherburne County EDA Meeting

Commissioner Fobbe: Minnesota Inter-County Association Annual Meeting, Tri-County Action Program Board, East Central Juvenile Detention Center Meeting, A joint meeting with Livonia Township and City of Zimmerman, Solid Waste Meeting, and Princeton Airport Meeting

11. 5:27 pm **The Board Chair adjourned the Regular Meeting**

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

December 29, 2017

\$ 45,532.09	Human Service Fund
\$ 63.45	Agency Collections

January 18, 2018

\$ 18,368.92	Human Service Fund
\$ 2,430.00	Agency Collections

January 26, 2018

\$ 562.70	General Revenue Fund
\$ 768,203.80	2017A GO CIP Bond-Government
\$ 967,350.00	2015A GO CIP Refunding Bond
\$ 1,332,200.00	2009A GO Jail Refunding Bond
\$ 14,634.82	HRA & Ec Dev Fund
\$ 5,371.75	Agency Collections
\$ 441,456.82	Taxes & Penalties Fund
\$ 1,672,746.73	School Districts Collections
\$ 1,033,693.03	Towns & Cities Collections

January 11, 2018

\$ 1,508,555.59	Capital Proj 2008-Government
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January 25, 2018

\$ 1,093.53	General Revenue Fund
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\$	1,570.71	Metropolitan Transit Fund
\$	19,157.96	HRA & Ec Dev Fund
\$	136.74	Hospital District Collections
\$	20.88	Agency Collections
\$	145,287.24	School Districts Collections
\$	507,452.43	Towns & Cities Collections

January 19, 2018

\$	333,041.55	General Revenue Fund
\$	3,264.33	Public Works Fund
\$	171.76	Human Service Fund
\$	5,529.08	Solid Waste Fund
\$	48,902.09	Jail Commissary Fund
\$	5,315.00	Capital Proj 2008-Government
\$	111,019.87	Justice Center Enterprise Fund
\$	40,324.22	Agency Collections
\$	101.38	Taxes & Penalties Fund

January 12, 2018

\$	147,453.49	General Revenue Fund
\$	12,540.10	Public Works Fund
\$	5,717.08	Solid Waste Fund
\$	33,531.31	Jail Commissary Fund
\$	274.68	Sherco Regional Rail Authority
\$	28,025.00	Capital Proj 2008-Government
\$	116,021.28	Justice Center Enterprise Fund
\$	27,163.76	Agency Collections
\$	1,807.48	Taxes & Penalties Fund

January 26, 2018

\$	118,867.92	General Revenue Fund
\$	34,962.93	Public Works Fund
\$	6,955.99	County Ditch Fund
\$	8,532.52	Law Library Fund
\$	1,535.67	Solid Waste Fund
\$	23,522.31	Jail Commissary Fund
\$	171.69	Sherco Regional Rail Authority
\$	450.00	2009A GO Jail Refunding Bond
\$	10,425.30	Capital Proj 2008-Government
\$	24,285.70	Justice Center Enterprise Fund
\$	9,013.09	Taxes & Penalties Fund
\$	31,906.00	Special TIF Account

January 21, 2018

\$	297,413.68	Agency Collections
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January 12, 2018  
\$ 6,335.00 Agency Collections

January 19, 2018  
\$ 287.00 General Revenue Fund

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Lisa A. Fobbe, Chairperson

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Steve Taylor, Administrator

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Date

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Date