



# Sherburne County Board of Commissioners

## April 9, 2019 - County Board Meeting Minutes

### 1. 9:00 am Call to Order

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

1 Moment of Silence and Pledge of Allegiance Administration

9:01am 2 Schmiesing/Fobbe unanimous to approve the Regular Meeting Proposed Agenda with the change of moving the March 26, 2019 meeting minutes to Regular agenda item 2a with updated edits as provided to the Board. Administration

2a. 9:02am 1 Danielowski/Fobbe unanimous to approved updated March 26,2019 minutes as presented. Administration

### 2. 9:02am Consent Agenda

Fobbe/Danielowski to Approve the Consent Agenda.

1 Approved Workshop Minutes from March 26, 2019. Administration

2 Claims for expenses incurred while attending the NACo Legislative Conference. Administration

Approved expense claim forms for Commissioner Dolan, Commissioner Burandt and Commissioner Fobbe for reimbursement of expenses incurred while attending the NACo Legislative Conference. Expenses were accounted for in the 2019 budget.

3 Out of State Training for Prosecuting Homicides Attorney  
*Kathleen Heaney, County Attorney*

Approved the attendance by the Chief Deputy to attend an out-of-state training on prosecuting homicides hosted by the National District Attorney's Association in Arizona (5.1.19 to 5.6.19) with approximate cost of \$935.00 tuition, lodging \$665 plus tax; airfare \$400.00 plus tax/baggage and food/mileage/park and ride.

4 Resolution on National Crime Victims' Rights Week Attorney  
*Kathleen Heaney, County Attorney*

Approved Resolution 04092019-AD-1898 for the National Crime Victim's Week of April 7 to 13, 2019.

5 Commissioner & Manual Warrants Auditor / Treasurer

Accepted payment of Commissioner & Manual Warrants as follows:  
March 29, 2019 Commissioner Warrants \$1,283,775.75

March 22, 2019 Commissioner Warrants \$839,097.00  
March 22, 2019 Manual Warrants \$172,023.17  
March 29, 2019 Manual Warrants \$7,855.25

- 6 03-29-19 HHS OBO Warrant Health & Human Services  
Accepted HHS OBO Warrant as follows:  
03--29--19 HHS OBO Warrant
- 7 Child Abuse Awareness and Prevention Month Proclamation Health & Human Services  
*MaryJo Cobb, Health & Human Services Department Head*  
Approved April 2019 as Child Abuse Awareness and Prevention Month in Sherburne County.
- 8 Infant Immunization Week Proclamation Health & Human Services  
*MaryJo Cobb, Health & Human Services Department Head*  
Proclaimed the week of April 27-May 4, 2019 as Infant Immunization Week in Sherburne County.
- 9 Public Health Week Proclamation Health & Human Services  
*MaryJo Cobb, Health & Human Services Department Head*  
Approved to proclaim April 17, 2019 as Public Health Week in Sherburne County.
- 10 Additional WIC Funds Health & Human Services  
*MaryJo Cobb, Health & Human Services Department Head*  
Accepted final payout of Federal Fiscal Year funds for Women, Infants and Children program in the amount of \$151,015.
- 11 Evidence Based Health & Human Services  
Family Home Visiting (FHV) Grant  
*MaryJo Cobb, Health & Human Services Department Head*  
Accepted the Evidence-Based Home Visiting Grant from the Minnesota Department of Health in the amount of \$3,318,658. The term of the grant is 5/1/2019 to 12/31/2022.
- 12 Family Home Visiting Joint Powers Agreement Health & Human Services  
*MaryJo Cobb, Health & Human Services Department Head*  
Approved Sherburne County's participation as detailed in the Joint Powers Agreement for Central Minnesota Home Visiting Coalition.
- 13 Public Health Emergency Preparedness Concurrence Letter Health & Human Services  
*MaryJo Cobb, Health & Human Services Department Head*  
The Public Health Emergency Preparedness Concurrence Letter.
- 14 SHIP Mini-Grant Approval Health & Human Services  
*MaryJo Cobb, Health & Human Services Department Head*  
Approved funding to SHIP Mini-Grant applicant agencies as outlined in the SHIP Mini-Grant 2019 Application Spreadsheet (on file) for the year of 2019 in the sum of \$18,301.71.
- 15 Compassionate Home Care Contract Health & Human Services

*MaryJo Cobb, Health & Human Services Department Head*

Approved contract with Compassionate Home Care to provide Semi-Independent Living Skills (SILS) services. Contract term is April 1 - December 31, 2019. Contract amount is \$50,000.

- 16**      Collective Bargaining Agreement with Sherburne County Highway Employees Association      Human Resources

*Tammy Bigelow*

Approved the Collective Bargaining Agreement with the Sherburne County Highway Employees Association for the term of January 1, 2019 through December 31, 2021 as recommended by the Negotiating Committee and authorized the Chair to execute the contract.
  
- 17**      Community Health Board Grant Project Agreement Amendment      Health & Human Services

*MaryJo Cobb, Health & Human Services Department Head*

Approved the Community Health Board Grant Project Agreement Amendment in the amount of \$76,067.00 and for the time period of 7/1/2017- 6/30/2022 to 7/1/2017 – 6/30/2019.
  
- 18**      Final Payment for 2017 Overlays      Public Works

*Andrew Witter, Public Works Department Head*

Approved final contract payment for the 2017 Overlays authorizing Knife River Corporation in the amount of \$47,529.61. CP 071-606-015, CSAH 6 from TH 10 to CSAH 16 – Surface Improvements CP 071-608-015, CSAH 8 from State HWY 24 to CSAH 16 – Surface Improvements CP 071-672-015, CR 72 from CR 35 to CR 32 – Surface Improvements CP 071-675-015, CR 75 from CSAH 5 to CSAH 4 – Surface Improvements CP 071-611-017, CSAH 11 from 1000' to 2330' west of State HWY 25 CSAH 16, Culvert #16040 modifications. These projects will be funded by County Contract, account number 03-314-000-0000-6368.
  
- 19**      SRF Consulting Group, Inc. Agreement for Professional and Technical Services CSAH 11-TH 10 Intersection Control Evaluation      Public Works

*Andrew Witter, Public Works Department Head*

Approved an agreement with SRF Consulting Group, Inc. to provide engineering services. The agreement shall commence on April 9th and shall terminate on the date that all obligations have been fulfilled and deliverables have been approved by the County. Total funding of \$22,900.00.
  
- 20**      Public Safety Telecommunications Week Proclamation      Sheriff

Approved a proclamation designating the week of April 14--20 as Public Safety Telecommunications Week in Sherburne County to recognize the men and women who perform the difficult task for operating the County's 911 Dispatch Center.
  
- 21**      Out-of-state travel for two Sheriff's Office employees      Sheriff

Approved out-of-state travel for two Sheriff's Office employees to attend a professional visit to the Colorado Fusion Center in Denver, Colorado, from April 1-2, 2019. The travel expenses will include airfare, hotel, transportation, and meal reimbursement totaling \$934.00.
  
- 22**      Out-of-State Travel for Sherburne County Substance Use Prevention Coalition      Sheriff

Approved out-of-state travel for up to four members for the Sherburne County Substance Use Prevention (SUP) Coalition to attend The Montana Summer Institute in Big Sky, Montana, from June 24-29, 2019. The cost will include a \$694 registration fee per person plus all necessary

travel expenses (including airfare, hotel, transportation, and meal reimbursement). All expenses will be covered by the Drug-Free Communities (DFC) Support Program Grant.

- 23 Cleanup expenses of 16768 205th Ave NW, Big Lake Planning & Zoning  
*Dave Lucas, Solid Waste Administrator*  
Approved an amount not to exceed \$10,000 for remaining cleanup expenses for 16768 205th Ave NW, Big Lake as authorized by District Court.

3. 9:04am **Announcements**

County Administrator, Steve Taylor gave a brief summary of the Maple Room. Which, the County Board meeting was held in currently. On April, 23rd the Greater St. Cloud Development will visit. For today's meeting the new software ClivicClerk was used and we would like feedback from the Board on how they think it worked out. Immediately following the Board meeting there will be an Employee Appreciation in the new Staff Cafe to thank the staff for their toleration during the remodel.

4. 9:05am **Open Forum**

Nobody was present.

5. **Regular Agenda**

- 1 Great River Regional Library Update Administration

*Karen Pundsack*

Karen Pundsack, Executive Director, Robbie Schake, Elk River Library Services Coordinator, and Jeannette Burkhart, Becker Library Coordinator, were present representing the Great River Regional Library. Karen presented on the summarization of the latest statistics and events of Great River Regional Library as an organization. Robbie provided a summary of Elk River Library's latest events, activities and updates from 2018 into 2019. Jeanette Burkart provided the same summary for the Becker and Big Lake Libraries.

- 2 CMJTS CEDS Update Administration

*Mark Hanson*

Reviewed the CMJTS Economic Development Coordinator's year-end report. Marc Hansen, Economic Director provided the report and highlighted on Child Care Project, the need in Sherburne County and statistics on the GAP.

- 3 Brothers Development LLC-Final Standard Plat Planning & Zoning

*Lynn Waytashek, Assistant Planning & Zoning Administrator*

Fobbe/Burandt unanimous to approve the request for Residential Final Standard Plat approval of "BALDWIN ESTATES" consisting of eight (8) lots PID# 01-023-4200 Legal Desc: NW1/4 of SE1/4 (full legal on file) Sec 23, Twp 35, Rge 26 Baldwin Township 28.26 acres General Rural District with the following (4) Conditions as recommended by the Planning Advisory Commission.

1. Park dedication fees are collected for 7 lots and pay current park fees in the amount of \$800 for each lot.
2. Developer will address any issues regarding the pipeline prior to this plat being scheduled for final. (completed)
3. Developer will satisfy all conditions set forth by the Public Works Department regarding access to CSAH19.
4. Applicant must submit an NPDES permit prior to scheduling final plat approval. (completed)



and shall be recorded only after the final plat for Gail Addition Lot 2, Block 1 is recorded. If the final plat is not recorded within one year, this CUP shall become void.

- 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.

Conditional Use Permit shall be approved or recommended for approval by the County Planning Commission unless said Commission shall find (Bruce Aubol, Planning Advisory Commission made the following findings of fact):

1) That the Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity.

Aubol stated, "It will not."

2) That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area. Aubol state, "It will not."

3) That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided. Aubol stated, "Yes, they are provided."

4) That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Aubol stated, "Yes, that will be sufficient."

5) That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result. Aubol stated, "No disturbance will result. "Additionally, here are staff findings that we recommend the County Board also adopt as their findings as additional clarification for the Planning Commissions answers:

Findings of Fact:

1. That the Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity. The proposed use is not injurious and won't diminish and impair values within the immediate area.

2. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement surrounding vacant property for uses predominant in the area. The detached garage is already located on the property. It will not impede the normal and orderly development.

3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided. The property accesses from a township road and is large enough to retain stormwater drainage.

4. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use. The applicant has sufficient parking space to accommodate the proposed use.

5. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result. The detached garage is already located on the property. It will not cause offensive odor, fumes, dust, noise and vibration to the immediate area.

*Lynn Waytashek, Assistant Planning & Zoning Administrator*

Schmiesing/Fobbe unanimous to amend Zoning Ordinance Section 5, Subd 2 Definitions Add the definition for "Bluffline".

Danielowski/Burandt unanimous to amend Section 15 Mississippi and Rum Scenic and Recreational River Ordinance.

- 8 Amend Zoning Ordinance (Recreational Vehicles) Planning & Zoning

*Lynn Waytashek, Assistant Planning & Zoning Administrator*

Danielowski/Fobbe unanimous to amend Section 5, Subd 2 Definitions: Update the definition of Recreational Vehicle and delete the definition of Travel Trailer.

Commissioner Schmiesing abstained from voting. Danielowski/Fobbe unanimous with a 4-0 vote to amend Section 17, General Development: Add Subd 18 Recreational Vehicle Use and Storage Regulations and add the regulations for Parking of Recreational Vehicles as recommended by the Planning Advisory Commission.

- 9 AgBMP Low Interest Loan Program Presentation Planning & Zoning

*Dave Lucas, Solid Waste Administrator*

Dave Lucas and Erika Beyer provided an update to board members on the overall success of the County's AgBMP Low Interest Loan Program for failing septic systems.

- 10 Resolution Accepting the Donation of Land from City of Elk River Public Works

*Andrew Witter, Public Works Department Head*

Burandt/Danielowski unanimous to adopt the resolution # 040919-AD-1987 for the acceptance of lands with no use restriction from City of Elk River.

- 11 County Administrator Recruitment Human Resources

*Gary Weiers, Tammy Bigelow*

Gary Weiers was present to provide information on the position profile, job description and hiring process as presented by DDA Human Resources, Inc. and authorize DDA Human Resources, Inc. to begin the recruitment for the County Administrator position. The County Commissioners provided feedback and requested edits to the provided information and materials. The Board also agreed to conduct a Martin-McAllister assessment on final candidates at approximately \$1100 per assessment per person. The County Administrator job posting will go live on April 10th, 2019.

- 12 2020 Budget Planning Prep Administration

*Dan Weber, Assistant County Administrator*

Assistant County Administrator Dan Weber presented a review of the 2020 budget schedule and a review of recent economic trends in Sherburne County.

6. 10:54am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Fobbe - Princeton Airport Meeting, Rum River Watershed, Phone conference with DDA

Commissioner Burandt - Meeting with DDA, Sherburne County Watershed meeting, Solid Waste

Advisory meeting, Inter-agency Early Intervention Committee meeting, Jail Upgrade meeting

Commissioner Dolan - Development Task Force meeting, Meeting with DDA

Commissioner Schmiesing - Meeting with DDA, Veterans Administration meeting, Joint Powers Drainage meeting, Development Task Force meeting, Jail Upgrade meeting, Airport Advisory meeting

Commissioner Danielowski - Land Use Zoning Workshop, AMC Leadership Conference, MNDOT ATP meeting, Meeting with DDA, Met with Brian Gibson & WSB on Transportation Study

- 7. **11:00am Adjourn Regular Meeting, Recess**
- 8. **11:05am Reconvene, Open Workshop Meeting**
- 9. **11:51am Adjourn Workshop, Reconvene Regular Meeting**

Commissioner Warrants

03/22/19	148,362.78	General Revenue Fund
	112,873.21	Public Works Fund
	2,842.27	Law Library Fund
	2,986.00	Solid Waste Fund
	28,323.70	Jail Commissary Fund
	354,337.09	Sherco Regional Rail Authority
	107,221.21	Capital Proj 2008-Government
	76,684.74	Justice Center Enterprise Fund
	5,466.00	Agency Collections
	839,097.00	Total

Manual Warrants

03/22/19	570.35	80	General Revenue Fund Agency Collections
	171,452.82		Total
	172,023.17		

Commissioner Warrants

03/29/19	175,602.73	General Revenue Fund
	74,158.12	Public Works Fund
	2,314.64	Law Library Fund
	875.50	Solid Waste Fund
	31,249.49	Jail Commissary Fund
	140.00	26 Forfeited Land Sale
	254,662.68	Sherco Regional Rail Authority
	143,599.01	Capital Proj 2008-Government
	12,863.80	Justice Center Enterprise Fund Agency Collections
	588,309.78	Total
	1,283,775.75	





Manual Warrants

03/29/19	6,875.75	Agency Collections
	6,875.75	Total

HHS OBO Warrant

03/29/19	856.50	OBO Dozpromo
	500.00	OBO Holiday Station Store
	545.42	OBO Innovative
	311.38	OBO Pesl
	498.00	OBO Signs of Safety
	339.90	OBO Target
	374.00	OBO United Airlines
	1,435.61	12 Payments less than 300
	4,860.81	Total

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 Tim Dolan, Chairperson

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 Steve Taylor, Administrator

4/24/2019  
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 Date

4/25/2019  
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